

**AMENDMENT #1
REQUEST FOR PROPOSAL
MHBE Printing Services RFP # BPM022855**

March 1, 2021

This Amendment is being issued to amend and clarify certain information contained in the above-named RFP. All information contained herein is binding on all Offerors who respond to this RFP. A specific part of the RFP Scope of Work has been amended. The following changes/additions are listed below; new language has been underlined and language deleted has been marked with a ~~strikeout~~ (ex. ~~language deleted~~; language added).

1. Amend Scope of Work – Language has been added to the Scope of Work – Section 3.2.1- **See Section 3.2.1.23:**

Scope of Work

Solicitation Number BPM022855

MHBE Printing Services

3.2.1 Contractor Requirements

Section Number	Description
3.2.1.1	Contractor will work either directly with the MHBE or with the Marketing Agency designated to manage the overall marketing and outreach campaign for the MHBE. The Contract Monitor or Director of Marketing will approve all jobs before printing. Files will be supplied to the Contractor in digital format (photographs may be made available for scanning when necessary).
3.2.1.2	Contractor shall present high-resolution color paper or digital proofs to the Contract Monitor or designee identified in writing from the Contract Monitor for final approval before work is printed and produced and sent electronically in a PDF format.
3.2.1.3	Contractor will be responsible for executing timely production for the required number of copies for all printing projects. For each requested job, the Contract Monitor shall indicate the required time frame for production.
3.2.1.4	Contractor shall assign an “Account Manager”, see RFP Section 3.3.1 for additional information regarding this position’s requirements, as a primary day-to-day contact for printing services.
3.2.1.5	Contractor shall provide all necessary equipment, supplies, materials, facilities and labor for all collateral materials. Proposed unit pricing shall be fully loaded.

3.2.1.6	Contractor must receive print files in industry standard formats such as PDF, InDesign, and others.
3.2.1.7	Contractor must print in designated supported languages (includes special characters) including, but not limited to, Korean, Spanish, Cambodian, Laotian, Vietnamese, Chinese, Russian, and Somali.
3.2.1.8	Contractor must receive and produce large print and Braille materials.
3.2.1.9	Contractor shall have an established prioritization system that is based on deadlines and turnaround time, and the ability to meet critical print delivery dates.
3.2.1.10	Contractor shall maintain all files for the duration of the contract in the instance that the MHBE requests additional items be reprinted.
3.2.1.11	Contractor must be able to print variable specifications and quantities as requested by the MHBE.
3.2.1.12	Contractor must be able to meet in person with the MHBE staff and/or its designated Marketing Agency to resolve any print issues within 24 business hours of notification of the issue from the Contract Monitor.
3.2.1.13	Contractor must print on pre-printed materials such as forms.
3.2.1.14	Contractor must be able to print on non-standard size paper, including legal, 11x17, poster, folder and envelopes and assorted paper colors and sizes in one letter, such as a combination of 8 ½ x 11 and 8 ½ x 14.
3.2.1.15	Contractor must be able to produce printed envelopes, business cards, annual reports, brochures, tabletop signs, posters, folders, letterhead and stationery.
3.2.1.16	Contractor must be able to accommodate for black and white, color, full coverage or bleeds.
3.2.1.17	Contractor must produce saddle-stitch, coil, hardcover, perfect, wire, and velo bindings.
3.2.1.18	Contractor must label all packages, boxes, and cartons with the contents, purchase order number, job order number and ordering department name.
3.2.1.19	Contractor shall provide, as needed, daily, Monday through Friday, 8 a.m. to 5 p.m., pick-up and delivery service which is to be included in the fully loaded price.
3.2.1.20	Contractor shall store print inventory for a period of 1 to 14 days, when needed prior to delivery.
3.2.1.21	Contractor shall deliver materials to the following addresses, as specified in the applicable print request from the Contract Monitor or designee identified by the Contract Monitor in writing:

	<ul style="list-style-type: none"> a. MHBE's main office: 750 Pratt Street, 6th floor, Baltimore, MD 21202 b. MHBE's fulfillment Contractor: 4621 Boston Way, Suite C, Lanham, MD 20706 c. The following ZIP codes: 21202, 20601, 21863, 20910, 20785, 21921, 21502, 20723. d. Any other designated Maryland ZIP code, including to consumers.
3.2.1.22	Contractor's place of business, where all requirements of this solicitation will be performed, shall be located within a 50-mile radius of zip code 21202 in order for the MHBE to conduct routine on-site visits.
3.2.1.23	<u>The Contractor shall prepare mail merge letter with address data points, print and mail on an as-requested basis by the MHBE. The volume can range from several hundred to several thousand. The files are typically encrypted and emailed to Contractor point of contact.</u>

Sincerely,



Raelene Glasgow
Procurement Officer