



REQUEST FOR QUOTATION

DC SUPPLY SCHEDULE VENDORS ONLY (DCSS) SCHEDULE OF SUPPLIES/SERVICES: ADVERTISING/NOVELTIES

Contracts & Procurement Services

Page 1 of 9 ISSUANCE DATE: December 09, 2009 RQ #: RQ676482
 CLOSING DATE: December 11, 2009 2:00 P.M.

VENDOR NAME:			
ADDRESS:		ATTN:	
PHONE #:		FAX #:	
DUN & BRADSTREET #:		FEDERAL ID #:	
PLEASE REPLY BY:	Friday, December 11, 2009 - 2 P.M.	QUESTIONS? (Please Contact)	Anthonisha Felton 202 - 481-3799 - phone Anthonisha.felton@dc.gov - e-mail

YOU MUST USE THIS QUOTE SHEET OR YOUR BID WILL NOT BE CONSIDERED

ITEM/SKU NUMBER	ITEM DESCRIPTION	QTY.	UNIT PRICE	TOTAL PRICE
CLIN 0001	<p>The DC Office of the State Superintendent of Education (OSSE) — Higher Education Financial Services (HEFS) has a requirement for a DC Supply Schedule vendor to provide Advertising/Novelties for the 2010/2011 Academic Year. ALL materials MUST be received by December 21, 2009.</p> <p>See Attachments:</p> <ul style="list-style-type: none"> Attachment A - Statement of Work <p><u>DELIVERY ADDRESS:</u></p> <p>DELIVERY ADDRESS: Higher Education Financial Service 51 N Street, NE 7th Floor Washington, DC 20002</p> <p><u>DELIVERY DATE:</u> On or Before 12/21/2009</p>			

GOVERNMENT POINT OF CONTACT/COTR:

Toshia Dark Berry
202-741-6482 or 202 641-1456

EVALUATION/AWARD:

The award will be given to the low bid who can deliver ALL materials on or before December 21, 2009.

PERIOD OF PERFORMANCE:

Date of Award through September 30, 2010

Please submit all (SIGNED) quotes to:

Anthonisha Felton
Contract Specialist
OSSE Contracts and Procurement
441 4th Street, N.W. – Suite 350N
Washington, D.C. 20001
Phone: 202-481-3799
Fax: 1-800- 617-3780
Email: Anthonisha.felton@dc.gov

TOTAL \$ _____

ALL SHIPPING MUST BE FOB DESTINATION

ARE YOU LSDBE CERTIFIED? **Yes** **No** (If “yes”, please attach certification)

NOTE: ALL BIDS MUST INCLUDE YOUR COMPANY’S STOCK NUMBER, AS WELL AS PACKING SIZES (i.e., 10 per box, 6 boxes per case) AND MUST BE BRAND NAME OR EQUAL DISCOUNT.

Percent **Delivery Days**

DISCOUNT FOR PROMPT PAYMENT OF LESS THAN 20 DAYS WILL NOT BE CONSIDERED IN EVALUATING QUOTATION

SUBMITTED BY: (Signature of Person Authorized to Sign) 

TITLE:

DATE:

CONTRACTING OFFICER:

DATE:

STATEMENT OF WORK
For
DC ONEAPP Pamphlet
(Academic Year 2010/2011)

SCOPE:

The scope of work for this project encompasses all tasks involved in the development and production of a DC OneApp pamphlet for the academic year 2010/2011.

The DC OneApp is the District of Columbia's one on-line application that allows District residents to apply for the District's Higher Education Grants: DC Tuition Assistance Grant Program (DCTAG), DC Leveraging Educational Assistance Partnership Program (DCLEAP) and DC Adoption Scholarship (DC Adoption). The DC grants are administered by the District of Columbia's Office of the State Superintendent of Education (OSSE) Higher Education Financial Services (HEFS) who is submitting this Statement of Work.

The DC OneApp pamphlet will highlight:

- The DC OneApp
- The importance and advantages of completing the DC OneApp early
- DC TAG college enrollment and graduation information

The DC OneApp pamphlet will describe:

- The grant programs and their purposes

Applicable Documents:

Title	Date(s)
N/A	

BACKGROUND:

DCTAG

DCTAG was created by the US Congress in 1999 through the District of Columbia College Access Act; and later amended by the DC College Access Improvement Act of 2002 for the purpose of expanding higher education choices for college-bound residents of the District of Columbia.

DCLEAP

DCLEAP is a federal financial aid grant designed to assist eligible District of Columbia residents who demonstrate an unmet financial need while attending an eligible college or university.

DC ADOPTION

DC Adoption was authorized by the Adoption Voucher Act of December 21, 2001. The Act appropriated a federal payment of \$1 million to establish a scholarship for the higher education of District of Columbia

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DC OneApp Deadline ... June 30th



children who are members of adoptive families; and/or children who lost one or both parents as a result of the events of September 11, 2001.

