

# Addendum No.1 Issued:

Date: February 9, 2018

RFP: ISD Yearbook RFP

**1. Section 8.1 references an evaluation committee. Could you tell me who will be part of this committee? Will the committee be the same for each building, or will each building have different representation?**

The committee will include all three high school advisers and this is a District bid/contract, not for each individual school. The advisers/committee will work together to select the bid that is the best fit for the entire District.

**2. The specifications listed for each building in sections 11 and 12 are clear to me. The proposal form on page 13, however, references a total price based on 400 copies. It is my belief that I should complete a separate page 13 for each building using the specifications referenced on page 9 and include pricing for each of the quantities listed there. Is this correct? If not, please clarify how the separate building pricing should be reported based on the quantities listed on page 9.**

The price quote should be for the individual specifications for each high school as each has its own unique makeup, number of students, etc. The 400 is a random number to base a quote on. However, in addition to this number, please provide specific quotes for the detailed specifications listed on the bottom of page 9.

**3. Could I have access to the last proposal pricing that was accepted for each building when RFPs were last collected? I was not representing Jostens in this district during your last yearbook RFP cycle, and I do not believe Jostens participated at that time. This past proposal information is referenced as confidential until all contracts have been executed in section 5.7, so I am**

**hoping to gain some historical context on the proposal accepted for each building during the last cycle now that all those contracts have been executed.**

Jostens was involved in the last proposal. In fact, they were our previous company before switching during the last RFP. We had been with Jostens (and rep Carl Caldwell) for the first five or six years and then with Leo Gibson when Carl stepped away. Jostens and Leo Gibson did submit a bid during the last RFP cycle.

**4. Could I have access to actual quantities ordered for each building in 2017 and 2016? I would also like to know, if possible, roughly how many of the ordered copies were sold and how many were left over after distribution. If this information is not available, I understand. It affects my materials submission as related to marketing but is not required for me to proceed.**

The contracts for the three schools call for 700 for WCHS and Truman and 300 for Van Horn. Van Horn ordered 250 and both Truman and Chrisman's ending orders did not reach 700.

At Chrisman we ordered 650 last year and have about 50 left at this point. Our order for this spring is officially at 600 now. 2016 was very similar to 2017.