State of Nevada

Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

State of Nevada

Purchasing Division

Request for Proposal: 3503

For

LIMITED PRINT SERVICES

Release Date: November 1, 2017

Deadline for Submission and Opening Date and Time: November 28, 2017 @ 2:00 PM

Refer to Section 7, RFP Timeline for the complete RFP schedule

For additional information, please contact:

Annette Morfin, Purchasing Officer

State of Nevada, Purchasing Division

515 E. Musser Street, Suite 300

Carson City, NV 89701

Phone: 775-684-0185

Email address: amorfin@admin.nv.gov

(TTY for Deaf and Hard of Hearing: 1-800-326-6868
Ask the relay agent to dial: 1-775-684-0185/V.)

Refer to Section 8 for instructions on submitting proposals

VENDOR INFORMATION SHEET FOR RFP 3503

Vendor Shall:

A) Provide all requested information in the space provided next to each numbered question. The information provided in Sections V1 through V6 shall be used for development of the contract;

B) Type or print responses; and

C) Include this Vendor Information Sheet in Section III of the Technical Proposal.

V1	Company Name	*A.Carlisle and Co. of Nevada*

V2	Street Address	*1080 Bible Way*

V3	City, State, ZIP	*Reno, NV 89501*

V4	Telephone Number		
	Area Code: *775*	Number*: 323-5163*	Extension:

V5	Facsimile Number		
	Area Code: *775*	Number: *323-7181*	Extension:

V6	Toll Free Number		
	Area Code:	Number:	Extension:

V7	***Contact Person for Questions / Contract Negotiations, including address if different than above***
	Name: *Robert Murphy*
	Title: *Estimator*
	Address: *1080 Bible Way Reno, NV 89501*
	Email Address: *Robert@acarlisle.com*

V8	Telephone Number for Contact Person		
	Area Code: *775*	Number: *323-5163*	Extension:

V9	Facsimile Number for Contact Person		
	Area Code: *775*	Number: *323-7181*	Extension:

V10	***Name of Individual Authorized to Bind the Organization***	
	Name: *Alan Krogness*	Title: *President*

V11	Signature ***(Individual shall be legally authorized to bind the vendor per NRS 333.337)***	
	Signature: Alan Krogness	Date: *11/28/17*

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Prospective vendors are advised to review Nevada's ethical standards requirements, including but not limited to NRS 281A, which can be found on the Purchasing Division's website at: http://purchasing.nv.gov.

All applicable Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC) documentation can be found at: www.leg.state.nv.us/law1.cfm.

1. PROJECT OVERVIEW

1.1. The State of Nevada Purchasing Division, on behalf of the Nevada Department of Tourism and Cultural Affairs (NDTCA), is seeking proposals from qualified vendors to provide Printing Services and an Online Ordering System.

1.2. The collateral produced will include, but may not be limited to business cards, letterhead, envelopes and notecards for all divisions within NDTCA.

1.3. NDTCA includes the following Divisions:

1.3.1. Nevada Division of Tourism (Tourism);
1.3.2. Nevada Magazine;
1.3.3. Nevada Division of Museums and History and their seven (7) properties;
1.3.4. Nevada Arts Council; and
1.3.5. The Nevada Indian Commission.

1.4. Each division has their own collateral design and product needs, but all collateral must maintain a similar look and feel and Tourism will maintain oversight of brand compliance.

1.5. NDTCA will administer contract(s) resulting from this RFP. The resulting contract(s) shall be for an initial contract term of approximately eighteen (18) months, anticipated to begin January 2, 2018, subject to Clerk of the Board approval, with an option to renew for two (2) additional years, if agreed upon by both parties and is in the best interests of the State. The initial contract will expire June 30, 2019.

1.6. GOALS AND OBJECTIVES

1.6.1. The principal goals of this project are to:

1.6.1.1. Print brand-compliant, consistent, quality collateral including business cards, letterhead, envelopes, notecards, etc. for all divisions within NDTCA and deliver in a complete and timely manner.

1.6.1.2. Establish a user-friendly, effective, and concise online ordering system that allows pre-selected staff to order branded collateral that may be customized, edited, and billed to separate accounts.

1.6.1.3. Identify a singular vendor to provide prompt, consistent, and excellent customer service and deliverables.

1.6.1.4. Identify fiscal savings, potentially by printing in bulk and storing products for on-demand delivery.

1.6.2. The goals of this project are to identify a singular vendor who will:

1.6.2.1. Provide a streamlined online ordering system that accommodates for limited staff approval;

1.6.2.2. Have the capability for handling variable images within online ordering system;

1.6.2.3. Demonstrate costs associated with online ordering setup and maintenance;

1.6.2.4. Maintain complete and separate billing for multiple divisions with the NDTCA;

1.6.2.5. Provide processing, printing, and shipping services for branded collateral;

1.6.2.6. Provide prompt and excellent delivery and customer service;

1.6.2.7. Provide a dedicated account representative who has experience with government projects of this type;

1.6.2.8. Guarantee print and paper quality and consistency on their delivered product;

1.6.2.9. Be a printing partner that provides best practices and industry guidance;

1.6.2.10. Have Sustainable Green Practices certification and/or reasonable management of facility as it relates to chemical waste, paper, etc.; and

1.6.2.11. Accommodate for storage if fiscally responsible.

2. SCOPE OF WORK

2.1. SERVICES REQUESTED

2.1.1. Services are organized below into primary functions:

2.1.1.1. Online ordering system that allows template artwork to be edited and ordered per division;

2.1.1.2. Print complete, consistent, and quality suite of stationary products and other collateral material; and

2.1.1.3. Deliver products promptly and expediently or store securely until needed.

2.2. PROGRAM OVERVIEW

2.2.1. The NDTCA includes the following Divisions:

2.2.1.1. Nevada Division of Tourism;
2.2.1.2. Nevada Division of Museums and History;
2.2.1.3. Nevada Arts Council; and
2.2.1.4. Nevada Indian Commission.

2.2.2. Each Division has its own identity underneath the brand umbrella, and each requires a suite of products that comply with the NDTCA brand guidelines.

2.2.3. Each suite of collateral includes business cards, letterhead, envelopes, shipping labels, and notecards with envelopes.

2.2.4. Other printed collateral such as flyers, booklets, etc. will be developed throughout the contract. Printer should have the capability to handle variable images.

2.2.5. Quantity and order needs will vary by and within each division.

2.2.6. An online ordering system is required in order to streamline requests and ensure product quality and consistency.

2.2.7. NDTCA recently printed the suite of stationary listed in this RFP, so immediate needs will be in limited quantities.

2.2.8. Business cards will be an ongoing need as new employees come online and as current inventory is limited.

2.2.9. Minimum quantities are not guaranteed.

2.2.10. All information outlined below represents current NDTCA needs; however, innovative ideas and program approaches are welcomed.

2.2.11. Best practices and introduction to either cost-effective changes or available printing techniques is welcomed.

2.3. PROGRAM DETAILS

2.3.1. Online Ordering System

2.3.1.1. Proposing vendors should have the ability to offer an online ordering system that stores templates for each piece of collateral. This will ensure that colors will match and be consistent and will leave no room for error in addresses, etc.

2.3.1.2. Each division will have a different login and billing information.

2.3.1.3. The system should have the capability to "lock down" certain information and provide a secure approval process to avoid unnecessary or unapproved orders.

2.3.1.4. Templates for all stationary will be stored in the online system.

2.3.1.5. A document will be provided listing all names, titles, etc. of employees whose information should be stored in the online ordering system. This information should be uploaded for review and approval and utilized for all print needs.

2.3.1.6. New employees will be added on an "as needed" basis. The proposing vendor must disclose if there are minimums or maximums for each order placed that will affect pricing.

2.3.2. Known Print Deliverables by Division

2.3.2.1. Nevada Department of Tourism and Cultural Affairs

The umbrella Department will require varying quantities of business cards, letterhead, envelopes, notecards and notecard envelopes. There are currently seven (7) employees requiring business cards for the Department at two (2) different addresses:

Business Card address 1;
Business Card address 2;
Letterhead (both addresses listed);
#10 Envelope return address 1;
#10 Envelope return address 2;
Notecards;
Notecard Envelope return address 1; and
Notecard Envelope return address 2.

2.3.2.2. Nevada Commission on Tourism

The Commission on Tourism requires business cards for thirteen (13) commissioners.

2.3.2.3. Nevada Division of Tourism

The Division of Tourism will require varying quantities of business cards, letterhead, envelopes, notecards and notecard envelopes.

1. Business Card 1 address 1;
2. Business Card 1 address 2;
3. Business Card 2 address 1;
4. Business Card 2 address 2;
5. Business Card 3;
6. Letterhead (both addresses listed);
7. #10 Envelope return address 1;
8. #10 Envelope return address 2;
9. Notecards;
10. Notecard Envelope return address 1; and
11. Notecard Envelope return address 2.

Business cards come in two (2) different designs with two (2) different addresses. There are currently sixteen (16) employees requiring business cards with one design and seven (7) employees requiring another design. Address information will vary.

This Division also requires one (1) specialty card that is used for promotional purposes.

2.3.2.4. Nevada Division of Museums and History

The Division of Museums and History will require varying quantities of business cards and envelopes.

1. Business Card address 1;
2. Business Card address 2;
3. Business Card address 3;
4. Business Card address 4;
5. Business Card address 5;
6. Business Card address 6;
7. Business Card address 7;
8. Business Card address 8;
9. #10 Envelope return address 1;
10. #10 Envelope return address 2;
11. #10 Envelope return address 3;
12. #10 Envelope return address 4;
13. #10 Envelope return address 5;
14. #10 Envelope return address 6;
15. #10 Envelope return address 7; and
16. #10 Envelope return address 8.

