

## General Questions:

### Request for Proposal: Printing and Design Services

December 2, 2020 at 10:00 a.m. (general questions), 11:10 a.m. (Specifications)

Welcome to the pre-proposal conference. The primary purpose of this printing and design proposal is to select the best supplier for offer both printing & design services to the Community Development Department located at Wanda Meshack Smith Administrative office at 3954 Gannon Lane, Dallas, TX 75237.

In addition, there are few issues that I would like to bring your attention in the proposal package:

- 1) On page 3: Closing Submission Date, proposals must be submitted and received no later than 10:00 a.m. on February 2, 2021.
- 2) On page 4: It is important that the Offeror's proposal be submitted in a sealed envelope clearly marked in the lower left-hand corner with the following information:  
Request for Proposal -21-P&DS  
10:00 a.m. on February 2, 2021  
Sealed procurement for Printing and Design Services  
Late proposals will not be considered
- 3) On Page 4: Small and/or Minority-Owned Business  
The Offeror must present third party documentation as to their status with their proposal in order to qualify for consideration as an SB/MOB – Certifications/Having average annual receipts for the last three fiscal years of less than seven million dollars.
- 4) On Page 11: Insurance: Please attached a copy of your company's insurance to the proposal package. The successful provider shall be required to demonstrate adequacy (As required by the state of Texas for this type of business) of insurance in umbrella form, inclusive of as a minimum: please read page 11.
- 5) On Page 12: The Offeror's proposed price should be submitted separately in its own envelope marked "Cost Proposal". Include information indicating how the price was determined.
- 6) On Page 12: All pricing information should be in a separate envelope for review proposes.
- 7) On page 14: Please include at least five (5) local references with names, addresses, e-mail addresses, contact persons, and telephone numbers having knowledge of prior contracted services provided by the Offeror with other organizations/companies. Please read page 14.
- 8) On page 17, evaluation tools, read how to get your proposal being graded.
- 9) Contracts will be started on September 1, 2021, end by August 31, 2022  
Finally, please read the proposal package in detail and fill out all necessary information as well. If some of the questions, I am not able to answer right now, after researching, I

will post them into the Head Start Web Site. For specification questions, please click on the zoom link on December 2, 11:10 a.m. Thanks

10) Due to the COVID-19, if you want to attend the closing bid opening, please e-mail me 7 days ahead to reserve a seat for your participation. Reservation is required to attend the closing bid (opening). Thanks for your understanding.

11) Is it mandatory for attending the closing bid opening?

No, you have your own decision whether you want to attend the closing bid (opening).