

Statewide Information Sheet

Statewide Contract Number	S-090809		
Name of Contract	Printing Services		
Effective Date	September 1, 2009	Expiration Date	October 22, 2010
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Vendor Information Sheet

Vendor Name: RR Donnelly

Contract Information			
Statewide Contract Number	SWC90809		
Contract Name	Printing Services		
PeopleSoft Vendor Number		Location Code	
Vendor Name & Address			
RR Donnelley, Inc. 111 Wacker Drive Chicago, IL 60606-4301			
Contract Administrator			
<u>Kevin Whitt</u> Telephone: 770-352-8467 Cell: 404-693-5505 Fax: 770-352-8401			
Contract Details			
1. Ordering Information	RR Donnelley, Inc. 244 Perimeter center pkwy, NE Ste 290 Atlanta, GA 30346		
2. Remitting Information	RR Donnelley, Inc. 111 Wacker Drive Chicago, IL 60606-4301		
3. Delivery Days	7-10 Days or less		
4. Discounts	Bid Offer does not include a cash discount.		
5. Payment Terms	Net 30		
6. Bid offer includes	State and Local Government		
7. Acceptable payment method	Purchasing Card may be used for purchases under this contract and any cash discount will be applied the same as cash.		
8. Special Terms and Conditions	FOB Destination; All prices include shipping costs; Rejected deliveries for non conformance with specs shall be returned at vendor's risk & expense after notice of rejection.		
9. Ordering Instructions	Contact local rep listed above		

Renewals/Extensions/Changes

Effective Date of this Renewal Notice:

Initial Effective Date of this Contract:

Expiration Date:

This contract has been renewed for one(1) additional year at the same prices, terms and conditions.

Frequently Asked Questions

1.) Who Must Use This Contract?

No State Entity must use this contract, this contract is a 'Convenience' statewide contract. It has been put in place to accommodate the needs of all Agencies, Colleges/Universities, local subs and municipalities. If there are any questions surrounding its use, please refer to the 'Order of Precedence' in the Georgia Procurement Manual.

2.) Who May Use this Contract?

Any State Entity, to include all Colleges and Universities, as well as state and local governments, may utilize this contract.

3.) How do I obtain pricing?

A pricing grid is listed below to provide any using entity a method for approximating their cost on any specific order. Pricing may vary slightly due to the multiple printing options available to the using entity.

Pricing Grids cover the following categories:

Desktop Graphics
Film Output
Scanning
One-Sided Proof Output
Manual Stripping
Plate Production
Flat/Offset Printing
Reports/Booklets
NCR Forms
Continuous Forms
Snap-Out Forms

Contact the local RR Donnelley representative listed below to finalize pricing.

4.) How Are Orders Placed From this Contract?

All orders are to be placed through the local RR Donnelly representative:

Kevin Whitt

Telephone: 770-352-8467

Cell: 404-693-5505

Fax: 770-352-8401

5.) What To Do If Orders are Required Outside the Contract?

If print services are needed that are not available from this contract due to the scope of work but are obtainable through a local source, contact the local RR Donnelley rep to see if this source can be added as an RR Donnelley subcontractor as part of this contract. RR Donnelley will contact the local print service provider to review sub-contracting qualifications.

- If they can not be added due to choice or by qualifying criteria, and if the project is more than \$5000, then an Open Market Bid will be required to procure these services.
- If the project is less than \$5000, then solicit bids from the desired sources and award accordingly.
- Remember that if the job is a reoccurring job, and exceeds a cumulative value of \$5000, the order of precedence still applies. Refer to the GPM for the order of precedence.

6.) Is There Anything Unusual About Ordering From This Contract?

This is not an unusual or difficult contract to use, especially since it is a 'Convenience' Contract. The details about vendor contacts, sending orders and payment terms, delivery and base and specialty specifications are all contained in the contract package. Please get familiar with the contract structure and review the Grid Pricing to approximate costs related to pending job.

There are many print service providers across the state that many state entities have used over the years. Keep in mind that RR Donnelley will sub-contract with local print service providers providing they meet RR Donnelley's qualifying criteria.

Webinar Questions

Q: Will you be able to do letterhead on either centralized or localized watermark bond for State of Georgia?

A: Yes. In this case RRD will need samples of the product to ensure exact match of stock.

Q: Are we required to get a price from Donnelley first to compare with non-contract pricing before placing an order with another vendor?

A: No, this is a convenience contract. That said, DOAS prefers that RRD be given an opportunity to quote any job over \$5K.

Q: Does the online cost sheets show design cost, if not, what is that rate?

A: If specs require Mac/alteration time that will be included in pricing. If charged extra it will be at a rate of \$96/hr.

Q: The questions about in-plants and campus contacts. - This is a state wide contract, but if a certain campus has guidelines about not

being able to go off campus without approval how should that be communicated to you?

