

Nez Perce Tribe Request for Proposals

Design and Production of the 2012 Spring & Fall General Council Reports

Proposals due March 5, 2012 – 4:00 p.m. PST

Proposals will be accepted from enrolled Nez Perce Tribal members only

Vendor selection and notification will be completed by March 7, 2012.

Audience and Objectives:

The Nez Perce Tribe (NPT) requests proposals for the full production (graphic design, layout, and print production services) of its 2012 Spring and Fall General Council Reports. The reports will contain program and department narrative sections designed to highlight the significant work and accomplishments of the NPT. Additionally, the reports will contain financial information including budgets, investments, and debt schedule. The reports are intended for tribal members' information.

What the Tribe will provide:

The materials and services listed below will be provided by the NPT. Offerors should include in their proposed schedules the dates on which these materials and services are to be received in order to maintain proposed project deadlines.

- Periodic communication with NPT project staff by email, fax, and telephone calls.
- Copy (other than that to be supplied by the contractor) supplied by email.
- Approval or revisions/corrections of text and layouts submitted by the contractor.
- Any photographs or line art available from NPT project staff.

What the contractor will be responsible for:

The contractor shall consult with the NPT project staff in person, by telephone, fax, or by electronic mail as necessary for timely discussion of progress and any unforeseen problems that may arise in the production of the report.

The report will contain a narrative feature highlighting the work of the NPT. In its printed format, the semi-annual report will be approximately 115 pages long, of which about 12 pages will be financial information.

The semi-annual report shall conform to the following requirements: (i) dimension of 8.5" x 14"; (ii) full color, heavy cover; (iii) glossy text stock; and (iv) perfect binding.

The contractor will be responsible for providing creative input, design, layout, typesetting, calligraphy, production, and delivery. If necessary, the contractor shall provide royalty free photos and artwork, get specific NPT approval before their use, and provide the NPT written documentation of rights or permissions pertaining to each item used.

The contractor shall also produce a color Adobe PDF file that contains all elements of the completed report including the inside and outside of the front and back covers.

As part of this project, the contractor will be responsible for:

- Soliciting and securing at least three (3) bids for printing, binding, and delivery of 300 copies of the semi-annual report, and providing those bids to the Tribe no later than March 30, 2012 (Spring report) and August 24, 2012 (Fall report). The Nez Perce Tribe will approve the choice of a printer within five (5) working days, and
- Oversee the printing of the final product.

The printer will be paid directly by the NPT upon invoice.

The contractor will be responsible for ensuring that the printed books are boxed and delivered by April 30, 2012 (Spring report) and September 24, 2012 (Fall report) to the NPT. The contractor will also deliver to the NPT, by the same dates, a CD-ROM containing a PDF file of the completed report and all source files.

Please note that all report materials will be the exclusive property of the NPT in perpetuity.

Proposal Requirements:

Proposals will be accepted only in the form of electronic files attached to a transmittal message that is e-mailed to Catherine Big Man at catherineb@nezperce.org.

The following documents should be attached to the electronic submission:

- A project narrative (maximum 10 pages) in Adobe PDF format. The narrative should be brief and informal but should cover the following topics:
 - The offeror's relevant capabilities, credentials and recent experience in producing reports of a comparable nature
 - A description of the work to be performed and methods to be used
 - Total cost of report production excluding printing costs
 - A timeline for completing the work, setting out specific proposed dates for at least the following checkpoints and deadlines (the offeror may propose to change the sequence of these events as necessary):
 - Initial design meeting with NPT project staff

- First printed layout sketches to NPT for selection/approval of single design concept
- NPT selection/approval of single design concept for printed version
- Draft printed version layout (incorporating all copy to NPT for inspection/approval)
- NPT approval/changes of draft printed version layout
- Final printed version layout to NPT
- NPT approval of final printed version layout
- Contractor submits to NPT three printers' bids
- NPT approval of a printer's bid
- Printed books delivered
- PDF files and all source files delivered on CD ROM

Any additional printed material that may be necessary to show the offeror's capabilities and experience must be mailed for receipt by the NPT no later than 4:00 p.m. PST on March 5, 2012, and should be accompanied by a cover letter clearly identifying the offeror submitting it. Any printed material should be sent to:

PHYSICAL ADDRESS

Rebecca Miles, Executive Director
Nez Perce Tribe
120 Bever Grade
Lapwai, ID 83540

MAILING ADDRESS

Rebecca Miles, Executive Director
Nez Perce Tribe
P.O. Box 365
Lapwai, ID 83540

The NPT reserves the right to reject any and all offers. The NPT also reserves the right to proceed with awarding the bid regardless of the number or type of bids received based upon what is in the best interests of the NPT.