This Division may choose to order other materials such as letterhead, notecards and notecard envelopes as budget allows.

17. Optional Items:
    a. Letterhead (both addresses listed);
    b. Notecards; and
    c. Notecard Envelope (up to eight (8) different return addresses)

This Division includes one (1) administrative office location and seven (7) different museum locations, thus they require one (1) business card design with eight (8) different addresses and one (1) envelope design with eight (8) different addresses.

Approximately fifty (50) employees require business cards.

2.3.2.5. Nevada Arts Council

Nevada Arts Council will require varying quantities of business cards and envelopes.

1. Business Card 1 address 1;
2. Business Card 1 address 2;
3. #10 Envelope return address 1; and
4. #10 Envelope return address 2.

This Division may choose to order other materials such as letterhead, notecards and notecard envelopes as budget allows.

5. Optional Items:
    a. Letterhead (both addresses listed);
    b. Notecards;
    c. Notecard Envelope return address 1; and
    d. Notecard Envelope return address 2.

This Division has one (1) card design with two (2) different addresses.

There are currently twelve (12) employees and fifteen (15) commissioners requiring business cards. Address information will vary.

2.3.2.6. Nevada Indian Commission

Nevada Indian Commission will require varying quantities of business cards and envelopes.

1. Business Card; and
2. #10 Envelope return address.

This Division may choose to order other materials such as letterhead, notecards and notecard envelopes as budget allows.

3. Optional Items:
    a. Letterhead;
    b. Notecards; and
    c. Notecard Envelope.

This division has one (1) card design, one (1) address, and five (5) employees.

2.3.3. Optional items for any Division may include shipping labels, 10 x 13 envelopes, notepads, or other stationary material.

2.4. PRINT SPECIFICATIONS

2.4.1. Business Cards

2.4.1.1. Sundance Felt, Natural White, 100# C;

2.4.1.2. 4/4 + spot UV if digital, or 2/1 + Spot UV if running pre-made shells to then print names on later;

2.4.1.3. With Bleeds;

2.4.1.4. Name runs would then just be one (1) color (using PMS color); and

2.4.1.5. The quote will need to include running 250 and 500 cards for short runs on an online ordering system.

2.4.2. Letterhead

2.4.2.1. Cougar, Natural, 70# Vellum T; and
2.4.2.2. Two (2) PMS colors – 2/0, with bleeds.

2.4.3. Notecards

2.4.3.1. Cougar, Natural, 100# Smooth C;
2.4.3.2. One (1) PMS color – 1/0, with bleeds.

2.4.4. Envelopes

2.4.4.1. #10 Square Flap Envelope to match paper color and finish;
2.4.4.2. A6 to match paper color and finish;
2.4.4.3. One (1) PMS color – 1/0, no bleeds, but light color does go to edge of bottom left corner.

2.5. ADDITIONAL INFORMATION

2.5.1. Samples of current collateral are available upon request. Samples will be sent USPS unless proposing vendors request the samples be sent FedEx or UPS. When request is for UPS, a shipping label must be provided. When request is for FedEx, an account number must be provided. Contact information for samples is Annette Morfin, amorfin@admin.nv.gov and the subject line should read RFP 3503 – Sample Request.

2.5.2. NDTCA may consider a recycled paper option which is equivalent to the preferred paper stock. Preference may be given if the recycled paper is cost effective and is in the best interest of the State.

3. COMPANY BACKGROUND AND REFERENCES

3.1. VENDOR INFORMATION

3.1.1. Vendors shall provide a company profile in the table format below.

Question	Response
Company name:	*A.Carlisle and Co. of Nevada*
Ownership (sole proprietor, partnership, etc.):	*Corporation*
State of incorporation:	*State of Nevada*
Date of incorporation:	*November 19, 1917*
# of years in business:	*100*
List of top officers:	*Alan Krogness, Sally Miller*
Location of company headquarters, to include City and State:	*1080 Bible Way* *Reno, NV 89501*
Location(s) of the office that shall provide the services described in this RFP:	*1080 Bible Way* *Reno, NV 89501*
Number of employees locally with the expertise to support the requirements identified in this RFP:	*25*
Number of employees nationally with the expertise to support the requirements in this RFP:	*25*
Location(s) from which employees shall be assigned for this project:	*1080 Bible Way* *Reno, NV 89501*

3.1.2. A Nevada-based business may apply for a five percent (5%) preference on its proposal. This preference may apply if a business has its principal place of business within Nevada. This preference cannot be combined with any other preference, granted for the award of a contract using federal funds, or granted for the award of a contract procured on a multi-state basis. To claim this preference a business must submit a letter with its proposal showing that it qualifies for the preference.

3.1.3. **Please be advised**, pursuant to NRS 80.010, a corporation organized pursuant to the laws of another state shall register with the State of Nevada, Secretary of State's Office as a foreign corporation before a contract can be executed between the State of Nevada and the awarded vendor, unless specifically exempted by NRS 80.015.

3.1.4. The selected vendor, prior to doing business in the State of Nevada, shall be appropriately licensed by the State of Nevada, Secretary of State's Office pursuant to NRS76. Information regarding the Nevada Business License can be located at http://nvsos.gov.

Question	Response
Nevada Business License #:	*191710000010*
Legal Entity Name:	*A.Carlisle and Co. of Nevada*

Is "Legal Entity Name" the same name as vendor is doing business as?

Yes	*x*	No	

If "No", provide explanation.

3.1.5. Has the vendor ever been engaged under contract by any State of Nevada agency?

Yes		No	*x*

If "Yes", complete the following table for each State agency for whom the work was performed. Table can be duplicated for each contract being identified.

Question	Response
Name of State agency:	
State agency contact name:	
Dates when services were performed:	

Question	Response
Type of duties performed:	
Total dollar value of the contract:	

3.1.6. Are you now or have you been within the last two (2) years an employee of the State of Nevada, or any of its agencies, departments, or divisions?

Yes		No	***x***

If "Yes", please explain when the employee is planning to render services, while on annual leave, compensatory time, or on their own time?

If you employ (a) any person who is a current employee of an agency of the State of Nevada, or (b) any person who has been an employee of an agency of the State of Nevada within the past two (2) years, and if such person shall be performing or producing the services which you shall be contracted to provide under this contract, you shall disclose the identity of each such person in your response to this RFP, and specify the services that each person shall be expected to perform.

3.1.7. Disclosure of any significant prior or ongoing contract failures, contract breaches, civil or criminal litigation in which the vendor has been alleged to be liable or held liable in a matter involving a contract with the State of Nevada or any other governmental entity. Any pending claim or litigation occurring within the past six (6) years which may adversely affect the vendor's ability to perform or fulfill its obligations if a contract is awarded as a result of this RFP shall also be disclosed.

Does any of the above apply to your company?

Yes		No	***x***

If "Yes", please provide the following information. Table can be duplicated for each issue being identified.

Question	Response
Date of alleged contract failure or breach:	***n/a***
Parties involved:	

Question	Response	
Description of the contract failure, contract breach, or litigation, including the products or services involved:	***NA***	
Amount in controversy:		
Resolution or current status of the dispute:		
If the matter has resulted in a court case:	Court	Case Number
Status of the litigation:		

3.1.8. Vendors shall review and provide if awarded a contract the insurance requirements as specified in ***Attachment D, Insurance Schedule for RFP 3503.***

3.1.9. Company background/history and why vendor is qualified to provide the services described in this RFP. Limit response to no more than five (5) pages.

3.1.10. Provide a brief description of the length of time vendor has been providing services described in this RFP to the public and/or private sector.

3.1.11. Financial information and documentation to be included in accordance with ***Section 8.5, Part III – Confidential Financial Information***.

3.1.11.1. Dun and Bradstreet Number ***00-915-7561***

3.1.11.2. Federal Tax Identification Number ***88-0026280***

3.2. SUBCONTRACTOR INFORMATION

Subcontractors are defined as a third party, not directly employed by the contractor, who shall provide services identified in this RFP. This does not include third parties who provide support or incidental services to the contractor.

3.2.1. Does this proposal include the use of subcontractors?

Yes	***x***	No	

If "Yes", vendor shall:

3.2.1.1. Identify specific subcontractors and the specific requirements of this RFP for which each proposed subcontractor shall perform services.

3.2.1.2. If any tasks are to be completed by subcontractor(s), vendors shall:

Describe how the work of any subcontractor(s) shall be supervised, channels of communication shall be maintained and compliance with contract terms assured; and

Describe your previous experience with subcontractor(s).

3.2.1.3. Provide the same information for any proposed subcontractors as requested in ***Section 3.1, Vendor Information***.

See attached SECTION III VENDOR INFOMRATION B.pdf

3.2.1.4. Vendor shall not allow any subcontractor to commence work until all insurance required of the subcontractor is provided to the vendor.

3.2.1.5. Vendor shall notify the using agency of the intended use of any subcontractors not identified within their original proposal and provide the information originally requested in the RFP in ***Section 3.2, Subcontractor Information***. The vendor shall receive agency approval prior to subcontractor commencing work.

3.3. BUSINESS REFERENCES

3.3.1. Vendors shall provide a maximum of five (5) business references from similar projects performed for private and/or public sector clients within the last three (3) years.

3.3.2. Vendors shall submit ***Attachment E, Reference Questionnaire*** to their business references.

3.3.3. It is the vendor's responsibility to ensure that completed forms are received by the Purchasing Division on or before the deadline as specified in ***Section 7, RFP Timeline*** for inclusion in the evaluation process. Reference Questionnaires not received, or not complete, may adversely affect the vendor's score in the evaluation process.

