

**REQUEST FOR PROPOSAL  
FOR  
PRINTING SERVICES  
FISCAL YEARS 2018-2020**

**Durham's Partnership for Children**

**Deadline:  
June 6, 2018**

**Bids must be received no later than 12:00 p.m., June 6, 2018.**

**Durham's Partnership for Children**  
1201 S. Briggs Avenue, Suite 210, Durham, NC, 27703

**For further information or to submit a proposal, contact:**  
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[www.dpfc.net](http://www.dpfc.net)

# DURHAM'S PARTNERSHIP FOR CHILDREN

## Introduction:

Durham's Partnership for Children (hereinafter referred to as "the Partnership") is soliciting proposals to establish a contract through competitive negotiations. The purpose of this contract is to acquire the services of a qualified contractor to provide printing services for the next two fiscal years. We are requesting a multi-year bid.

## Background:

The Partnership was founded in 1994 to administer the *Smart Start* grant in Durham County. *Smart Start* is North Carolina's nationally recognized initiative to ensure all children enter school healthy and ready to succeed. *Smart Start* helps working parents pay for childcare, improves the quality of childcare and provides health and family support services in every North Carolina County.

The Partnership is a nonprofit agency responsible for implementing the Smart Start initiative in Durham County. The Partnership serves as a planner and funder of community services that are aimed at ensuring young children (ages birth to 5) arrive at school healthy and ready to succeed. The majority of our resources are targeted to early childhood education, child health, early intervention, and family support.

## Scope of Services:

The selected vendor is requested to provide bids and production times on each of the following projects. This list constitutes a sample of the jobs we have had in the past and expect in the future, but does not represent all of our printing needs. All projects will be presented depending on specifications in a print ready disk with the native InDesign or Illustrator files and pdfs or sent in pdf/native file formats to the printer's ftp Web site.

### 1. Annual Report:

16-page booklet (including cover)  
Pages printed front & back on 80# Text Smooth  
Accent Opaque white paper  
4/4 color process throughout with bleeds  
Cover printed front & back on 90#  
Mohawk Gloss Pure White  
8.5 x11 booklet stapled  
Quantity: bid for 1,000 and 1,500

### 2. Letterhead:

4 colors  
24# Classic Linen  
8.5 x11  
Quantity: bid for 1,000 and 2,500

### 3. Catalog Envelopes:

Black + 1 color  
28# Catalog  
9 x 12 (Camera Plate)  
Quantity: 1,000 (bid per 500 and 1,000)

### 4. Prospectus:

8-page booklet including cover printed front & back on 100# Matte Text  
8 x 8.5 booklet stapled  
4/4 color with bleeds  
Quantity: bid for 500 and 1,000  
Disk provided or pdf ftp through Web site

### 5. One page flier:

4 color with bleeds  
80# Dull Text, flat size 8.5 x 11  
Quantity: bid per 500 and 1,000

### 6. Business Cards

3.5 x 2  
Black print and color logo  
Printing 1 side.

The services requested in this proposal will run from July 1, 2018 to June 30, 2020.

Additional items may be requested during these years that are not listed. Also, due to event and program planning, some items may not be needed each year.

**Only one vendor will be chosen for this two-year period.**

As a multi-year bid, we will evaluate the performance of services and will ensure we have funding for the following year on June 31, 2019.