A: If you have a job that is over \$5k this contract option can be used. Any questions on State of GA procedure contact John Thomason (DOAS) at john.thomason@doas.ga.gov .

Q: If a local Printer comes under the umbrella, does that affect them outside of that one particular job?

A: If a local vendor is approved as a sourcing option they will remain approved for future jobs. They may be used for various jobs.

Q: If a University has an in-plant print shop will all contact with departments on that campus be done through the print shop or directly with each department?

A: RRD will be working with any State Agency or Institution that requests their help. At this time there are no plans to work exclusively through and internal print shop within a given institution.

Q: Once a local source is "approved" will it always be approved for future projects?

A: Yes

Q: I missed part of what was said about the \$5000 cumulative -- please repeat.

A: The \$5K requirement to send out to bid is cumulative. Meaning, if a \$2K job is sourced 4 times per year (cumulative being \$8K) it must be bid. Choosing to utilize this contract will eliminate the need to bid.

Q: for the Savannah area, will projects be produced at the Metter site?

A: RRD Metter is a forms production facility. If the specs for a given job fit that plant it would be produced there.

Q: Please confirm that RRD provides total fulfillment: scrub address list, imprint addresses, permit #, provide postage amt to organization, deliver to designated post office, etc.

A: Yes, RRD provides full mail services.

Q: but if this contract is for convenience and is not mandatory, why bother to have other print vendors become subcontractors of RRD?

A: Utilizing the contract will allow you to utilize either RRD or a subcontractor on jobs over \$5K without bidding.

Q: Is RRD FSC certified?

A: Yes

Q: Please clarify using RRD when projects are over \$5,000. Does using RRD eliminate need for using e-procurement?

A: You can source a job directly to RRD if it over \$5K if you utilize this contract. You do not have to send out to bid.

Q: I'm confused -- perhaps hopelessly:) -- about the \$5000 threshold. Earlier, I thought she said the job had to be bid if projected to be over \$5000. But I thought I just heard a different answer. Please clarify one more time.

A: You can utilize this contract for any job over \$5k without sending out to bid if you so choose.

Q: Please cover the 6 areas NOT COVERED again.

A: Bumper Stickers, Business Cards, Decals, Envelopes, Intaglio Printing & Silk Screen Printing

Q: How does printing from GCI (preferred source) fit?

A: GCI is still a preferred source. This contract is simply another option for your use.

Q: Will proofs be provided

A: Yes, unless the requestor does not require one.

Q: Will P Card be accepted for purchases at no additional cost?

A: Yes

Q: If you get quote from RRD and it is over \$5,000 then do you need to bid it out?

A: No, you can source any print job to RRD that is over \$5K without bidding if you so choose.

Q: Is this a convenience or mandatory contract

A: Convenience

Q: If a job is over \$5,000 and you use RRD then you do not need to bid out the job....correct?

A: Correct

Q: Can you create a file of a form which can be ordered as needed?

A: Yes, RRD has Print on Demand capability.

Q: Do you supply templates for die jobs for folders?

A: Yes RRD has multiple die configurations and those can be provided on an as needed basis.

Q: Thanks

A:

Q: Can you use soy based ink?

A: Yes

Q: Do you have storage capabilities for larger orders?

A: Yes-Most likely in Austell, GA or Metter, GA.

Q: is there a fee for storage?

A: Yes, depends on amount of product and length of storage period. Standard policy is up to 6 months.

Q: Will the lack of physical presence in Augusta of the new DOAS contractor make utilization cost prohibitive because of shipping?

A: RRD will most likely service Augusta out of Columbia, SC. (apx. 60 miles) Shipping costs will be minimized using this facility.

Q: Will the standard pricing for the new DOAS printing contractor be available to MCG for Information purposes?

A: Yes, the agreed upon pricing is published. Contact DOAS with any contract questions.

Q: Will certain jobs now outsourced by MCG to local printers be candidates for outsourcing to the new DOAS contractor?

A: Yes

Q: What about graphic standards?

A: All RRD facilities are ISO certified and will support the required graphic standards.

Q: The College has certain paper stocks that must be used for a specific job

A: RRD can accommodate any request for unique paper stocks.

Q: What kind of turnaround time can be expected with a job?

A: Turn will depend upon specs of job. Most normal commercial print jobs will be produced in 7-10 days following approved proof.

Q: what is your standard turn around requirements for delivery after the job has been purchased?

A: Turn will depend upon specs of job. Most normal commercial print jobs will be produced in 7-10 days following approved proof.

Q: Does print services include three fold printing in reference to brochures?

A: Yes

Q: Since this is a print service provider, can we buy rims/cartons of paper?

A: No, this should be sourced through the Office Products contract/vendor.

Q: do you have a diversity program initiative?