3.3.4. The State reserves the right to contact and verify any and all references listed regarding the quality and degree of satisfaction for such performance.

3.4. VENDOR STAFF RESUMES

A resume shall be completed for each proposed key personnel responsible for performance under any contract resulting from this RFP per ***Attachment F, Proposed Staff Resume.***

4. COST

Proposing Vendors should use the Cost Matrix per ***Attachment G – Cost Schedule.***
See ATTACHMENT G - COST PROPOSAL.pdf

5. FINANCIAL

5.1. PAYMENT

5.1.1. Upon review and acceptance by the State, payments for invoices are normally made within 45 – 60 days of receipt, providing all required information, documents and/or attachments have been received.

5.1.2. Pursuant to NRS 227.185 and NRS 333.450, the State shall pay claims for supplies, materials, equipment and services purchased under the provisions of this RFP electronically, unless determined by the State Controller that the electronic payment would cause the payee to suffer undue hardship or extreme inconvenience.

5.2. BILLING

5.2.1. The State does not issue payment prior to receipt of goods or services.

5.2.2. The vendor shall bill the State as outlined in the approved contract and/or payment schedule.

5.2.3. The State presently has a Procurement Card Program that participating State agencies may use to pay for some of their purchases. The Program is issued through a major financial institution and is treated like any other major credit card. Using agencies may desire to use the card as a method of payment. No additional charges or fees shall be imposed for using the card. Please indicate in your proposal response if you will accept this method of payment.

5.3. TIMELINESS OF BILLING

The State is on a fiscal year calendar. All billings for dates of service prior to July 1 shall be submitted to the State no later than the first Friday in August of the same year. A billing submitted after the first Friday in August that forces the State to process the billing as a stale claim pursuant to NRS 353.097, shall subject the contractor to an administrative fee not to exceed $100.00. This is the estimate of the additional costs to the State for processing the billing as a stale claim and this amount shall be deducted from the stale claims payment due the contractor.

6. WRITTEN QUESTIONS AND ANSWERS

The Purchasing Division shall accept questions and/or comments in writing regarding this RFP as noted below:

6.1. QUESTIONS AND ANSWERS

6.1.1. To submit questions regarding this RFP, email Annette Morfin at amorfin@admin.nv.gov. In the subject line indicate RFP 3503 – Questions.

6.1.2. The deadline for submitting questions is as specified in ***Section 7, RFP Timeline***.

6.1.3. All questions and/or comments shall be addressed in writing. An email notification that the amendment has been posted to the Purchasing website shall be issued on or about the date specified in ***Section 7, RFP Timeline***.

7. RFP TIMELINE

The following represents the proposed timeline for this project. All times stated are Pacific Time (PT). These dates represent a tentative schedule of events. The State reserves the right to modify these dates at any time.

Task	Date/Time
Deadline for submitting questions	11/09/2017 @ 12:00 PM
Answers posted to website	On or about 11/14/2017
Deadline for submittal of Reference Questionnaires	No later than 4:30 PM on 11/27/2017
Deadline for submission and opening of proposals	No later than 2:00 PM on 11/28/2017
Evaluation period (approximate time frame)	11/29/2017 – 12/06/2017
Selection of vendor	On or about 12/07/2017
Anticipated BOE approval	02/13/2018
Contract start date (contingent upon BOE approval)	02/14/2018

8. PROPOSAL SUBMISSION REQUIREMENTS, FORMAT AND CONTENT

8.1. GENERAL SUBMISSION REQUIREMENTS

8.1.1. Vendors shall submit their proposals on one (1) CD or flash drive appropriately labeled with the RFP # and vendor's name in accordance with the instructions below.

8.1.2. The one (1) CD or flash drive shall contain a maximum of four (4) PDF files which may include:

8.1.2.1. Technical Proposal
8.1.2.2. Confidential Technical (if applicable)
8.1.2.3. Cost Proposal
8.1.2.4. Confidential Financial

8.1.3. Proposals shall have a technical response, which may be composed of two (2) parts in the event a vendor determines that a portion of their technical response qualifies as "confidential" per NRS 333.020 (5) (b).

8.1.4. If complete responses cannot be provided without referencing confidential information, such confidential information shall be provided in accordance with ***Section 8.3, Part IB – Confidential Technical Proposal and Section 8.5, Part III Confidential Financial Information.***

8.1.5. Specific references made to the section, page, and paragraph where the confidential information can be located shall be identified on ***Attachment A, Confidentiality and Certification of Indemnification*** and comply with the requirements stated in ***Section 8.6, Confidentiality of Proposals.***

8.1.6. The remaining section to be submitted is the cost proposal.

8.1.7. Proposals that do not comply with the requirements may be deemed non-responsive and rejected at the State's discretion.

8.1.8. Although it is a public opening, only the names of the vendors submitting proposals shall be announced per NRS 333.335(6). Technical and cost details about proposals submitted shall not be disclosed.

8.1.9. Assistance for handicapped, blind or hearing-impaired persons who wish to attend the RFP opening is available. If special arrangements are necessary, please notify the Purchasing Division designee as soon as possible and at least two (2) days in advance of the opening.

8.1.10. For ease of evaluation, the technical and cost proposals shall be presented in a format that corresponds to and references sections outlined within this RFP and shall be presented in the same order. Written responses shall be in ***bold/italics*** and placed immediately following the applicable RFP question, statement and/or section.

8.1.11. Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Expensive color displays, promotional materials, etc., are not necessary or desired. Emphasis shall be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

8.1.12. For purposes of addressing questions concerning this RFP, the sole contact shall be the Purchasing Division as specified on Page 1 of this RFP. Upon issuance of this RFP, other employees and representatives of the agencies identified in the RFP shall not answer questions or otherwise discuss the contents of this RFP with any prospective vendors or their representatives. Failure to observe this restriction may result in disqualification of any subsequent proposal per NAC 333.155(3). This restriction does not preclude discussions between affected parties for the purpose of conducting business unrelated to this procurement.

8.1.13. Any vendor who believes there are irregularities or lack of clarity in the RFP or proposal requirements or specifications are unnecessarily restrictive or limit competition shall notify the Purchasing Division, in writing, as soon as possible, so that corrective addenda may be furnished by the Purchasing Division in a timely manner to all vendors.

8.1.14. If a vendor changes any material RFP language, vendor's response may be deemed non-responsive per NRS 333.311.

8.1.15. The vendor understands and acknowledges that the representations made in its proposal are material and important, and shall be relied on by the State in its evaluation of a proposal. Any misrepresentation by a vendor shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

8.2. PART IA – TECHNICAL PROPOSAL

8.2.1. The Technical Proposal ***shall not include*** cost and/or pricing information. Cost and/or pricing information contained in the technical proposal may cause the proposal to be rejected.

8.2.2. Vendors shall provide one (1) PDF Technical Proposal file that includes the following:

8.2.2.1. Section I – Title Page with the following information:

Part IA – Technical Proposal	
RFP Title:	Limited Print Services
RFP:	RFP 3503

Part IA – Technical Proposal	
Vendor Name:	*A.Carlisle and Co. of Nevada*
Address:	*1080 Bible Way Reno, NV 89501*
Opening Date:	*November 28, 2017*
Opening Time:	*2:00 PM*

8.2.2.2. Section II – Table of Contents

An accurate and updated table of contents shall be provided.

8.2.2.3. Section III – Vendor Information Sheet

The vendor information sheet shall be completed and signed by an individual authorized to bind the organization.

8.2.2.4. Section IV – State Documents

The State documents section shall include the following:

The signature page from all amendments signed by an individual authorized to bind the organization.

Attachment A – Confidentiality and Certification of Indemnification signed by an individual authorized to bind the organization.

Attachment B – Vendor Certifications signed by an individual authorized to bind the organization.

Copies of any vendor licensing agreements and/or hardware and software maintenance agreements.

Copies of applicable certifications and/or licenses.

8.2.2.5. Section V – Scope of Work

Vendors shall place their written response(s) to ***Section 2, Scope of Work*** in ***bold/italics*** immediately following the applicable RFP question, statement and/or section.

8.2.2.6. Section VI– Company Background and References

Vendors shall place their written response(s) to ***Section 3, Company Background and References*** in ***bold/italics*** immediately following the applicable RFP question, statement and/or section. This section

shall also include the requested information in ***Section 3.2, Subcontractor Information***, if applicable.

See attached SECTION III VENDOR INFOMRATION B.pdf

8.2.2.7. Section VII – Attachment F – Proposed Staff Resume

Vendors shall include all proposed staff resumes per ***Section 3.4, Vendor Staff Resumes*** in this section.

This section shall also include any subcontractor proposed staff resumes, if applicable.

8.2.2.8. Section VIII – Other Informational Material

Vendors shall include any other applicable reference material in this section clearly cross referenced with the proposal.

See attached AC_Technical.pdf

8.3. PART IB – CONFIDENTIAL TECHNICAL PROPOSAL

8.3.1. Vendors only need to submit Part IB if the proposal includes any confidential technical information ***(Refer to Attachment A, Confidentiality and Certification of Indemnification)***.

8.3.2. If needed, vendors shall provide one (1) PDF Confidential Technical Proposal file that includes the following:

8.3.2.1. Section I – Title Page with the following information:

Part IB – Confidential Technical Proposal	
RFP Title:	Limited Print Services
RFP:	3503
Vendor Name:	*A.Carlisle and Co. of Nevada*
Address:	*1080 Bible Way Reno, NV 89501*
Opening Date:	*November 28, 2017*
Opening Time:	*2:00 PM*

8.3.2.2. Section II – Confidential Technical

Vendors shall cross reference the confidential technical information back to the technical proposal, as applicable.

