



Workforce
Opportunity
Council, Inc.

Leveraging Resources for New Hampshire's Future

Request for Proposals

Seeking qualified vendor who will assist in the design, production, and distribution of materials for outreach efforts utilizing logos and design standards currently in use by the Council.

64 Old Suncook Road, Concord, NH 03301 • (603) 228-9500 • Fax (603) 228-8557

The Workforce Opportunity Council, Inc. is a sponsor of the NH WORKS system, a proud member of America's Workforce Network, and an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. TDD: Relay NH: 711

Background

The Workforce Opportunity Council, Inc. (Council) is a private, non-profit corporation. Its mission is to engender a highly responsive workforce development system that enables New Hampshire's businesses to be the most productive and creates a high standard of living for those they employ, by promoting life-long learning and providing the means for all to gain sufficient skills, education, and employment.

The Council currently contributes funding to the operation of the NH Works Centers, a one-stop operation offering employment and training assistance to NH's population.

Scope of Work

The Council wishes to contract with a vendor who will assist in the design, production and distribution of materials used by the Council in its outreach efforts.

The vendor will utilize logos and design standards currently in use by the Council. Anticipated projects include brochures/pamphlets, limited print media, and suggested website pages that coordinate with existing websites of the Council. Print runs for brochures/pamphlets are estimated to be 2,500-5,000 per printing.

Bidders shall submit a budget outline that will allow the Council to choose options for specific services, including estimated costs of design of print brochures, print advertisements and suggested website pages.

The anticipated budget should not exceed \$75,000.

Schedules and Deliverable

The Council seeks to print and begin distributing promotional and informational materials as soon as possible, with an anticipated contract start date no later than April 1, 2006.

Selection Process and Criteria

A review panel of Council Board members and staff will participate in the process of selecting a plan. Reviewers will assess applications based on the following criteria:

1. Specificity of the proposal (25 points)
 - Demonstrated understanding of the scope and intent of the project;
 - Consistency with the overall objectives of the project;
 - Ability to provide products in a timely manner.

2. Qualifications (20 points)
 - Relevant professional experience;
 - Prior work samples that demonstrate relevant professional experience;
 - Reference verification (a minimum of three references shall be submitted).
3. Budget (10 points)
 - Feasibility of carrying out the proposal given the proposed budget;
 - Justification for proposed fees and costs.

Mailing Instructions

Proposals must be typed. One original, with four (4) identical copies, must be received **by no later than 4:00 p.m. on Wednesday, March 1, 2006** at:

Workforce Opportunity Council, Inc.
Attn: Michael Power, President
64 Old Suncook Road
Concord, NH 03301

Written questions may be submitted to Michael Power by fax or email until February 25, 2006 at 603-228-8557 or mpower@nhworkforce.org.

Bidders will be notified of the final selection by March 17th and the contract is expected to be finalized and in effect by no later than April 1, 2006.

Certifications / Other Terms and Conditions

- 1 The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
- 2 The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- 3 The signing individual certifies that their organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- 4 Any costs incurred in responding to this request for proposal shall not be reimbursed.
- 5 The Council reserves the right to seek clarification of any information contained in a proposal submitted, or to hold discussions, but is not obligated to do so.

- 6 The Council reserves the right to fully or partially reject any and all proposals submitted. In addition, the distribution of this RFP shall not commit the Council to issue a contract.
- 7 Funding of any contract under this initiative is subject to the availability and continued appropriation of federal funds awarded under the Workforce Investment Act through the U.S. Department of Labor. The Council shall not be liable for any payments in excess of such available appropriated funds. In the event of reduction or termination of those funds, the Council shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate or amend the contract immediately upon giving the contractor notice of such termination or amendment.
- 8 The Council reserves the right to negotiate a best and final offer with applicant(s) selected for contract award.
- 9 Payments shall be made upon receipt of invoices, and per the negotiated schedule in the contract. Invoices shall detail expenses based on the line items in the proposal budget. Generally, the Council will pay invoices within 15 days of receipt, unless questions arise as to the appropriateness of an expense.
- 10 All information received by the contractor during the course of this contract is considered confidential, and shall be protected to the utmost ability of the contractor.
- 11 Contracts awarded under this funding initiative shall be subject to and interpreted under the laws and jurisdiction of New Hampshire.

Signature

Date