

**STATEMENT OF WORK  
PRINTED MATERIALS  
INVITATION TO QUALIFY (ITQ) CONTRACT**

**OVERVIEW:** The purpose of this Printed Materials ITQ is to qualify responsible and responsive contractors to provide printed materials to the Commonwealth of Pennsylvania executive agencies. Only those Contractors that respond to this ITQ and meet the requirements can become a qualified Contractor and receive a contract.

Contractors interested in submitting an ITQ to become a Printed Materials Contractor must meet/adhere to the following requirements:

- A. **ACCOUNT MANAGEMENT:** The Contractor will designate an Account Representative to oversee the Contract and serve as the single point of contact with the Commonwealth regarding this contract. The awarded contractor must inform the Contracting Officer as soon as possible of any change in Account Management, preferably before a change is made.

The Account Representative will be responsible for:

- Meeting with the Commonwealth within 48 hours of notice to discuss contract requirements;
- Proper operation and administration of the Contract by the contractor, its agents and any subcontractors;
- Responding in a timely manner, in writing unless instructed otherwise, to all information requests from the Commonwealth Agencies;
- Attend meetings as requested by the Commonwealth; and
- Providing all periodic reports as requested by the Commonwealth.

The Commonwealth may require the awarded Contractor to relieve the Account Representative if, in the opinion of the Commonwealth, it appears that the Account Representative does not perform at the applicable skill level required.

If subcontractors will be used a subcontractor's profile must be completed. A signed copy of the agreement (s) between contractor and subcontractor(s) must be supplied.

Contractors are prohibited from subcontracting or outsourcing any part of this contract without the express written approval from the Contracting Officer. Upon award of the contract, subcontractors included with the ITQ submission are deemed approved.

- B. **EXPERIENCE:** Contractor must have previous experience in providing relevant and comparable printing services for clients of similar size and complexity as the Commonwealth.
- C. **EQUIPMENT AND FACILITIES:** Contractor must be the owner or lessee of sufficient equipment and machinery to perform the work required by this ITQ. [Click here](#) for 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.

Facilities, equipment, or any part of the manufacturing process may not be relocated without prior approval from the Contracting Officer.

Contractor 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.

- D. **OPTIONS TO ADD OR REMOVE ITEMS:** The addition and/or deletion of any items during the life of the contract will be at the discretion of the Commonwealth if it is deemed to be in its best interest. If there are additional items added to the contract, fair and accepted pricing will be comparable to market value and similar items covered by the contract.
- E. The contractor must have the capacity to perform at least 51% of the printing and converting services at the bidder's facilities.
- F. The Commonwealth reserves the right to conduct an inspection of contractor's or any subcontractor's facilities prior to award of contract to assure that the contractor and/or subcontractors can meet all specifications.
- G. After award of the contract, representatives of the Commonwealth must have access to an awarded contractor's/subcontractor's plant or place of business at any time to inspect work in progress.

**ISSUING OFFICE:** This ITQ is managed and administered by the Commonwealth of Pennsylvania, Department of General Services (DGS), Bureau of Procurement. The Issuing Office is the sole point of contact in the Department for this ITQ. Please refer all inquiries to:

Kevin Reichard, Commodity Specialist  
 Department of General Services  
 Bureau of Procurement, 6<sup>th</sup> Floor  
 555 Walnut Street  
 Harrisburg, PA 17101-1914  
 Telephone: (717) 787-7547  
 E-Mail: [kreichard@pa.gov](mailto:kreichard@pa.gov)

**QUALIFICATIONS:** Contractors interested in becoming an ITQ Contractor must meet all the following requirements. Failure to meet any of the below requirements will result in the registration being rejected. Each Contractor that meets the minimum qualifications will be awarded a contract. Award of a contract to a Contractor is not a guarantee of business.

- A. **COMPANY AND SUBCONTRACTOR PROFILE:** Contractor is required to fill out the Company and Subcontractor Profile.
- B. **AGREEMENT OF LEASE (IF APPLICABLE):** Contractor must submit an agreement if the Contractor does not own sufficient equipment to produce all work under this contract.
- C. **RECIPROCAL LIMITATION FORM:** Contractors must complete and submit with the ITQ Response the State of Manufacture Chart, which is contained in GSPUR-89 ("Reciprocal Limitations Act Requirements"). The completed State of Manufacture Chart should be submitted as part of the bid response.
- D. **LOBBYING CERTIFICATION AND DISCLOSURE FORM – ELECTRONIC SUBMITTAL:** With respect to an award of a federal contract, grant, or cooperative agreement exceeding \$100,000 or an award of a federal loan or a commitment providing for the United States to insure or guarantee a loan exceeding \$150,000 all recipients must certify that they will not use federal funds for lobbying and must disclose the use of non-federal funds for lobbying by filing required documentation. Bidders

must complete and return the Lobbying Certification Form and the Disclosure of Lobbying Activities Form, which are attached to and made a part of this ITQ. The completed and signed Lobbying Certification Form and the Disclosure of Lobbying Activities Form should be submitted with the ITQ Response. Commonwealth agencies will not contract with outside firms or individuals to perform lobbying services, regardless of the source of funds.

**MATERIAL CATEGORIES:** Contractors will need to pick the appropriate commodity code(s) to qualify for this contract. Contractors will select the appropriate code(s) under the Business Details section of the qualification process. The Commonwealth may add additional commodity codes as the need arises. The table below lists the appropriate commodity code and description of each material category.

COMMODITY CODE	DESCRIPTION OF MATERIAL CATEGORY
55100000-ITQ-186 Bound Print	Standard Book Printing, Perfect Bound Book Printing, Smyth Sewn Book Printing, Periodical Printing and Mailings (effective date 10/01/16).
55100000-ITQ-187 Commercial Forms	Flat and Folded Commercial Offset Printing (Stationary, Flat Print, Simple Folded Print, Complex Folded Print, Pocket Folders). Carbonless/Carbon Forms Printing (NCR, Snap Sets, Continuous Feed) (effective date 08/01/17).
55100000-ITQ-188 Maps	Maps: 36” or larger format (effective date 10/01/16)
55100000-ITQ-189 Signage	Directional and instructional. Printed on a variety of material including but not limited to plastics, metals, polymers and textiles. Method of printing includes but is not limited to digital, silk screen, pad print. This contract is for items not intended for the general population (effective date 10/01/16).
55100000-ITQ-190 Variable Data Print (VDP)	Printing in which elements such as text, graphics and images may be changed from one printed piece to the next using information from a database or external file. Printed material may be shipped to various locations outside of Commonwealth warehouses and agency locations (effective date 03/01/17).

**TERM OF CONTRACT:** Any contract issued to qualified Contractors as a result of this ITQ shall commence on the Contract Effective Date and shall end on September 30, 2021 with one (1) five-year renewal.

**REQUEST FOR QUOTES (RFQ) PROCEDURES:** DGS, Bureau of Publications will issue an RFQ to qualified Contractors, through the Commonwealth’s Custom Portal, powered by the JAGGAER system. Contractors will respond to the RFQ in the system. DGS, Bureau of Publications may require the qualified Contractors to furnish, upon request, additional documentation in the RFQ. The qualified Contractors selected for the RFQ process will receive a Purchase Order (PO) and will supply the material to meet the specific requirements as indicated in the RFQ.

Agencies will make a best value selection based upon the criteria set forth in the RFQ. Best Value refers to the process of selecting the quote which provides the greatest value to the agency based on evaluating and comparing all pertinent criteria, including cost, so that the Contractor whose overall proposal best suits the agency’s needs is selected for each individual project.