# ABA Publishing Newsletter Printing Request for Proposal

ABA Production Services  
March 8, 2019

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Bid Timetable

The ABA will make every effort to adhere to the following schedule:

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<th>Activity</th>
<th>Responsibility</th>
<th>Date</th>
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<td>Deadline to submit clarifying questions via email to ABA Publishing Print Administration, <a href="mailto:marisa.lheureux@americanbar.org">marisa.lheureux@americanbar.org</a></td>
<td>Suppliers</td>
<td>March 22, 2019</td>
</tr>
<tr>
<td>Answers to potential questions posted to ABA website or sent via email no later than this date</td>
<td>Marisa L’Heureux</td>
<td>March 29, 2019</td>
</tr>
<tr>
<td>RFP responses/proposals in electronic form must be received by ABA Publishing Print Administration, <a href="mailto:marisa.lheureux@americanbar.org">marisa.lheureux@americanbar.org</a></td>
<td>Suppliers</td>
<td>April 12, 2019</td>
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1.0 General Information

1.1 Issuing Department. The ABA Print Administration department has issued this RFP on behalf of the American Bar Association. The sole point of contact in the ABA for this RFP shall be Marisa L’Heureux at marisa.lheureux@americanbar.org, the Issuing employee for this RFP. Please refer all inquiries to the Issuing employee.

1.2 Type of Contract. The contract needs to comply with the ABA Contract Policy and will be reviewed by the ABA's General Counsel's Office. ABA entities do not have separate legal standing to enter into oral or written contracts in their own names. All contracts are entered into on behalf of the American Bar Association. The Issuing Department, in its sole discretion, may undertake negotiations with Suppliers whose proposal, in the judgment of the Issuing department, show them to be qualified, responsible and capable of performing the project or providing the goods.

1.3 Incurring Costs. The ABA is not liable for any costs the Supplier incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of the award of the contract.

1.4 Proposals. To be considered, Suppliers should submit a complete response to this RFP, using the format provided in Section 2.0. For this RFP, the proposal must remain valid for 120 days taking into consideration time required for evaluation of proposals and processing of the contract or until a contract is fully executed. If the Issuing employee selects the Supplier's proposal for award, the contents of the selected Supplier’s proposal will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

1.5 Prime Contractor Responsibilities. The contract will require the selected Supplier to assume responsibility for all services offered in its proposal whether it produces them itself or by subcontract. All subcontract work must be disclosed to the Issuing employee and the Issuing
employee will consider the selected Supplier to be the sole point of contact with regard to contractual matters.

**1.6 Terms of the Contract.** The contract is not considered approved until the terms have been reviewed and approved by the Office of General Counsel. An “American Bar Association Office of General Counsel” approval seal will appear on the contract with the signature of the attorney approving the terms of the contract.

**1.7 Use of Electronic Versions of this RFP.** This RFP is being made available by electronic means. If a Supplier electronically accepts the RFP, the Supplier acknowledges and accepts full responsibility to ensure that no changes are made to the RFP. In the event of a conflict between a version of the RFP in the Supplier’s possession and the Issuing department’s version of the RFP, the Issuing department’s version shall govern.

**1.8 Questions and Answers.** If any Supplier has any questions regarding this RFP, the Supplier must submit the questions by email to the Issuing employee named in Section 1.1 of this RFP. Questions must be submitted no later than the date indicated on the Bid Timetable [submit to marisa.lheureux@americanbar.org by March 22, 2019]. The Supplier should not attempt to contact the Issuing employee by any other means. The Issuing employee will send answers to any and all submitted questions to each of the Suppliers involved in the bid.

**2.0 Proposal Requirements**

To be considered, the proposal must respond to each and every requirement in this part of the RFP.

**2.1 Evaluation Questionnaire.** See Appendix B.

**2.2 Price Submittal.** See Appendix C. The Price Submittal spreadsheet that is provided has been designed in Excel. Suppliers **should not** include any assumptions in their cost submittals and should input all applicable prices within the spreadsheet. Specification on which to base responses to Appendix C can be found in Appendix D.

**3.0 Criteria for Selection**

**3.1 Mandatory Responsiveness Requirements.** To be eligible for selection, a proposal must:

- **a.** Be received according to dates set in the Bid Timetable;
- **b.** Be properly signed by a representative of the Supplier who is eligible to bind them in contract with the ABA;
- **c.** Be in accordance with all instructions as set forth.

**3.2 Evaluation Questionnaire.** All bid responses will be evaluated according to responses provided in the evaluation questionnaire (Appendix B). All responses to questions in Appendix B must be provided in the fields indicated in the spreadsheet.

**3.3 Price Spreadsheet.** Price quotes must be complete and all inclusive. Supplier shall use the attached spreadsheet (Appendix C) to list prices. The Price Submittal must be filled out in full. No substitute will be accepted without the permission of the Issuing employee.

**3.4 Criteria for Selection.** The following criteria will be used, in order of relative importance from the highest to the lowest in evaluating each proposal:
- Cost/Overall Value
- Customer Service Protocol
- Scheduling flexibility / accommodating schedule changes
- Quality Control Process or Program
- Supplier Value Proposition/Added Value
- Comprehensive and complete response to RFP
- Green Initiative within production facility and/or in the products provided
- Reputation and experience with similar projects