

**AMENDMENT #2
REQUEST FOR PROPOSAL
MHBE Printing Services RFP # BPM022855**

March 3, 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 strikethrough (ex. ~~language deleted~~; language added).

1. Amend Scope of Work Section 3.2 – Tables 1 and 2 have been replaced to align with the financials and to further clarify items – **Section 3.2 Both tables:**

Scope of Work

Solicitation Number BPM022855

MHBE Printing Services

3.2 Scope of Work

The MHBE is seeking to contract with a full-service printing and production Contractor to provide the services outlined below. While certain services may be provided by the subcontractor(s), the awarded Contract ultimately will be responsible to ensure that all project goals, objectives and deliverables are met. In addition, Contractor shall be responsible for managing, overseeing, and providing all negotiated services and deliverables.

Contractors shall print/produce collateral materials for MHBE as outlined below in Table 1. Specifications are outlined in Table 2. Some documents may be in English, Spanish, Mandarin, large print and Braille.

TABLE 1

| Item # | Item | Estimated Number of Templates* |
|--------|----------------|--------------------------------|
| 1 | Letterhead | 1 |
| 2 | #10 Envelope | 1 |
| 3 | Business Cards | 1 |
| 4 | Signage | 1 |

| | | |
|----|---|----|
| 5 | Brochures (consumer/small business) | 18 |
| 6 | Fliers (e.g., map, contact sheet, checklist, fact sheets, FAQs) | 20 |
| 7 | Posters | 2 |
| 8 | Bookmarks | 1 |
| 9 | Panel cards | 9 |
| 10 | Certificate | 2 |
| 11 | Table Tents | 1 |
| 12 | Booklet | 1 |
| 13 | Annual Report | 1 |
| 14 | Card | 18 |
| 15 | Insert | 1 |
| 16 | Postcards | 2 |
| 17 | Postcards | 2 |
| 18 | Braille flier | 1 |

* The number of templates and envelopes are subject to change once the program designed is finalized.

MHBE makes no guarantee that it will purchase any service from any resulting contract. This contract does not constitute a requirements contract under COMAR 21.06.03.A(3) and shall not be construed to require the MHBE to procure printing services exclusively from the contractor. The MHBE reserves the right to procure services from other sources when it is in the best interest of the MHBE to do so and without notice to the contractor.

TABLE 2 – SPECIFICATIONS FOR COLLATERAL/MATERIALS

| Item # | Item | Finished Size | Paper | Estimated Pages | Binding |
|--------|--|-------------------------|----------------|-----------------|---------|
| 1 | Full Color Letterhead PMS 376 PMS 425 PMS 632 | 8 ½" x 11" | Cut Sheet, 24# | 1 | None |
| 2 | Full Color Return | Standard #10, 9.5" x 4" | White | n/a | n/a |

| | | | | | |
|---|--|--------------------------------|---|--------------------|--|
| | Address/Logo Envelopes PMS 376 PMS 425 PMS 632 | | | | |
| 3 | Full Color Business Cards PMS 376 PMS 425 PMS 632 Black | 3.5" x 2", 2- sided | Neenah Classic Crest Solar White 110# | n/a | n/a |
| 4 | Signage | 18"x24" | Coroplast | n/a | n/a |
| 5 | Full Color Brochures bleeds | 2" x 9" flat | 80# silk cover | | Trim to flat size; score and tri fold to 4 x 9"; pack suitably in boxes |
| 6 | Full Color Fliers/Fact Sheets Green PMS 376 Grey PMS 425 Blue PMS 632 Black ½ inch bleed | 8 ½" x 11" | Glossy, 24# | 1 page, 2-sided | n/a |
| 7 | Full Color Posters ½ inch bleed Green PMS 376 Grey PMS 425 Blue PMS 632 Black | 24" x 36" | Glossy | n/a | n/a |
| 8 | Full Color Bookmarks | 2 x 7", bleed, double sided | 110# cardstock | n/a | n/a |

| | | | | | |
|----|--------------------------------------|----------------|---|------------------|--|
| 9 | Panel Cards full color | 4 x 9" | 100# coated cover | n/a | Trim to size |
| 10 | Certificates | 8.5 x 11 | Certificate shells | 1 | Fold to fit #10 window envelope |
| 11 | Table Tents full color bleed | 5.5 x 18" flat | 20# white glossy cover | n/a | Die cut 1" slots on bottom panels and top half of circle emblem, score at 3" in from bottom edges and on either side of die cut half circle to create folded table tent with "locking" bottom and "stand up" center when folded and bottom married. |
| 12 | Booklet | 5 ½" x 8 ½" | Glossy 32# Cover 100# | 32 plus cover | Spiral |
| 13 | Annual Report | 8 ½" x 11" | 100# white gloss cover with 80# white gloss text Cover 4/0/0/4 plus gloss varnish Text 4/4 plus spot varnish | 44 plus cover | Digital Production Collate, saddle stitch and fold to 8.5 x 11"; pack suitably |
| 14 | Card, double- sided full color | 6" x 4.25" | 100# white matte cover, 4/4 bleeds | n/a | n/a |
| 15 | insert – Black & white | 8" x 3" | 80# glossy | n/a | n/a |
| 16 | Postcard | 6 x 4.25" | 100# White Gloss Cover; 4/4 bleeds - 2 different versions - weekly list | n/a | With indicia, to be mailed to consumers, Inkjet addresses/sort/NCOA/CASS/Take to post office using Uptown Presort Std Indicia for mailing * Mailing using weekly databases supplied via MHBE March 1 thru May 31 |

| | | | | | |
|----|---------------|------------|------------------------------------|-----|--|
| | | | | | * Price includes informed delivery and tracking 13 mail drops |
| 17 | Postcard | 8" x 5" | 100# White Gloss Cover; 4/4 bleeds | n/a | With indicia, to be mailed to consumers, Inkjet addresses/sort/NCOA/CASS/Take to post office using Uptown Presort Std Indicia for mailing * Mailing using weekly databases supplied via MHBE March 1 thru May 31 * Price includes informed delivery and tracking 13 mail drops |
| 18 | Braille flier | 8 ½" x 11" | | | |

Sincerely,



Raelene Glasgow
Procurement Officer