

## **Statement of Work Boater Safety Education Certificate**

**OVERVIEW:** The PA Department of General Services (DGS), on behalf of the PA Fish and Boat Commission (PFBC), is soliciting bids for the Boating Education Program – Boating Safety Education Certificates.

**ESTIMATED QUANTITIES:** The estimated usage is 17,000 to 22,000 annually.

**PRICING:** Costs, which are not specifically identified in the Bidder's response, and accepted by the Commonwealth as part of a contract, will not be compensated under any contract awarded pursuant to this IFB. The Commonwealth will not be responsible for any costs or expenses incurred by Bidders in responding to this IFB.

### **ELIGIBILITY REQUIREMENTS:**

- A. In order to be eligible to bid on the contract,
  - 1. Bidder must be the owner or lessee of sufficient equipment and machinery to perform the work required by this IFB. Included in the IFB in Attachment B is a sample of an acceptable lease satisfying the requirement for leasing in the event the Bidder does not own sufficient equipment to produce all work under this contract.
  - 2. Bidder shall have backup capabilities, disaster recovery procedures, disaster recovery sites that have been tested in the event of disasters, failures, etc. The Commonwealth reserves the right to review these procedures upon request.
  - 3. Bidder must have previous experience in providing relevant and comparable printing services for clients of similar size and complexity as the Commonwealth.
- B. Bidder should submit with their bids the following items:
  - 1. A complete bid package to this IFB, including all responses and documentation.
  - 2. A complete Company Profile contained in Attachment A, along with all requested documentation. Included in the Profile shall be a list of key personnel who will be working on this contract, including their qualifications.

3. Documentation of contractors' capabilities of performing all phases of the production process.
4. Documentation of previous experience in printing services of similar nature. Include references for each listed engagement along with the name, address, and phone number of a contact person.
5. Provide an outline of the manufacturing process, including a list of the equipment, names, addresses, and phone numbers of all facilities used in manufacturing process.
6. Provide a complete outline of internal testing procedures, as well as company quality assurance procedures, which will be used to certify that the product meets all aspects of the specifications of this IFB.
7. Complete and submit the Reciprocal Limitations contained in Attachment D.
8. Samples must be provided upon request to the Department of General Services.

**INSPECTION OF FACILITIES:** The Commonwealth reserves the right to conduct an inspection of Supplier's facilities prior to award of contract to assure that all specifications can be met.

**SUBCONTRACTING / ASSIGNMENT:** Supplier is prohibited from subcontracting or outsourcing any part of this contract without the express written approval of DGS and the Agency. Details of any planned subcontracting or outsourcing must accompany this bid.

**DEMONSTRATION:** The successful bidder must demonstrate, before an award is made, that they can produce the various materials described. Samples submitted and any demonstrations must meet the requirements as detailed in the specifications. Product must be guaranteed to hold up in a water environment expected by use on personal watercraft and other boats.

**QUALITY ASSURANCE:** The Commonwealth reserves the right to enter the Supplier's plant when work on any or all items awarded on this contract is in progress to perform quality inspections of any operation or equipment, including security. Therefore, the Supplier shall notify by telephone, E-mail, or FAX the Agency at least 24 hours prior to beginning of production of work under this contract.

**PROOF OF SHIPMENT:** For other than Supplier's regular mailings, any one of the forms listed below, properly filled out, are acceptable as proof of shipment:

- A true copy of a commercial bill of lading
- Consignee's receipt of delivery
- Carrier's paid freight bill

For Supplier's normal mailing, proof of delivery is the United States Postal Service statements (3600's) for each mailing.

**PROGRAM:** The Boating Safety Education Certificate PFBC-236 (B) is processed up to twenty-six (26) times a year. Processing is typically bi-weekly, but frequency can increase to every 10 days or reduce to monthly dependent on demand.

The number of records is as small as less than a hundred or as large as several thousand. Supplier must have e-mail capability to receive the file from the PFBC. A turnaround time of three (3) business days for files containing up to 2,000 records and five (5) business days for files containing greater than 2,000 records is required from the time the file is sent by the PFBC to the time the Supplier delivers the mail to the United States Post Office.

Within this specified time frame the Supplier will do the following:

1. Print an embossed text on the front of the 30-mil cards (see card specifications and sample) utilizing the variable data from the file.
2. Laser image the 8-1/2" x 11" carrier (see carrier specs and sample) with the variable data - can do with bar coding. Attached the card to the carrier front with a secure transfer tape that remains on the carrier when the card is removed.
3. Fold and insert the carrier and card, so that the personalized name and address on the carrier shows through the #10 envelope's window (see envelope specs) when inserted.
4. Inserted along with the carrier and card is an 8-1/2" X 11" promotional piece provided by the PFBC. The promotional piece is shipped to the supplier in bulk. The supplier must warehouse the balance of the promotional pieces for future mailings.
5. Seal the envelopes
6. Deliver to United States Post Office for mailing.

The PFBC will e-mail a transfer file to the supplier to initiate card processing (see attached sample).

**REPORTING:** The supplier will provide the following reporting within the timeframes noted:

1. FILE Transferred Confirmation Report showing the date, time, and quantity of records (names), and the form name and number received by the supplier for processing. This report is e-mailed to the PFBC within one (1) business day of the file transfer date.

2. File Report - of all records on the file just processed, including date processed, and the form name and number. The File Report is to be e-mailed to the PFBC within two (2) business days of the mail date.
3. A continuous postage log is to be kept by the vendor and e-mailed to the PFBC within one (1) week of the mail date.
4. An inventory report is to be maintain of cards, carriers, envelopes, and insert and e-mailed to the PFBC within one (1) week of the mail date.

**BILLING:** A summary invoice should be submitted for each mailing showing the following information:

- Form name and number
- Purchase Order number
- Total number of cards processed and shipped
- Unit price for the material and fulfillment cost
- Postage cost
- Total cost for fulfillment
- Total amount due supplier

**ARTWORK:** The PFBC will supply the supplier with artwork for the card, carrier, and the envelope. Layout of card will be completed by successful supplier in cooperation with PFBC. Camera-ready artwork of logos will be provided.

**PROOFS:** Proofs will be delivered to the PFBC in Harrisburg, PA. Pre-production sample must be provided to PFBC for approval ten (10) business days after receipt of artwork. Final production is not completed until the supplier receives PFBC written approval of proof.

**BID / CONTRACT LIAISONS:** Any questions pertaining to this bid or subsequent contractual issues should be addressed, in writing, to:

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