REQUIREMENTS:

Planning

The vendor shall work with the HEFS Director, HEFS Program Manager and HEFS Management Analyst to develop a project timeline for the project.

Content

- The vendor shall provide editorial services to ensure the DC OneApp brochure is error free and grammatically correct.

Design

- The vendor shall enhance the design concept, provided HEFS.
- The vendor shall deliver design concept options in 4-color for the DC OneApp pamphlet.
- The vendor shall provide final design concept based upon the HEFS Director's/Program Manager's choice.

Production

- The vendor shall produce a finished 4-color DC OneApp pamphlet consisting of four-sides (4)
- The vendor shall use brochure weight glossy white paper with no color background to produce DC OneApp pamphlet.
- The vendor shall produce no less than 10,000 copies of the approved final product.
- The vendor shall produce 6,000 pamphlets with the Van Ness Street address and 4,000 with the 810 address.

DELIVERABLES:

Deliverable	Quantity	Format and Method of Delivery	Due Date
Pamphlet delivered to Vendor	1	Electronically PowerPoint	TBD
Project Content & Design – First Draft	3	First Draft delivered to HEFS via hard copy and/or electronically (PowerPoint Word or PDF).	TBD
Project Content & Design– Second Draft (includes contactor editing revisions)	3	Second Draft delivered to HEFS via hard copy and/or electronically (PowerPoint Word or PDF).	TBD
Project Content & Design –	3	Final Draft delivered to HEFS via hard copy and/or electronically (PowerPoint Word or PDF).	TBD
Final Draft Approved Final (Proof)	1	Final Draft approved returned to vendor	TBD
Finished product	10,000	Final version delivered via hard copy on agreed upon paper stock Final version of electronic copy delivered via CD.	12/21/2009

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**STATEMENT OF WORK
For
Stationery
(Academic Year 2010/2011)**

SCOPE:

The scope of work for this item encompasses all tasks involved in the development, production and delivery of DC OneApp Award Letter Stationery use to notify DC OneApp applicants of their eligibility for the DC Higher Education Grant(s).

Applicable Items

This stationery has been ordered in the past.

BACKGROUND:

DCONE APP

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REQUIREMENTS:

Design

The contractor shall reproduce the attached DC OneApp award letter stationery as represented on the attached design.

- Paper – 8½ x 11 Standard Bond
- 17,000 sheets

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**STATEMENT OF WORK
For
Post Cards
(Academic Year 2010/2011)**

SCOPE:

The scope of work for this item encompasses all tasks involved in the development, production and delivery of two (2) DC OneApp Post Cards to encourage applicants to complete the DC OneApp, as soon as possible, as well as, inform applicants about the new HEFS' address.

BACKGROUND:

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REQUIREMENTS:

Design

The contractor shall reproduce the attached DC OneApp post card as represented on the attached design.

- Paper – Glossy Card Stock
- Size – 7 width x 5 length, if possible reduce to 6 x 4 1/2
- Post Card Design #1- 21,000 quantity
- Post Card Design #2- 10,500 quantity

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Deliverable	Format and Method of Delivery	Due Date
Post Card delivered to Vendor	Electronically PowerPoint	TBD
Design – First Draft	First Draft delivered to HEFS via hard copy and/or electronically (PowerPoint Word or PDF).	TBD
Design– Second Draft	Second Draft delivered to HEFS via hard copy and/or electronically (PowerPoint Word or PDF).	TBD
Draft Approved Final (Proof)	Final Draft approved returned to vendor	TBD
Finished product	Final version delivered via hard copy on agreed upon paper stock Final version of electronic copy delivered via CD.	12/21/2009

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**STATEMENT OF WORK
For
Envelopes
(Academic Year 2010/2011)**

SCOPE:

The scope of work for this item encompasses all tasks involved in the development, production and delivery of two (2) envelopes. One envelope will be used to mail DC OneApp award letters. The second envelope will be used to mail request for information letters to applicants.

BACKGROUND:

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REQUIREMENTS:

Design

The contractor shall reproduce the attached DC OneApp post card as represented on the attached design.

- Paper – Standard envelope paper
- Color – White with flap at the top
- Envelope Design #1 17,000 quantity size 8.75 x 11.5 (customized)
- Envelope Design #2 28,000 quantity #10 size 9.5 x 4.5 (customized)

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All of these materials are a part of the Higher Education Financial Services & Preparatory Programs' Strategic Plan FY 2009-2012 *GOAL C: All Residents Ready; Objective 1: College Awareness, Access & Success Ensure District students have the information and resources needed to succeed in college; Strategy 1.1 Promote a college going culture and Strategy 1.2 Reduce financial barriers to higher education.*

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