8.4. PART II – COST PROPOSAL

8.4.1. The cost proposal shall not be marked "confidential". Only information that is deemed proprietary per NRS 333.020 (5) (a) may be marked as "confidential".

8.4.2. Vendors shall provide one (1) PDF Cost Proposal file that includes the following:

8.4.2.1. Section I – Title Page with the following information:

Part II – Cost Proposal	
RFP Title:	Limited Print Services
RFP:	3503
Vendor Name:	*A.Carlisle and Co. of Nevada*
Address:	*1080 Bible Way Reno, NV 89501*
Opening Date:	*November 28, 2017*
Opening Time:	*2:00 PM*

Please note that information on the cost proposal that follows is based entirely on the projected volume of product extrapolated from the month of May as outlined in the addendum to RFP 3503. Because all requests are possible as individual activities, all costs are determined individually. We recognize that this is not the way annual purchases will occur in contract if awarded and We recognize that this method artificially increases cost because naturally occurring efficiencies gained through groups of product needs are not present when items are ordered one at a time. It is the policy of A. Carlisle & Company of Nevada to always seek the most cost efficient solution to any production request. We will work with the various departments to assess need and best value methods to place orders to that cost containment can be realized to the extent possible. However, based on the information supplied in RFP 3503 unit cost has been determined on a one by one basis for each and every item that can be ordered separately through each department using the required portal. We are available to discuss other options and pricing solutions that will more closely determine appropriate cost should additional information become available. Thank you.

8.4.2.2. Section II – Cost Proposal

Vendor's cost proposal response shall be included in this section.

See attached ATTACHMENT G - COST PROPOSAL.pdf

8.5. PART III – CONFIDENTIAL FINANCIAL INFORMATION

8.5.1. If needed, vendors shall provide one (1) PDF Confidential Financial Information file that includes the following:

8.5.1.1. Section I – Title Page with the following information:

Part III – Confidential Financial Information	
RFP Title:	Limited Print Services
RFP:	3503
Vendor Name:	*A.Carlisle and Co. of Nevada*
Address:	*1080 Bible Way Reno, NV 89501*
Opening Date:	*November 28, 2017*
Opening Time:	*2:00 PM*

8.5.1.2. Section II – Financial Information and Documentation

Vendors shall place the information required per ***Section 3.1.10*** in this section.

8.6. CONFIDENTIALITY OF PROPOSALS

8.6.1. As a potential contractor of a public entity, vendors are advised that full disclosure is required by law.

8.6.2. Vendors are required to submit written documentation in accordance with ***Attachment A, Confidentiality and Certification of Indemnification*** demonstrating the material within the proposal marked "confidential" conforms to NRS §333.333, which states "Only specific parts of the proposal may be labeled a "trade secret" as defined in NRS §600A.030(5)". Not conforming to these requirements shall cause your proposal to be deemed non-compliant and shall not be accepted by the State.

8.6.3. Vendors acknowledge that material not marked as "confidential" shall become public record and shall be posted to the Purchasing website upon contract award.

8.6.4. It is the vendor's responsibility to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation.

8.6.5. Failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by release of said information.

8.7. PROPOSAL PACKAGING

8.7.1. Vendors shall submit their proposals on one (1) CD or flash drive appropriately labeled in one (1) sealed package or envelope in accordance with the instructions below.

8.7.2. Vendors are encouraged to utilize the copy/paste feature of word processing software to replicate the label for ease and accuracy of proposal packaging.

Annette Morfin, Purchasing Officer State of Nevada, Purchasing Division 515 E. Musser Street, Suite 300 Carson City, NV 89701	
RFP:	3503
OPENING DATE:	November 28, 2017
OPENING TIME:	2:00 PM
FOR:	Limited Print Services
VENDOR'S NAME:	*A.Carlisle and Co. of Nevada*

8.7.3. Proposals shall be received at the address referenced below no later than the date and time specified in ***Section 7, RFP Timeline***. Proposals that do not arrive by proposal opening time and date shall not be accepted. Vendors may submit their proposal any time prior to the above stated deadline.

8.7.4. The State shall not be held responsible for proposal packages or envelopes mishandled as a result of the package or envelope not being properly labeled.

8.7.5. Email or facsimile proposals shall not be considered.

9. PROPOSAL EVALUATION AND AWARD PROCESS

The information in this section does not need to be returned with the vendor's proposal.

9.1. Proposals shall be consistently evaluated and scored in accordance with NRS 333.335(3) based upon the following criteria. The following criteria are listed in order of importance.

Criteria Description	Weight
Demonstrated Competence	25
Experience in performance of comparable engagements	25
Conformance with the terms of this RFP	20
Cost – proposals will be evaluated in the following way: Each item will be scored individually by comparing "UNIT COST" as provide by proposing vendors on ***Attachment G, Cost Schedule.*** For each item, a proposer will only be scored if the proposer bid on the item. Individual items will be scored using the following formula:	

$\frac{\textit{Lowest Cost Submitted by any Proposer}}{\textit{Proposer's Cost}} = \textit{Price Factor}$ All individual item Price Factors will be averaged together to determine an Average Price Factor. Average Price Factor multiplied by ten (10) will be the Cost Sore used in evaluating a vendor proposal.	20
Expertise and availability of key personnel	15

9.2. Effective July 1, 2017, a five percent (5%) preference will be awarded to businesses based in Nevada. A Nevada business is defined as a business which certifies either that its 'principal place of business' is in Nevada, as identified in ***Section 3.1, Vendor Information***, or that a 'majority of goods provided for the contract are produced' in Nevada. The preference will be applied to the total score.

9.3. Financial stability shall be scored on a pass/fail basis.

9.4. Proposals shall be kept confidential until a contract is awarded.

9.5. The evaluation committee is an independent committee comprised of a majority of State officers or employees established to evaluate and score proposals submitted in response to the RFP pursuant to NRS 333.335.

9.6. The evaluation committee may solicit information from any available source concerning any aspect of a proposal and seek and review any other information deemed pertinent to the evaluation process.

9.7. Each vendor shall include in its proposal a complete disclosure of any alleged significant prior or ongoing contract failures, contract breaches, any civil or criminal litigation or investigations pending which involves the vendor or in which the vendor has been judged guilty or liable. Failure to comply with the terms of this provision may disqualify any proposal. The State reserves the right to reject any proposal based upon the vendor's prior history with the State or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failure(s) to meet contract milestones or other contractual failures. Refer generally to NRS 333.335.

9.8. Clarification discussions may, at the State's sole option, be conducted with vendors who submit proposals determined to be acceptable and competitive per NAC 333.165. Vendors shall be accorded fair and equal treatment with respect to any opportunity for discussion and/or written revisions of proposals. Such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. In conducting discussions, there shall be no disclosure of any information derived from proposals submitted by competing vendors. Any modifications made to the original proposal during the best and final negotiations shall be included as part of the contract.

9.9. A Letter of Intent (LOI) shall be issued in accordance with NAC 333.170 notifying vendors of the State's intent to award a contract to a vendor, pending successful negotiations. Negotiations shall be confidential and not subject to disclosure to competing vendors unless and until an agreement is reached. All information remains confidential until the issuance of the formal Notice of Award (NOA). If contract negotiations cannot be concluded successfully, the State upon written notice to all vendors may negotiate a contract with the next highest scoring vendor or withdraw the RFP.

9.10. A Notification of Award (NOA) shall be issued in accordance with NAC 333.170. Vendors shall be notified that a contract has been successfully negotiated, executed and is awaiting approval of the Board of Examiners (BOE). Any award is contingent upon the successful negotiation of final contract terms and upon approval of the BOE, when required. Any non-confidential information becomes available upon written request.

9.11. Any contract resulting from this RFP shall not be effective unless and until approved by the Nevada State Board of Examiners (NRS 333.700).

10. TERMS AND CONDITIONS

10.1. PROCUREMENT AND PROPOSAL TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal.

10.1.1. This procurement is being conducted in accordance with NRS Chapter 333 and NAC Chapter 333.

10.1.2. The State reserves the right to alter, amend, or modify any provisions of this RFP, or to withdraw this RFP, at any time prior to the award of a contract pursuant hereto, if it is in the best interest of the State to do so.

10.1.3. The State reserves the right to waive informalities and minor irregularities in proposals received.

10.1.4. For ease of responding to the RFP, vendors are encouraged to download the RFP from the Purchasing Division's website at http://purchasing.nv.gov.

10.1.5. The failure to provide clearly marked, separate PDF file(s) for ***Part IB and Part III***, which contain confidential information, trade secrets and/or proprietary information, shall constitute a complete waiver of any and all claims for damages caused by release of the information by the State.

10.1.6. The State reserves the right to reject any or all proposals received prior to contract award (NRS 333.350).

10.1.7. The State reserves the right to limit the scope of work prior to award, if deemed in the best interest of the State. (NRS 333.350)

10.1.8. The State shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interest of the State of Nevada after all factors have been evaluated (NRS 333.335).

10.1.9. Proposals which appear unrealistic in the terms of technical commitments, lack of technical competence, or are indicative of failure to comprehend the complexity and risk of the project, may be rejected.

10.1.10. Proposals from employees of the State of Nevada shall be considered in as much as they do not conflict with the State Administrative Manual (SAM), NRS Chapter 281 and NRS Chapter 284.

10.1.11. Proposals may be modified or withdrawn by written notice received prior to the proposal opening time. Withdrawals received after the proposal opening time shall not be considered except as authorized by NRS 333.350(3).

