



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: April 14, 2023

TO: All Prospective Proposers

FROM: Adrienne Smith
Procurement Coordinator, Office of Procurement
301-546-0015

RE: **Addendum 3 to RFP #23-11 Progressions Magazine**

The following amends the above referenced RFP documents. Receipt of this addendum three is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. 1. Questions and Responses.

Attached to this Addendum 3 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was March 20, 2023 10:00 AM ET.

End of Addendum 3 date 4-14-23

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: RFP 23-11

PROPOSAL DUE DATE:

April 28, 2023 by 10:00 am ET

RFP FOR: Progressions Magazine

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 3-31-23

Addendum No. 2 dated 4-7-23

Addendum No. 3 dated 4-14-23

Addendum No. dated

Addendum No. dated

As stated in the RFP documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

RFP #23-11 PROGRESSIONS MAGAZINE Questions and Answers

<u>Q#</u>	<u>Questions</u>	<u>Responses</u>
1.	The scope of work, says the offeror must print the magazine but does not say how many copies must be printed; how many are to be mailed; how many are not to be mailed; where the balance of copies are to be delivered; whether there is a dock at that location; whether additional copies must be delivered to other distribution locations. Can you provide that information?	3000 – 4000 1000 (not mailed) Largo campus There is a receiving center on the Largo campus
2	The scope of work, specifies “Perfect Bind- 130 # Cover and 100# Text” for the magazine but does not specify whether the paper is to be gloss, semigloss, matte, etc.; It also doesn’t specify the size of the page. Can you provide that information?	We are open.
3	The overview, says the magazine is 48 pages; Section II. 2. says the offeror must design 44 pages. Who designs the other four?	Prepare and estimate within the larger page range. The selected vendor will be responsible for designing the entire publication. Total page count normally runs around 47, but it is TBD based on the content outline.
4	The specifications in Section II. 2. say the publication is perfect bound with a different stock for the cover than the inside; generally, presses are more cost-efficient when the text pages are printed in multiples of 16. Is it possible that the magazine you want is actually 48 pages plus cover, as it was in the 2019 issue of Progressions? (Also can you check a physical copy of the 2020 issue of Progressions to	Yes, it was 47 not including cover and back

	see whether it is 44+cover or 48, no cover?)	
5	In Ill. 1. 1.5, Tab 4, the Offeror is instructed to “Provide the one-time service fee inclusive of all services, equipment and supplies needed to perform the services as described in this solicitation.” Will there be an opportunity to adjust the one-time service fee as the project gets closer to the print date, considering the volatility of the paper market, and the requirement to print in February of 2024?	Yes
6	There is a reference in appendix B to “Cost of distribution: Mail/sorting/delivery.” How many copies of the magazine does PGCC expect to mail? Are these all to U.S. addresses? Is it intended to be sent to specific addresses, or is mailing to entire postal routes permissible? Previous issues of the magazine use Permit No.10035 in Upper Marlboro MD to mail the magazine. Is this the college’s postal permit? If so, would the college allow the use of its postal permit for mailing the finished magazine?	3000 – 4000 copies U.S. only Specific mailing list Yes, that’s PGCC’s postal permit Yes, we can use our postal permit
7	Please help me understand the purpose of appendix B. If I am providing a one-time service fee, do I list that on Appendix B, and then I'm done?	Appendix B is the pricing sheet for this solicitation. This is a requirement that must be submitted with the proposal.
	Also please help me understand - if I come up with a one-time service fee, and I am awarded this	Invoices should be submitting to the Accounting Office after each deliverable is meet. Be sure to include the Project Manager on all emails to Accounting.

	contract, do I invoice the project at one time, after all of the work is completed? is it possible to invoice sooner than the end of the project?	
8	To be clear, since I would be sending the files to a printing company to make the magazine, does that mean that printing company would be listed as a subcontractor in my proposal?	Yes
9	Were RFPs issued on previous issues of Progressions Magazine? I couldn't find them in eMMA.	An RFP was issued on August 20, 2019.
10	To provide an accurate printing quote, could you please provide the following information: <ul style="list-style-type: none"> ○ Confirm Page Size is 8.5 x 11 ○ # of Magazine Copies ○ Delivery Address/es ○ Postage Preference: Pre-Sort Standard, First Class or Full Fare 	Refer to the answer for question number 1.
11	There seems to be a contradiction between Section I - 4 and Section II - 1.1. The former states that the proposal submission shall consist of "ONE PDF: 'FIRM NAME'" while the latter states, "Technical Proposals are to be submitted under a separate PDF from the Price Proposal." Which Section	Please follow proposal submission instructions listed in Section 3, 1.5 titled "Technical Response Requirements"

	should we follow when submitting?	
12	<p>2. To provide an accurate printing quote, could you please provide the following information:</p> <ul style="list-style-type: none"> ○ Confirm Page Size is 8.5 x 11 ○ # of Magazine Copies ○ Delivery Address/es ○ Postage Preference: Pre-Sort Standard, First Class or Full Fare 	<ul style="list-style-type: none"> ○ 8.5 x 11 ○ 3,000 – 4,000 ○ Delivery to mailing list ○ First class or postal Permit No.10035
13	Under Section III-1.5, Tabs 3 and 4 include information that will be covered under Tab 7 and the separate Price Form. Should we repeat this information in both locations?	Please follow proposal submission instructions listed in Section 3, 1.5 titled “Technical Response Requirements”