

**OHIO TURNPIKE AND
INFRASTRUCTURE COMMISSION**
682 Prospect Street
Berea, Ohio 44017

**REQUEST FOR PROPOSALS FOR
GRAPHIC DESIGN AND PRINTING SERVICES**

ISSUE DATE:
JANUARY 24, 2014

INQUIRY END DATE:
5:00 P.M., (E.S.T.), FEBRUARY 7, 2014

OPENING DATE:
5:00 P.M. (E.S.T.), FEBRUARY 14, 2014

ATTENTION OF RESPONDENTS IS DIRECTED TO:

ANSWERS TO QUESTIONS RECEIVED THROUGH 12:00 P.M., JANUARY 31, 2014.

ANSWERS TO QUESTIONS RECEIVED THROUGH 12:00 P.M., JANUARY 31, 2014:

Q#1 Is commercial automobile liability insurance a definite "must have"?

A#1 Commercial automobile liability insurance, as set forth in the RFP, is required if the Responding Firm is organized as a company or other legal commercial entity. If the Responding Firm is a sole proprietorship, and the only automobile insurance available is personal liability, the Commission will accept such insurance subject to the review of the policy by the Commission's Risk Management Coordinator.

Q#2 Do we need to submit proof of all insurance in the proposal (per Part V / Point H) or if/when we're awarded the contract (Part VII / Point Q)?

A#2 Please submit proof of all required insurance coverages with your Proposal, as it will be part of the evaluation process.

Q#3 Match Print Proofs: We were a bit confused by the "for use by magazine publishers" language. Hi-res printer's proofs are a great option when we're helping you print collateral material, but we've never done them for magazine ads (since the magazine, not us, is printing it). Can you clarify in what situations you would be needing hi-res, color-corrected proofs?

A#3 The Commission must have the ability to scrutinize a print-out of the complete and final draft of the CAFR or any materials submitted for publication so its staff can examine the document prior to it going to press. This print option is necessary to inspect print quality, and also intended to provide a "real life" version to review, as opposed to screen views that do not necessarily match the actual product. This requirement is included to afford the Commission an opportunity to determine if any adjustments are needed prior to actual production or publication.

Q#4 When is the work specifically surrounding the Annual Report is going to take place and will be due?

A#4 Work for the upcoming CAFR (for the year 2013) will begin as soon as the contract is executed with the Selected Designer. By law, the Commission is required to deliver a copy of the 2013 CAFR to the Governor's Office and the General Assembly every year on or before July 1, 2014. Accordingly, the Selected Firm must deliver the finished product, including roughly 300 copies, to the Commission on or before June 24 of any given contract year.

Q#5 The RFP states that you need three copies of our proposal. No problem. However, the RFP also states that you need a set of samples. Does this mean you need one set or do you want a set for each of the three copies of the proposal?

A#5 One (1) sample set accompanying the original Proposal and its copies is sufficient. The Commission's Evaluation Team needs at least one (1) complete sample from each Responding Designer's portfolio to review.

Q#6 There are a number of requirements called out in the RFP/contract. Some of these are pretty standard, but our current clients do not require the full extent of the OTC's requirements (e.g., the same insurances). Do the requirements need to be met at the time of submission of our proposal, or at the time of signing a contract, or at some other point to be determined?

A#6 Please see the response to Q#2.

Q#7 There are a couple places in the RFP where the term "northeast Ohio" occurs. The one that jumps out at me occurs when referencing printers. What constitutes "northeast Ohio" and if we have printers with whom we work that don't fall within this definition, how will that impact our proposal? Please clarify.

A#8 The Commission expressed a strong preference for the Selected Designer(s) to have an ongoing working relationship with a printer in Northeast Ohio because staff members have previously traveled to the printer's facilities to review and discuss proofs. The geographic locations of the Responding Firms' printers are not a determinative factor, but the means for the Commission to review and discuss the printed materials is a consideration. Responding Firms that utilize printers outside the region may describe any alternative means in their Proposals for the Commission to review and confer on printers' proofs.

Q#9 Given that there is no direct correlation between vendor overhead and quality of work, is there any possible flexibility in the RFP/contract requirements?

A#9 The Commission's Proposal requirements are set forth in the RFP. However, any Responding Firm requesting deviations or taking exceptions to the scope of services is afforded the opportunity under the provisions of PART VIII of the RFP to note said exceptions with their proposals. Exceptions noted after the response deadline or after award may not be considered by the Commission.

Receipt of Request for Proposals for Graphic Design and Printing Services to Q&A No. 1 is hereby acknowledged:

(Firm Name)

(Signature)

(Typed Name)