10.1.12. Prices offered by vendors in their proposals are an irrevocable offer for the term of the contract and any contract extensions. The awarded vendor agrees to provide the purchased services at the costs, rates and fees as set forth in their proposal in response to this RFP. No other costs, rates or fees shall be payable to the awarded vendor for implementation of their proposal.

10.1.13. The State is not liable for any costs incurred by vendors prior to entering into a formal contract. Costs of developing the proposal or any other such expenses incurred by the vendor in responding to the RFP, are entirely the responsibility of the vendor, and shall not be reimbursed in any manner by the State.

10.1.14. Proposals submitted per proposal submission requirements become the property of the State, selection or rejection does not affect this right; proposals shall be returned only at the State's option and at the vendor's request and expense. The flash drive or CD from each vendor shall be retained for official files.

10.1.15. Any unsuccessful vendor may file an appeal in strict compliance with NRS 333.370 and NAC Chapter 333.

10.1.16. NRS 333.290 grants a preference to materials and supplies that can be supplied from a "charitable, reformatory or penal institution of the State" that produces such goods or services through the labor of inmates. The Administrator reserves the right to secure these goods, materials or supplies from any such eligible institution, if they can be secured of equal quality and at prices not higher than those of the lowest acceptable bid received in response to this solicitation. In addition, NRS 333.410 grants a preference to commodities or services that institutions of the State are prepared to supply through the labor of inmates. The Administrator shall apply the preferences stated in NRS 333.290 and 333.410 to the extent applicable.

10.2. CONTRACT TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal.

10.2.1. The awarded vendor shall be the sole point of contract responsibility. The State shall look solely to the awarded vendor for the performance of all contractual obligations which may result from an award based on this RFP, and the awarded vendor shall not be relieved for the non-performance of any or all subcontractors.

10.2.2. The awarded vendor shall maintain, for the duration of the contract, insurance coverages as set forth in the fully executed contract. Work on the contract shall not begin until after the awarded vendor has submitted acceptable evidence of the required insurance coverages. Failure to maintain any required insurance coverage or acceptable alternative method of insurance shall be deemed a breach of contract.

10.2.3. The State shall not be liable for Federal, State, or Local excise taxes per NRS 372.325.

10.2.4. The State reserves the right to negotiate final contract terms with any vendor selected per NAC 333.170. The contract between the parties shall consist of the RFP together with any modifications thereto, and the awarded vendor's proposal, together with any modifications and clarifications thereto that are submitted at the request of the State during the evaluation and negotiation process. In the event of any conflict or contradiction between or among these documents, the documents shall control in the following order of precedence: the final executed contract, any modifications and clarifications to the awarded vendor's proposal, the RFP, and the awarded vendor's proposal. Specific exceptions to this general rule may be noted in the final executed contract. The State shall not indemnify vendor from any liability or damages, including but not limited to attorney's fees and costs, arising under any contract resulting from this RFP.

10.2.5. Local governments (as defined in NRS 332.015) are intended third party beneficiaries of any contract resulting from this RFP and any local government may join or use any contract resulting from this RFP subject to all terms and conditions thereof pursuant to NRS 332.195. The State is not liable for the obligations of any local government which joins or uses any contract resulting from this RFP.

10.2.6. Any person who requests or receives a Federal contract, grant, loan or cooperative agreement shall file with the using agency a certification that the person making the declaration has not made, and shall not make, any payment prohibited by subsection (a) of 31 U.S.C. 1352.

10.2.7. Pursuant to NRS Chapter 613 in connection with the performance of work under this contract, the contractor agrees not to unlawfully discriminate against any employee or applicant for employment because of race, creed, color, national origin, sex, sexual orientation or age, including, without limitation, with regard to employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including, without limitation apprenticeship.

The contractor further agrees to insert this provision in all subcontracts, hereunder, except subcontracts for standard commercial supplies or raw materials.

10.3. PROJECT TERMS AND CONDITIONS

The information in this section does not need to be returned with the vendor's proposal.

10.3.1. Award of Related Contracts

10.3.1.1. The State may undertake or award supplemental contracts for work related to this project or any portion thereof. The contractor shall be bound to cooperate fully with such other contractors and the State in all cases.

10.3.1.2. All subcontractors shall be required to abide by this provision as a condition of the contract between the subcontractor and the prime contractor.

10.3.2. State Owned Property

The awarded vendor shall be responsible for the proper custody and care of any State owned property furnished by the State for use in connection with the performance of the contract and shall reimburse the State for any loss or damage.

10.3.3. Inspection/Acceptance of Work

10.3.3.1. It is expressly understood and agreed all work done by the contractor shall be subject to inspection and acceptance by the State.

10.3.3.2. Any progress inspections and approval by the State of any item of work shall not forfeit the right of the State to require the correction of any faulty workmanship or material at any time during the course of the work and warranty period thereafter, although previously approved by oversight.

10.3.3.3. Nothing contained herein shall relieve the contractor of the responsibility for proper installation and maintenance of the work, materials and equipment required under the terms of the contract until all work has been completed and accepted by the State.

10.3.4. Travel

If travel is required, the following processes shall be followed:

10.3.4.1. All travel shall be approved in writing in advance by the Department.

10.3.4.2. Requests for reimbursement of travel expenses shall be submitted on the State Claim for Travel Expense Form with original receipts for all expenses.

10.3.4.3. The travel expense form, with original signatures, shall be submitted with the vendor's invoice.

10.3.4.4. Vendor shall be reimbursed travel expenses and per diem at the rates allowed for State employees at the time travel occurs.

10.3.4.5. The State is not responsible for payment of any premium, deductible or assessments on insurance policies purchased by vendor for a rental vehicle.

10.3.5. Right to Publish

10.3.5.1. All requests for the publication or release of any information pertaining to this RFP and any subsequent contract shall be in writing and sent to Director or Deputy Director of the Nevada Department of Tourism and Cultural Affairs or designee.

10.3.5.2. No announcement concerning the award of a contract as a result of this RFP can be made without prior written approval of Director or Deputy Director of the Nevada Department of Tourism and Cultural Affairs or designee.

10.3.5.3. As a result of the selection of the contractor to supply the requested services, the State is neither endorsing nor suggesting the contractor is the best or only solution.

10.3.5.4. The contractor shall not use, in its external advertising, marketing programs, or other promotional efforts, any data, pictures or other representation of any State facility, except with the specific advance written authorization of Director or Deputy Director of the Nevada Department of Tourism and Cultural Affairs or designee.

10.3.5.5. Throughout the term of the contract, the contractor shall secure the written approval of the State per ***Section 10.3.7.2*** prior to the release of any information pertaining to work or activities covered by the contract.

10.3.6. Protection of Sensitive Information

10.3.6.1. Sensitive information in existing legacy applications shall encrypt data as is practical.

10.3.6.2. Confidential personal data shall be encrypted.

10.3.6.3. Any electronic transmission of personal information shall comply with NRS 603A.215 (2 & 3).

10.3.6.4. Sensitive data shall be encrypted in all newly developed applications.

10.4. TERMS AND CONDITIONS FOR GOODS

The information in this section does not need to be returned with the vendor's proposal.

10.4.1. Goods As Used in RFP

The term "goods" as used in this RFP has the meaning ascribed to it in NRS §104.2105(1) and includes, without limitation, "supplies", "materials", "equipment", and "commodities", as those terms are used in NRS Chapter 333.

10.4.2. Express Warranties

For the period specified on the face of the contract, contractor warrants and represents each of the following with respect to any goods provided under the contract, except as otherwise provided on incorporated attachments:

10.4.2.1. Fitness for Particular Purpose

The goods shall be fit and sufficient for the particular purpose set forth in the RFP or other solicitation documents.

10.4.2.2. Fitness for Ordinary Use

The goods shall be fit for the purpose for which goods of a like nature are ordinarily intended, it being understood that the purpose for the goods covered by the contract are ordinarily intended is general government administration and operations.

10.4.2.3. Merchantable, Good Quality, No Defects

The goods shall be merchantable, of good quality, and free from defects, whether patent or latent, in material and workmanship.

10.4.2.4. Conformity

The goods shall conform to the standards, specifications and descriptions set forth in the incorporated attachments. If contractor has supplied a sample to the State, the goods delivered shall

conform in all respects to the sample and if the sample shall remain in the State's possession it shall be identified by the word "sample" and the signature of contractor's sales representative.

10.4.2.5. Uniformity

The goods shall be without variation, and shall be of uniform kind, quality, and quantity within each unit and among all units.

10.4.2.6. Packaging and Labels

The goods shall be contained, packaged, and labeled so as to satisfy all legal and commercial requirements applicable to use by a government agency, including without limitation, OSHA material safety data sheets and shall conform to all statements made on the label.

10.4.2.7. Full Warranty

The foregoing warranties are "full" warranties within the meaning of the Magnuson-Moss Warranty - Federal Trade Commission Improvement Act, 15 U.S.C. § 2301 et seq., and implementing regulations 16 C.F.R. pts. 700-703, if applicable to this transaction.

10.4.2.8. Title

Contractor has exclusive title to the goods and shall deliver the goods to the State free and clear of all liens, encumbrances, and security interests. If the contract causes title to vest in the State, the State hereby grants a security interest in the goods to contractor under the terms set forth in the contract.

10.4.3. Computer Warranties

If the goods include computer software and/or hardware, the following warranties shall apply in addition to the express warranties set forth above.

10.4.3.1. Software Warranty

Contractor/licensor warrants that for the period specified in the incorporated attachments:

Under normal use and service, the media on which the licensed software is delivered shall be free from defects in material and workmanship. If the licensed product fails to meet the media warranty, and the State as licensee gives licensor written notice thereof during the applicable warranty period, licensor shall replace such media.

