

## PART 1

### STATEMENT OF WORK

1. **Purpose:** The purpose of this Printed Materials Invitation to Quality (“ITQ”) is to qualify responsible and responsive contractors to provide printed materials to the Commonwealth of Pennsylvania (“Agencies”).

This ITQ will result in a contract that is the first step in a two-step procurement process. Only those contractors that respond to this ITQ and that the Department of General Services (“Department”) determines to be qualified (“Qualified Contractors”) will be eligible to participate in the second step.

The second step is the request for quote being issued by the Department of General Services, Bureau of Publications. The request for quote will be sent to all contractors signed up for the particular category the job is to be bid out on.

The award for the bid will be either as the lowest bid or as best value.

2. **Issuing Office:** This ITQ is issued by the Commonwealth of Pennsylvania, Department of General Services, Bureau of Procurement. The Issuing Office is the sole point of contact in the Department for this ITQ. Please refer all inquiries to:

Dan Covell, Commodity Specialist  
Department of General Services  
Bureau of Procurement, 6<sup>th</sup> Floor  
555 Walnut Street  
Harrisburg, PA 17101-1914  
Telephone: (717) 346-3828  
Facsimile: (717) 783-6241  
E-Mail: [dcovell@pa.gov](mailto:dcovell@pa.gov)

3. **Scope of work (Categories):** For the purposes of this contract, Printed Materials is defined as follows:

- Bound Print – Standard Book Printing, Perfect Bound Book Printing, Smyth Sewn Book Printing, Periodical Printing and Mailings.  
Category effective date 10/1/16
- Variable Data Print - 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.  
Category effective date 3/1/17

- 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). Category effective date 8/1/17
- Maps – 36” or larger format  
Category effective date 10/1/16
- 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.  
Category effective date 10/1/16

4. **Pricing:** Costs which are not specifically identified in the Contractor’s response and accepted by the Commonwealth as part of a Contract will not be compensated under any Contract awarded pursuant to this ITQ. The Commonwealth will not be responsible for any costs or expenses incurred by Contractors in responding to this ITQ.

5. **Inspection of Facilities:** 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.

After award of the contract, representatives of the Commonwealth must have access to an awarded contractor’s/subcontract’s plant or place of business at any time to inspect work in progress.

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

6. **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. The Commonwealth also reserves the right to add categories to the contract when it sees fit.

7. **Substitution or Changes:** Although the Commonwealth encourages contractors to suggest changes to specifications where such changes will save the Commonwealth time, money or effectiveness of the printed materials, no substitutions or changes to the specifications are allowed without the approval of the Commonwealth.

8. **Subcontracting:** Contractor is 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.

**9. 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.
- Attend meetings as requested by the Commonwealth.
- 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.

**10. Quality:** An awarded contractor is required to provide quality materials to the Commonwealth. See the Commonwealth Print Specification Standards, Attachment C (Contained in the ITQ Documents Library).

The Commonwealth may hold periodic meetings with the awarded Contractor(s) to review the quality of service provided. These meetings are likely to be held monthly or quarterly after the successful transition of the contract unless issues arise. It is at this time that the Commonwealth will discuss the Contractor performance. If any service deficiencies are identified across the entire contract, the awarded Contractor(s) and the Commonwealth representatives will determine a plan of action to ensure that the level of service improves.

#### **11. Lobbying Certification and Disclosure – Electronic Submission.**

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.

## **12. Reciprocal Limitations Act – Electronic Submittal**

This procurement is subject to the Reciprocal Limitations Act. Bidders must complete and submit with the ITQ Response the State of Manufacture Chart, which is contained in GSPUR-89 ("Reciprocal Limitations Act Requirements") which is attached to and made part of this ITQ. The completed State of Manufacture Chart should be submitted as part of the bid Response