A: No, the State of GA does not have a diversity initiative tied to this contract.

Q: Where is there the list of approved sub contractors?

A: This list is under construction and will be constantly changing due to addition of new vendor. Contact RRD (Kevin Whitt-770-352-8467) with questions regarding vendor approval.

Q: For contracts under \$3,000 may we use a local contract if we already have three bids?

A: Yes, you are not required to bid if cumulative value of job is under \$5K.

Q: Is there a web based application for submitting print orders, receiving proof and such?

A: This contract does not include e-ordering at this time. RRD does, however, have this capability and can accommodate need for soft proofing.

Q: Would this include "Just In Time" print request for small to medium printing projects?

A: Yes, submit specs to RRD for review.

Q: Thank you for this contract option

A: Your welcome!

Q: That answered my question! Thank you.

A:

Q: Would you please define the term "convenience contract", please. Thank you.

A: You do not have to use this contract if you choose not to. However, DOAS prefers that you give RRD first opportunity and any print job over \$5K.

Q: Are there delivery, freight or surcharges?

A: There are charges for freight and delivery. These costs are typically included in the pricing if requested. There are no additional surcharges applied by RRD. That said, RRD does not control freight rates of 3rd party carriers.

Q: We have a printing company that we have used for several years that produces the brochures, cards and materials we use here, can we continue to use them without problems or must we give their name and information to you for a list of some kind?

A: You have the option to continue to use your current vendor. If sourcing a job over \$5K you must formally bid. If you utilize this contract you have the option to source directly to RRD without bidding.

Q: Sorry, I came into the meeting just ask you were speaking about the use of Georgia Enterprises. Can you please elaborate on this?

A: RRD will make every effort to produce jobs in-house. In the event they cannot, approved GA sources will be utilized where possible.

Q: Will the answers to your questions be provided in writing?

A: Yes

Q: Will Kevin and/or Rusty be making in-person visits to agency sites to me with our end-users?

A: Yes. Contact either to set up a face to face meeting.

Q: Can the vendor be flexible with hand-off deadlines?

A: Yes. RRD will work with any end user to accommodate their need if possible.

Q: Does the vendor offer soft-proofing?

A: Yes

Q: How does this affect an existing agency contract which we still have 2 or 3 renewals left?

A: Active agency contracts may be utilized until their expiration and all renewals have been exercised.

Q: Do you have the capability to print a student newspaper?

A: Depending on the specs. Submit specs to RRD for review and feedback.

Q: Are prices quoted including delivery?

A: Yes, if requested.

Q: Will this information be available electronically?

A: Yes

Q: What is the turnaround time for a quote from the local rep?

A: RRD will make every effort to return quotes in 24-48 hrs.

Q: Is there a cost to the local supplier if they are a subcontractor of RRD?

A: No.

Q: So, will that RRD preferred supplier list be published somewhere?

A: This list is under construction and will be changing regularly. It will be available asap.

Q: Are there representatives that will come to out to your office to meet with you to discuss in person your individual printing needs

A: Yes. Contact RRD to set up a meeting.

Q: Did I understand correctly that envelopes, letterhead or stationary is not included in this contract?

A: Correct, this contract does not cover a full stationery program.

Q: You addressed watermark paper earlier. I didn't quite understand if you did or did not do this type of printing. Is this considered Stationary? Currently we have need for bond paper with the State of GA emblem watermarked in the center.

A: Please provide specs to RRD for review. Feedback will be provided.

Q: Can we specify the paper supplier?

A: End users can request a specific type of paper for print jobs. Paper will be purchased directly by RRD.

Q: Is it possible that our University's print shop could become a subcontractor?

A: Contact RRD to discuss offline.

Q: Other than the \$5000 and bidding issue, what are the advantages/disadvantages of subcontractors?

A: If RRD cannot meet the requirement of an end user subcontracting will allow vendors to maintain their position with the State of GA while the contract still being utilized.

Q: Is there a minimum order quantity?

A: No. That said, please supply specs for review. RRD will provide feedback on jobs that may not be a good fit.

Q: I am from the GA DOT in District 2. We used to purchase Inspectors Diary's from HARP Ink. We have not been able to do this for over a year. Will this vendor be able to do these?

A: Please provide a sample of the product to RRD. Feedback will be provided.

Q: Does this include printing envelopes?

A: No

Q: Will Kevin and Rusty handle all accounts... or will we deal with different people when it comes to getting quotes and proofs.

A: Kevin and Rusty will handle the quoting process. If any changes are made they will be communicated or updated appropriately.

Q: Is there a proof approval option?

A: Yes. Simply specify where final proofs should be sent for approval.

Q: We currently use RR Donnelly and I usually email them with an order. Can I continue to use my current contact to submit orders?

A: Yes, follow the same procedure.