The licensed product shall meet licensor's published specifications therefore in effect on the effective date of the contract. If the licensed product fails to meet the warranty and licensee gives licensor written notice thereof, licensor shall correct the failure, provided that licensee gives licensor detailed information regarding such failure. However, licensor shall not be liable to licensee for the warranty provided herein if (1) unanticipated or unauthorized modifications are made to the licensed product by someone other than licensor, or (2) the media for the licensed product is subject to misuse or abuse.

10.4.3.2. Hardware Warranty

Contractor warrants that, under normal use and service, the computer hardware and spare parts purchased from contractor shall be free from defects in material and workmanship, and the computer hardware shall meet the contractor's then current published specifications therefore. If hardware warranted hereunder fails to meet the warranties herein and the State gives contractor written notice thereof during the applicable warranty period, contractor's sole obligation shall be to correct the failure by repair, replacement, or adjustment, as determined in contractor's sole discretion. However, contractor shall not be liable hereunder if:

Unanticipated or unauthorized modifications are made to the computer hardware by someone other than contractor;

Attachments, features or devices are employed on the computer hardware that are not supplied by contractor or not approved in writing by contractor, including, without limitation, other components of the State's systems; or

The computer hardware is subject to abuse or misuse.

10.4.3.3. Infringement Indemnity

Contractor warrants the purchase or use of the goods shall not infringe upon any United States or foreign patent, and contractor shall indemnify the State against all judgments, decrees, costs, and

expenses resulting from any alleged infringement and shall defend, upon written request of the State, at its own expense, any action which may be brought against the State, its vendees, lessees, licensees, or assigns, under any claim of patent infringement in the purchase or use of contractor's goods. If the State is enjoined from using such goods, contractor shall repurchase such goods from the State at the original purchase price. The State shall notify contractor promptly in writing of any such suit. If the State compromises or settles any such suit without the written consent of contractor, contractor shall be released from the obligations of this paragraph and from any liability to the State under any statute or other rule of law.

10.4.3.4. Usage of Trade; Course of Dealings; Implied Warranties

Contractor shall also be bound by any other implied warranty that, at the time of execution of the contract, prevails in the trade of government in the marketing area in and about the State of Nevada. Contractor shall also be bound by any other implied warranty arising through course of dealings between contractor and the State from and after the execution of the contract. Contractor shall also be bound by all warranties set forth in Nevada's Uniform Commercial Code (NRS Title 8) in effect on the date of execution of the contract.

10.4.3.5. Warranties Cumulative

It is understood that warranties created by the contract, whether express or implied, as well as all warranties arising by operation of law that affect the rights of the parties under the contract, are cumulative and shall be construed in a manner consistent with one another.

10.4.3.6. Priority of Warranties

If it is held by a court of competent jurisdiction that there is an irreconcilable conflict between or among any of the warranties set forth in the contract and any warranties implied by law, the parties agree that the specifications contained in the contract shall be deemed technical and mere language of description.

10.4.3.7. Beneficiaries of Warranties

Benefit of any warranty made in the contract shall be in favor of the State, any of its political subdivisions or agencies, and any employee or licensee thereof who uses the goods, and the benefit of any warranty shall apply to both personal injury and property damage.

10.4.3.8. Delivery; Inspection; Acceptance; Risk of Loss

Contractor agrees to deliver the goods as indicated in the contract, and upon acceptance by the State, title to the goods shall pass to the State unless otherwise stated in the contract. The State shall have the right to inspect the goods on arrival and, within a commercially reasonable time, the State shall give notice to contractor of any claim or damages on account of condition, quality, or grade of the goods, and the State shall specify the basis of the claim in detail. Acceptance of the goods is not a waiver of UCC revocation of acceptance rights or of any right of action that the State may have for breach of warranty or any other cause. Unless otherwise stated in the contract, risk of loss from any casualty, regardless of the cause, shall be on contractor until the goods have been accepted and title has passed to the State. If given any, the State agrees to follow reasonable instructions regarding return of the goods.

10.4.3.9. No Arrival; No Sale

The contract is subject to provisions of no arrival, no sale terms, but proof of shipment is to be given by contractor, each shipment to constitute a separate delivery. A variation of ten days in time of shipment or delivery from that specified herein does not constitute a ground for rejection. The State may treat any deterioration of the goods as entitling the State to the rights resulting from a casualty to the identified goods without regard to whether there has been sufficient deterioration so that the goods no longer conform to the contract.

10.4.3.10. Price; Taxes

The price quoted is for the specified delivery, and, unless otherwise specified in the contract, is F.O.B. to the delivery address specified above. Unless otherwise specified in the contract, the price does not include applicable federal or State sales, use, excise, processing or any similar taxes, or duty charges, which shall be paid by the State, or in lieu thereof, the State shall provide contractor with a tax exemption certificate acceptable to the applicable taxing authority.

10.4.3.11. Governing Law

The laws of Nevada, including, without limitation, Nevada's Uniform Commercial Code (NRS Title 8) in effect on the date of execution of the contract, shall govern with respect to any goods provided under the contract.

11. SUBMISSION CHECKLIST

This checklist is provided for vendor's convenience only and identifies documents that shall be submitted in order to be considered responsive. Any proposals received without these requisite documents may be deemed non-responsive and not considered for contract award.

Part IA– Technical Proposal Submission Requirements		Completed
Part IA submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Table of Contents	
Section III	Vendor Information Sheet	
Section IV	State Documents	
Section V	Scope of Work	
Section VI	Company Background and References	
Section VII	Attachment F – Proposed Staff Resume(s)	
Section VIII	Other Informational Material	
Part IB – Confidential Technical Proposal Submission Requirements		
Part IB submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Appropriate sections and information that cross reference back to the technical proposal	
Part II – Cost Proposal Submission Requirements		
Part II submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Cost Proposal	
Part III – Confidential Financial Information Submission Requirements		
Part III submitted in one (1) separate PDF file		
Section I	Title Page	
Section II	Financial Information and Documentation	
Reference Questionnaire Reminders		
Send out Reference Forms for Vendor (with Part A completed)		
Send out Reference Forms for proposed Subcontractors (with Part A and Part B completed, if applicable)		

ATTACHMENT A – CONFIDENTIALITY AND CERTIFICATION OF INDEMNIFICATION

Submitted proposals, which are marked "confidential" in their entirety, or those in which a significant portion of the submitted proposal is marked "confidential" **shall not** be accepted by the State of Nevada. Pursuant to NRS 333.333, only specific parts of the proposal may be labeled a "trade secret" as defined in NRS 600A.030(5). All proposals are confidential until the contract is awarded; at which time, both successful and unsuccessful vendors' technical and cost proposals become public information.

In accordance with the submittal instructions of this RFP, vendors are requested to submit confidential information in separate files marked "**Part IB Confidential Technical**" and "**Part III Confidential Financial**".

The State shall not be responsible for any information contained within the proposal. If vendors do not comply with the labeling and packing requirements, proposals shall be released as submitted. In the event a governing board acts as the final authority, there may be public discussion regarding the submitted proposals that shall be in an open meeting format, the proposals shall remain confidential.

By signing below, I understand it is my responsibility as the vendor to act in protection of the labeled information and agree to defend and indemnify the State of Nevada for honoring such designation. I duly realize failure to so act shall constitute a complete waiver and all submitted information shall become public information; additionally, failure to label any information that is released by the State shall constitute a complete waiver of any and all claims for damages caused by the release of the information.

This proposal contains Confidential Information, Trade Secrets and/or Proprietary information.

Please initial the appropriate response in the boxes below and provide the justification for confidential status.

Part IB – Confidential Technical Information			
YES		NO	***X***
Justification for Confidential Status			

Part III – Confidential Financial Information			
YES		NO	***X***
Justification for Confidential Status			

Company Name

A.Carlisle and Co. of Nevada

Signature

Alan Krogness

Alan Krogness *11/28/2017*

Print Name Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT B – VENDOR CERTIFICATIONS

Vendor agrees and shall comply with the following:

(1) Any and all prices that may be charged under the terms of the contract do not and shall not violate any existing federal, State or municipal laws or regulations concerning discrimination and/or price fixing. The vendor agrees to indemnify, exonerate and hold the State harmless from liability for any such violation now and throughout the term of the contract.

(2) All proposed capabilities can be demonstrated by the vendor.

(3) The price(s) and amount of this proposal have been arrived at independently and without consultation, communication, agreement or disclosure with or to any other contractor, vendor or potential vendor.

(4) All proposal terms, including prices, shall remain in effect for a minimum of 180 days after the proposal due date. In the case of the awarded vendor, all proposal terms, including prices, shall remain in effect throughout the contract negotiation process.

(5) No attempt has been made at any time to induce any firm or person to refrain from proposing or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal. All proposals shall be made in good faith and without collusion.

(6) All conditions and provisions of this RFP are deemed to be accepted by the vendor and incorporated by reference in the proposal, except such conditions and provisions that the vendor expressly excludes in the proposal. Any exclusion shall be in writing and included in the proposal at the time of submission.

(7) Each vendor shall disclose any existing or potential conflict of interest relative to the performance of the contractual services resulting from this RFP. Any such relationship that might be perceived or represented as a conflict shall be disclosed. By submitting a proposal in response to this RFP, vendors affirm that they have not given, nor intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant or any employee or representative of same, in connection with this procurement. Any attempt to intentionally or unintentionally conceal or obfuscate a conflict of interest shall automatically result in the disqualification of a vendor's proposal. An award shall not be made where a conflict of interest exists. The State shall determine whether a conflict of interest exists and whether it may reflect negatively on the State's selection of a vendor. The State reserves the right to disqualify any vendor on the grounds of actual or apparent conflict of interest.

