

Request for Proposal

US Chess Printing:

Chess Life, Chess Life Kids, and Ancillary Publications



US CHESS
FEDERATION

Release Date:

September 21, 2021

US Chess Printing RFP

Contact Information

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Summary

The US Chess Federation (US Chess) seeks proposals for the printing and mailing of its primary publications *Chess Life* and *Chess Life Kids*. Printing of the following annual ancillary items are included: *Delegates Call*, Executive Board Election Ballot, four Tournament Programs, and a hard-bound *Chess Life* annual.

Note on Paper: We understand this is a volatile time for the paper market. Use costs as of 10/1/2021; if the paper stock we list is not available to you, use your closest-in-kind available stock and note this in the proposal.

US Chess Profile

The US Chess Federation (US Chess) is the official governing body and not-for-profit 501(c)(3) organization for chess players and chess supporters in the United States. Our mission is to empower people, enrich lives, and enhance communities through chess. Our vision is that chess is recognized as an essential tool that promotes inclusiveness and benefits education, rehabilitation, recreation, and friendly competition.

US Chess represents the United States in the World Chess Federation (FIDE), connecting our members to chess players around the world. Founded in 1939 with the merger of the American Chess Federation and the National Chess Federation, US Chess has grown to serve over 95,000 members and 1,200 affiliated chess clubs and organizations today (pre-COVID).

Every year, US Chess sanctions and rates over 10,000 tournaments and over half a million games. We host over 25 National Championships and award titles to both amateurs and professionals, ranging from elementary school students to senior citizens.

Scope/Project Objectives

The scope of work includes but is not limited to the following: the printing and in-home delivery of our two primary publications for our members, *Chess Life* and *Chess Life Kids*, based on specified requirements and deadlines. We are also requesting a bid on our secondary publications (See attached Excel document, "US Chess Printing RFP")—only companies that can print all of these publications (or that can utilize sub-contractors on our behalf) will be considered.

It is the objective of US Chess as a 501(c)(3) to provide its members with high-quality publications and service at the most competitive price possible.

Given the rapidly changing digital vs. print environment, the possibility exists that US Chess will decide to stop printing one or more publications during the life of the contract. This should not affect quotes on the remaining publications.

Timeline

Issue Date: September 21, 2021

Last day to submit questions: October 22, 2021

(Send all question to dlucas@uschess.org. Questions will be answered by the next business day.)

Submittal Deadline for RFP: November 1, 2021

Review/Negotiations/Potential Facility visits: November 2021-January 2022

US Chess Printer Selection: February 1, 2022

New Contract Start Date: March 1, 2022

Requirements/Deliverables

A demonstrated history of providing a high-quality printed product, with minimal printer errors such as missing SIGs, stuck pages, print smudges, etc.

A demonstrated history of providing high-quality mailing services, such as ink-jet labels, handling of first-class mailings, co-mail services, etc. After signing an NDA, we will provide a recent mailing list for you to use to create a realistic postage estimates. This list must be kept confidential, be used only for this purpose, and deleted after the RFP process completes.

Digital Edition for each issue of *Chess Life* and *Chess Life Kids*.

Downsampled pdf of each issue of *Chess Life* and *Chess Life Kids*.

The use of Kodak Insite or similar product for US Chess to use to deliver final print-ready files.

Ability to have *Chess Life* in-home date begin on the first of the month if we deliver files in the range of the 10th-15th of the month. *Chess Life Kids* files will be provided in the range of the 17th-22nd of the month. The closer the in-home date for *Chess Life Kids* is to the first of the month, the better, but it must be within at least 7 days following *Chess Life* in-home date.

An ability to adjust schedules with minimal mailing impact for those occasions when we may need to miss a file-delivery deadline.

Qualifications

A demonstrated history printing magazines in the range of 15,000-20,000 copies.

A staff mailing expert who can advise on USPS concerns.

A staff technical expert who can advise on technical problems.

Evaluation Criteria

All proposals received by the specified date shall be subject to evaluation by a US Chess review committee.

This is a "Best Value" solicitation. US Chess will award a contract to that responsible offeror who can accomplish the requirements set forth in the RFP in a manner most advantageous to US Chess considering all non-price factors described herein and price. US Chess will select the offer that represents the best value to US Chess based on a comparative analysis and an integrated assessment of proposals against all source selection criteria in the solicitation.

US Chess is concerned with striking the most advantageous balance between technical merit (quality) and cost to us (price). All evaluation factors other than cost or price, when combined, are more important than cost or price. However, the importance of price could become greater depending upon the equality of the technical proposals. If competing technical proposals are determined to be essentially equal, price could become the controlling factor. US Chess may award a contract to other than the lowest-priced offer or other than the highest technically-rated offer.

References

Provide three references from companies creating substantially similar publications to *Chess Life*; include contact name, telephone number, e-mail address, dates of service.

Contract Term

Contract term should be for five years.

Cost Proposal

The format of the cost proposal shall include a not-to-exceed price, including a breakdown of the cost associated with each major task. The cost proposal should contain all costs both direct and indirect, including all out-of-pocket expenses. Variable pricing items should be identified and the circumstances when prices can change noted.

Format for Proposal

Proposal should be arranged as follows:

Title Page: showing RFP title, due date and time, proposer name, address, telephone number, e-mail address, and contact person.

Letter of Introduction: one page, introducing the company and signed by the person authorized to sign on behalf of, and bind the company to, statements made in response to this RFP.

Company Profile and Provider Information, addressing the Company Profile and Vendor Information points specified.

Required Submission Forms: Attached Excel spreadsheet—US Chess Printing RFP Worksheet. It is OK (and recommended) to provide additional supporting details for the pricing information, but those should be provided separately from what you enter on our Excel spreadsheet (“Pricing Worksheet Primary” tab). For Secondary Publications, simply provide your standard quoting form.