

Pre-bid Conference 2024 information:

Request for Proposal: Printing and Design Services

A. Welcome to the pre-proposal conference.

This Request for Proposal is to contract for Printing and Design services for at least one year. The proposal can include options for two additional one-year periods. This proposal can also include either a printing vendor and separate design vendor or a firm both offering both printing & design vendor. The agency's goal is to set-up a vendor to provide services to the Community Development Department located at:

Wanda Meshack Smith Administrative Office  
3954 Gannon Lane  
Dallas, TX 75237

All work must conform to the needs of the Director of Community Development and Department.

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 13, 2024

On page 3-4: **Instructions to Prospective Contractors**

Your Proposal should be addressed as follows:

Name: Agnes Chiu

Title: Purchasing Agent

Entity: Head Start of Greater Dallas, Inc.

Address: 3954 Gannon Lane, Dallas, Texas 75237-2919

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 - 24-P&DS**

**10:00 a.m. on February 13, 2024**

**SEALED PROCUREMENT for PRINTING AND DESIGN SERVICES**

Failure to do so may result in premature disclosure of your proposal.

It is the responsibility of the Offeror to ensure the proposal is received by Head Start of Greater Dallas, Inc. by the date and time specified above.

**Late proposals will not be considered.**

- 2) On Page 4: Small and/or Minority-Owned Business, please provide a copy of the results to get credit for being a "Small Business and or Minority-Owned Business" such as a Certificate or financial report for at least 3 years.
- 3) On Page 11 Insurance: Please attach a copy of certificate of insurance.

- 4) 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.
- 5) On Page 14 Prior Experience: Please include at least five (5) local references with names, addresses, e-mail addresses, contact persons, and telephone numbers for reference checkup and grading purposes.
- 6)) On page 17, evaluation tools, read how to get your proposal graded.

Finally, please read the proposal package in detail and fill out all necessary information as well.