(8) All employees assigned to the project are authorized to work in this country.

(9) The company has a written equal opportunity policy that does not discriminate in employment practices with regard to race, color, national origin, physical condition, creed, religion, age, sex, marital status, sexual orientation, developmental disability or handicap.

(10) The company has a written policy regarding compliance for maintaining a drug-free workplace.

(11) Vendor understands and acknowledges that the representations within their proposal are material and important, and shall be relied on by the State in evaluation of the proposal. Any vendor misrepresentations shall be treated as fraudulent concealment from the State of the true facts relating to the proposal.

(12) Vendor shall certify that any and all subcontractors comply with Sections 7, 8, 9, and 10, above.

(13) The proposal shall be signed by the individual(s) legally authorized to bind the vendor per NRS 333.337.

A.Carlisle and Co. of Nevada

Vendor Company Name

Alan Krogness

Vendor Signature

Alan Krogness *11/28/2017*

Print Name Date

This document shall be submitted in Section IV of vendor's technical proposal

ATTACHMENT C – CONTRACT FORM

Received / Reviewed.

Company Name

A.Carlisle and Co. of Nevada

Signature

Alan Krogness

Alan Krogness *11/28/2017*

Print Name Date

ATTACHMENT D – INSURANCE SCHEDULE FOR RFP 3503

Received / Reviewed.

Company Name

A.Carlisle and Co. of Nevada

Signature

Alan Krogness

Alan Krogness *11/28/2017*

Print Name Date

ATTACHMENT E – REFERENCE QUESTIONNAIRE

See following

State of Nevada
Department of Administration

Purchasing Division

515 E. Musser Street, Suite 300
Carson City, NV 89701

Brian Sandoval
Governor

Patrick Cates
Director

Jeffrey Haag
Administrator

BUSINESS REFERENCE'S RESPONSE TO REFERENCE QUESTIONNAIRE FOR

STATE OF NEVADA REQUEST FOR PROPOSAL (RFP) 3503

LIMITED PRINT SERVICES

PART A – TO BE COMPLETED BY PROPOSING VENDOR – *Please type or print*	
Name of Company Submitting Proposal:	***A. CARLISLE AND CO. OF NEVADA***

PART B – IF APPLICABLE, NAME OF COMPANY ACTING AS SUBCONTRACTOR FOR VENDOR IDENTIFIED IN PART A – *Please type or print*	
Name of Subcontractor:	***Navitor*** ***https://www.navitor.com/Contact/AboutUs.aspx***

PART C – BUSINESS REFERENCE INSTRUCTIONS	
1.	This Reference Questionnaire is being submitted to your organization for completion as a business reference for the company listed in Part A or Part B, above.
2.	Business reference is requested to submit the completed Reference Questionnaire via email or facsimile to: State of Nevada, Purchasing 3503 ***Attention:*** ***Purchasing Division*** Email: ***amorfin@admin.nv.gov*** Fax: 775-684-0188 Please reference the RFP number in the subject line of the email or on the fax.
3.	The completed Reference Questionnaire **MUST** be received ***no later than 4:30 PM PT November 27, 2017***
4.	Do **NOT** return the Reference Questionnaire to the Proposer (Vendor).
5.	In addition to the Reference Questionnaire, the State may contact references by phone for further clarification, if necessary.
6.	Questions regarding the Reference Questionnaire or process should be directed to the individual identified on the RFP cover page.
7.	When contacting the State, please be sure to include the RFP number listed at the top of this page.
8.	We request all questions be answered. If an answer is not known please answer as "U/K". If the question is not applicable please answer as "N/A".

9.	If you need additional space to answer a question or provide a comment, please attach additional pages. If attaching additional pages, please place your company/organization name on each page and reference the RFP # noted at the top of this page.

PART D – COMPANY PROVIDING REFERENCE – *Please type or print* **CONFIDENTIAL INFORMATION WHEN COMPLETED**	
Company Providing Reference:	*A. Carlisle and Co. of Nevada*
Contact Name:	*Alan Krogness*
Title:	*President*
Contact Telephone:	*775-323-5163*
Contact Email Address:	*alan@acarlisle.com*

RATING SCALE:

Where a rating is requested and using the Rating Scale provided below, rate the following questions by noting the appropriate number for each item. Please provide any additional comments you feel would be helpful to the State regarding this contractor.

Category	Rating
Poor or Inadequate Performance	0
Below Average Performance	1 – 3
Average Performance	4 – 6
Above Average Performance	7 – 9
Excellent Performance	10

PART E – QUESTIONS:

1. In what capacity have you worked with this vendor in the past?
Navitor – Printing Trade Wholesaler for products not produced inhouse

2. Rate the firm's knowledge and expertise.	**RATING:** 9
Comments: Navitor has been in business for over 60 years, known throughout the printing industry	

3. Rate the vendor's flexibility relative to changes in the project scope and timelines.	**RATING:** 5
Comments: Most all of their work is performed via the internet, just using supplied files from customers.	

4. Rate your level of satisfaction with hard copy materials produced by the vendor.	**RATING:** 8
Comments: Not real complicated projects, if you know what they offer they can be very competitive and quality conscious.	

5. Rate the dynamics/interaction between the vendor and your staff.	**RATING:** 9
Comments: Typically all communications are via email, occasionally a phone call will suffice.	

6. Rate your satisfaction with the products developed by the vendor.	**RATING:** 8

Comments:
Not as fast a typical commercial printer in Nevada, however, if you plan for this in advance they do meet their deadlines.

7. Rate how well the agreed upon, planned schedule was consistently met and deliverables provided on time. *(This pertains to delays under the control of the vendor.)*	**RATING: 9**
Comments: Turnarounds are predetermined and Navitor will usually meet these deadlines	

8. Rate the overall customer service and timeliness in responding to customer service inquiries, issues and resolutions.	**RATING: 4**
Comments: Large corporation, most resolutions are handled in a reasonable fashion	

9. Rate the knowledge of the vendor's assigned staff and their ability to accomplish duties as contracted.	**RATING: 7**
Comments: Everything is predetermined on a job order form so duties are well defined	

10. Rate the accuracy and timeliness of the vendor's billing and/or invoices.	**RATING: 9**
Comments: Most of our dealings are paid with credit card at time of purchase, invoices are emailed promptly	

11. Rate the vendor's ability to quickly and thoroughly resolve a problem related to the services provided.	**RATING: 7**
Comments: Have used them for many years and don't recall any glaring problems that haven't been resolved quickly	

12. Rate the vendor's flexibility in meeting business requirements.	**RATING: 7**
Comments: Very flexible as long as you adhere to their guidelines	

13. Rate the likelihood of your company/organization recommending this vendor to others in the future.	**RATING: 9**
Comments:	

14. With which aspect(s) of this vendor's services are you most satisfied?

Comments:
Variety of services that we don’t provide, ie. Thermography

15. With which aspect(s) of this vendor's services are you least satisfied?
Comments: Location, shipping can take a few days.

16. Would you recommend this vendor to your organization again?
Comments: Yes

PART F – GENERAL INFORMATION:

1. During what time period did the vendor provide these services for your organization?				
Month/Year:	Throughout the year for the	TO:	Month/Year:	Last 30 years

ATTACHMENT F– PROPOSED STAFF RESUME

See following

Alan Krogness

1080 Bible Way, Reno, Nevada
Office: (775) 323-5163 Cell: (775) 722-5163
Email: alan@acarlisle.com

PROFESSIONAL EXPERIENCE

A. Carlisle and Company of Nevada, Reno, Nevada 1994 – present
Owner/President

- Effectively managed all operations in sheetfed commercial plant
- Implemented large format digital into commercial printing plant
- Implemented production scheduling system
- Responsible for controlling costs and insuring product quality
- Responsible for staffing and the supervision of 27 employees
- Managed sales force
- Worked with external vendors and customers
- Implemented variable data digital printing system in 2012

Citadel Press, Inc., Sacramento, California 1989 – 1994
Plant Manager of sheetfed commercial plant

- Designed layout of new plant, coordinated move of all phases of production
- Took plant from primarily a two color plant to four color operation
- Implemented digital scanning and prepress

TRW, Redondo Beach, California 1978 – 1989
Printing Supervisor for in-plant facility

- Responsible for the supervision of up to 84 employees
- Responsible for all aspects of production and procurement in sheetfed and hi-speed duplicator plant
- Responsible for 24 satellite locations within the Redondo Beach facilities

EDUCATION

California Polytechnic State University, San Luis Obispo, California
Bachelor of Science *in Graphic Communication, Emphasis in Printing Management*
1978

- Graduated with honors
- Member of Mat Pica Pi (Society of Printing of Engineers)

Modesto Junior College, Modesto, California 1976
Associate of Science *in Printing Technology*

PROFESSIONAL ORGANIZATIONS

National Association of Litho Clubs

- Past President of the Sierra Nevada Graphics Network

Member of EPICOMM, formerly the National Association of Printing and Lithography

International Association of Printing House Craftsmen

- Past President of the Sierra Nevada Chapter

In-plant Printing Management Association

- Past President of the Los Angeles County Chapter

ATTACHMENT G – COST SCHEDULE

See following

SECTION II COST PROPOSAL - A.Carlisle and Co. of Nevada

Attachment G - Cost Schedule for RFP 3503 Limited Print Services

In order to fairly evaluate submitted proposals, Tourism needs to determine the projected fiscal year cost of each solution. We recognize that each vendor likely has different pricing schemes and have provided this flexible spreadsheet to help us understand the costs of each proposed solution. It is important that you do not alter the spreadsheet beyond plugging in the requested cost values in the cells with yellow shading. Several generic line items have been included to allow the inclusion of fees not specifically anticipated. It is permissible to alter the descriptions of these line items to describe the nature of the fee. Please ensure the total set-up/development costs and ongoing fiscal year costs calculated by the spreadsheet accurately reflect all costs to Tourism based on the four years of this contract FY18-FY21.

Initial One-Time Set-up/Development Costs		FY18	FY19	FY20	FY21	Total Four Year Cost
Online Ordering System (Based on 120 Hrs $18 per Hr - Administrative Data Input)	one time	$2,160				$2,160
Pre Print Master Thermography 6 Logos Business Cards 8000 count 32000 Cards 126 Vers. FY18	one time	$3,226				$3,226
Pre Print Master Thermography 6 Logos Business Cards 8000 count 32000 Cards 126 Vers. FY19	one time	$3,226				$3,226
Pre Print Master Thermography 6 Logos Business Cards 8000 Count 32000 Cards 126 Vers. FY20	one time	$3,226				$3,226
Pre Print master Thermography 6 Logos Business Cards 8000 count 32000 Cards 126 Vers. FY21	one time	$3,226				$3,226
The above cost outline represents minimum production for all staff but would be actual as needed for FY's 18,19, 20,21.						

Ongoing Fiscal Year Costs			Unit Cost					
Online ordering system annual maintenance (Based on 11 Hrs Average Annual Maintenance)	term	Fiscal Year	$200	$200	$200	$200	$200	$800
Nevada Department of Tourism and Cultural Affairs								
Business Card Address 1 (Based on 4 Names of 7 Per Fiscal Period)	Per 250 Cards 1 Name	*4*	$220	$880	$880	$880	$880	$3,520
Business Card Address 2 (Based on 3 Names of 7 Per Fiscal Period)	Per 250 Cards 1 Name	*3*	$220	$660	$660	$660	$660	$2,640
Letterhead (Based on 1 Ream Monthly Per Fiscal Period)	Per Ream 500 sheets	*12*	$49	$588	$588	$588	$588	$2,352
#10 Envelope Address 1 (Based on 3000 Eps Per Fiscal Period)	Per 500 Eps	*6*	$94	$564	$564	$564	$564	$2,256
#10 Envelope Address 2 (Based on 3000 Eps Per Fiscal Period)	Per 500 Eps	*6*	$94	$564	$564	$564	$564	$2,256
Notecard (Based on 6000 A6 Cards Per Fiscal Period)	Per 500 Note Cards	*12*	$78	$936	$936	$936	$936	$3,744
Notecard Envelope Address 1 (Based on 3000 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*6*	$86	$516	$516	$516	$516	$2,064
Notecard Envelope Address 2 (Based on 3000 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*6*	$86	$516	$516	$516	$516	$2,064
				$5,224	$5,224	$5,224	$5,224	
Nevada Commission on Tourism								
Business Card (Based on 13 Names per Fiscal Period)	Per 250 Cards 1 name	*13*	$220	$2,860	$2,860	$2,860	$2,860	$11,440
				$2,860	$2,860	$2,860	$2,860	
Nevada Division of Tourism								
Business Card 1 Address 1 (Based on 6 Names of 24 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card 1 Address 2 (Based on 6 Names of 24 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card 2 Address 1 (Based on 6 names of 24 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card 2 Address 2 (Basedon 5 Names of 24 Per Fiscal Period)	Per 250 Cards 1 Name	*5*	$220	$1,100	$1,100	$1,100	$1,100	$4,400
Business Card 3 (Based on 1 Name of 24 Per Fiscal Period)	Per 250 Cards 1 Name	*1*	$220	$220	$220	$220	$220	$880
Letterhead (Based on 1 Ream Monthly Per Fiscal Period)	Per Ream 500 sheets	*12*	$49	$588	$588	$588	$588	$2,352
#10 Envelope Address 1 (Based on 3000 Eps Per Fiscal Period)	Per 500 Eps	*6*	$94	$564	$564	$564	$564	$2,256
#10 Envelope Address 2 (Based on 3000 Eps Per Fiscal Period)	Per 500 Eps	*6*	$94	$564	$564	$564	$564	$2,256
Notecard (Based on 6000 A6 Cards Per Fiscal Period)	Per 500 Note Cards	*12*	$78	$936	$936	$936	$936	$3,744
Notecard Envelope Address 1 (Based on 3000 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*6*	$86	$516	$516	$516	$516	$2,064
Notecard Envelope Address 2 (Based on 3000 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*6*	$86	$516	$516	$516	$516	$2,064
				$8,964	$8,964	$8,964	$8,964	
Division of Museums and History								
Business Card Address 1 (Based on 6 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 2 (Based on 6 names of 50 Per Fiscal Period	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 3 (Based on 6 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 4 (Based on 6 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 5 (Basedon 6 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 6 (Based on 6 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 7 (Based on 6 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*6*	$220	$1,320	$1,320	$1,320	$1,320	$5,280
Business Card Address 8 (Based on 8 Names of 50 Per Fiscal Period)	Per 250 Cards 1 Name	*8*	$220	$1,760	$1,760	$1,760	$1,760	$7,040
#10 Envelope Address 1 (Based on 12000 Eps Per Fiscal Period)	Per 500 Eps	*24*	$61	$1,464	$1,464	$1,464	$1,464	$5,856
#10 Envelope Address 2 (Based on 12000 Eps Per Fiscal Period)	Per 500 Eps	*24*	$61	$1,464	$1,464	$1,464	$1,464	$5,856
#10 Envelope Address 3 (Based on 12000 Eps Per Fiscal Period)	Per 500 Eps	*24*	$61	$1,464	$1,464	$1,464	$1,464	$5,856
#10 Envelope Address 4 (Based on 12000 Eps Per Fiscal Period)	Per 500 Eps	*24*	$61	$1,464	$1,464	$1,464	$1,464	$5,856
#10 Envelope Address 5 (Based on 6000 Eps Per Fiscal Period)	Per 500 Eps	*12*	$72	$864	$864	$864	$864	$3,456
#10 Envelope Address 6 (Based on 6000 Eps Per Fiscal Period)	Per 500 Eps	*12*	$72	$864	$864	$864	$864	$3,456
#10 Envelope Address 7 (Based on 6000 Eps Per Fiscal Period)	Per 500 Eps	*12*	$72	$864	$864	$864	$864	$3,456
#10 Envelope Address 8 (Based on 6000 Eps per Fiscal Period	Per 500 Eps	*12*	$72	$864	$864	$864	$864	$3,456
Letterhead (Based on 144 Reams Per Fiscal Year 1 Ream Per Version Per Fiscal Period)	Per Ream 500 Sheets	*144*	$24	$3,456	$3,456	$3,456	$3,456	$13,824
Notecard (Based on 48000 A6 Cards per Fiscal Period)	Per 500 A6 Cards	*96*	$51	$4,896	$4,896	$4,896	$4,896	$19,584
Notecard Envelope (Based on 48000 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*96*	$55	$5,280	$5,280	$5,280	$5,280	$21,120
				$33,944	$33,944	$33,944	$33,944	
Nevada Arts Council								
Business Card Address 1 (Based on 14 Name of 27 Per Fiscal Period)	Per 250 Cards 1 Name	*14*	$220	$3,080	$3,080	$3,080	$3,080	$12,320
Business Card Address 2 (Based on 13 Name of 27 Per Fiscal Period)	Per 250 Cards 1 Name	*13*	$220	$2,860	$2,860	$2,860	$2,860	$11,440
#10 Envelope Address 1 (Based on 500 Eps Per Fiscal Period)	Per 500 Eps	*1*	$299	$299	$299	$299	$299	$1,196
#10 Envelope Address 2 (Based on 500 Eps Per Fiscal Period)	Per 500 Eps	*1*	$299	$299	$299	$299	$299	$1,196
Letterhead (Based on 500 Eps Annually Per Fiscal Period)	Per Ream 500 sheets	*1*	$349	$349	$349	$349	$349	$1,396
Notecard (Based on 500 A6 Cards Per Fiscal Period)	Per 500 A6 Cards	*1*	$405	$405	$405	$405	$405	$1,620
Notecard Envelope (Based on 500 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*1*	$227	$227	$227	$227	$227	$908
				$7,519	$7,519	$7,519	$7,519	
Nevada Indian Commission								
Business Card (Based on 5 names of 5 Per Fiscal Period)	Per 250 Cards 1 Name	*5*	$220	$1,100	$1,100	$1,100	$1,100	$4,400
#10 Envelope (Based on 500 Eps Per Fiscal Period)	Per 500 Eps	*1*	$299	$299	$299	$299	$299	$1,196
Letterhead (Based on 1 Ream Per Fiscal Period)	Per Ream 500 sheets	*1*	$349	$349	$349	$349	$349	$1,396
Notecard (Based on 500 A6 Cards Per Fiscal Period)	Per 500 A6 Cards	*1*	$405	$405	$405	$405	$405	$1,620
Notecard Envelope (Based on 500 A6 Eps Per Fiscal Period)	Per 500 A6 Eps	*1*	$227	$227	$227	$227	$227	$908
				$2,380	$2,380	$2,380	$2,380	
Any Additional Daily/Weekly/Monthly/Annual Cost (Please Identify and Describe)	term							$0
Any Additional Daily/Weekly/Monthly/Annual Cost (Please Identify and Describe)	term							$0
Any Additional Daily/Weekly/Monthly/Annual Cost (Please Identify and Describe)	term							$0
Any Additional Daily/Weekly/Monthly/Annual Cost (Please Identify and Describe)	term							$0
Total Cost Per Fiscal Year				**$76,155**	**$61,091**	**$61,091**	**$61,091**	**$259,428**