

Invitation to Bid

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| LSUHSC Shreveport |  | BIDS WILL BE PUBLICLY OPENED: September 15, 2017 02:00 PM |
| VENDOR NO. : SOLICITATION : 007061 OPENING DATE : 09/15/2017 | | Return Sealed Bid to: Purchasing Department 1501 Kings Highway PO Box 33932 Shreveport LA 71130 BUYER : Anderson, Allison BUYER PHONE : 318/675-4325 DATE ISSUED : 08/30/2017 REQ. NO : 0064776A FISCAL YEAR : 2018 |

Printing of Yearbook

INSTRUCTIONS TO BIDDERS

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS.
2. FILL IN ALL BLANK SPACES.
3. ALL BID PRICES MUST BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATION TO UNIT PRICES SHOULD BE INITIALIZED BY THE BIDDER.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. DESTINATION OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C.O.D." REQUIREMENTS MAY BE REJECTED. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER.
5. SPECIFY YOUR PAYMENT TERMS: _____ . CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN 1% WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN DETERMINING AWARDS

BY SIGNING THIS BID, THE BIDDER CERTIFIES:

- * THAT NEITHER THIS BUSINESS ENTITY NOR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS IS CURRENTLY LISTED AS EXCLUDED OR SANCTIONED BY EITHER THE DEPARTMENT OF HEALTH AND HUMAN SERVICES, OFFICE OF INSPECTOR GENERAL (OIG) OR THE GENERAL SERVICES ADMINISTRATION (GSA).
- * THAT IF THIS BUSINESS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEAR ON EITHER LISTING, MY BID WILL BE REJECTED.
- * THAT IF AT ANY TIME DURING THE TERM OF THE CONTRACT AWARDED AS A RESULT OF THIS INVITATION TO BID, THIS ENTITY OR ANY OF ITS EMPLOYEES OR SUBCONTRACTORS APPEARS ON EITHER LISTING, MY COMPANY WILL NOTIFY THE CONTRACTING AGENCY, AND THE CONTRACT WILL BE TERMINATED. THE CONTRACTING AGENCY WILL NOT BE LIABLE FOR ANY DAMAGES RESULTING FROM SAID TERMINATION.

THE BIDDER FURTHER CERTIFIES:

- * COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS, AND SPECIFICATIONS.
 - * THIS BID IS MADE WITHOUT COLLUSION OR FRAUD.
 - * THAT ALL TAXES DULY ASSESSED BY THE STATE OF LOUISIANA AND IT'S SUBDIVISIONS, INCLUDING FRANCHISE TAXES, PRIVILEGE TAXES, SALES TAXES AND ALL OTHER TAXES FOR WHICH THE FIRM IS LIABLE HAVE BEEN PAID.
 - * THAT IF MY BID IS ACCEPTED WITHIN _____ DAYS FROM BID CLOSING TIME, MY FIRM WILL FURNISH ANY OR ALL OF THE ITEMS (OR SECTIONS) AT THE PRICE OPPOSITE EACH ITEM (OR SECTION).
 - * DELIVERY WILL BE MADE WITHIN _____ DAYS AFTER RECEIPT OF ORDER.
6. DESIRED DELIVERY: 10 DAYS ARO, UNLESS SPECIFIED ELSEWHERE
 7. TO ASSURE CONSIDERATION, ALL BIDS SHOULD BE SUBMITTED IN THE SPECIAL ENVELOPE, OR USE BID LABEL IF FURNISHED FOR THAT PURPOSE. IN THE EVENT YOUR BID CONTAINS BULKY SUBJECT MATERIAL, THE SPECIAL BID ENVELOPE SHOULD BE FIRMLY AFFIXED TO THE MAILING ENVELOPE.
 8. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO

| | | |
|--|-------|--------------------------------------|
| VENDOR PHONE NUMBER: FAX NUMBER: | TITLE | DATE |
| SIGNATURE OF AUTHORIZED BIDDER (MUST BE SIGNED) | | NAME OF BIDDER (TYPED OR PRINTED) |

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BIDDER:

L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION.

9. IMPORTANT: THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO.31).

10. INQUIRIES: ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE NUMBER AND ADDRESS SHOWN ABOVE.

11. BID FORMS: ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, SHOULD BE SUBMITTED ON, AND IN ACCORDANCE WITH FORMS PROVIDED, PROPERLY SIGNED (SEE #31). BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED.

12. STANDARDS OR QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS/HER BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.

13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID, INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, TECHNICAL DATA) SUFFICIENT FOR LSUHSC TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATION SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) BID DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEMS(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.

14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING LSUHSC DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED.

15. AWARDS. AWARD WILL BE MADE TO THE LOWEST RESPONSIBLE AND RESPONSIVE BIDDER. LSUHSC RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUP, OR IN TOTAL, AND TO REJECT ANY OR ALL BIDS AND WAIVE ANY INFORMALITIES.

16. PRICES. UNLESS OTHERWISE SPECIFIED BY LSUHSC IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID BY BIDDER TO DESTINATION AND FIRM FOR ACCEPTANCE FOR A MINIMUM OF 30 DAYS. IF ACCEPTED, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.

17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION.

18. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. LSUHSC AGENCIES ARE EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.

19. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.

20. CONTRACT CANCELLATION. THE STATE OF LOUISIANA HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE INCLUDING BUT NOT LIMITED TO THE FOLLOWING:

(1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT;

(2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED

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IN GOOD CONDITION;

- (3) MISREPRESENTATION BY THE CONTRACTOR;
 - (4) FRAUD, COLLUSION CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE STATE;
 - (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW;
 - (6) ANY OTHER BREACH OF CONTRACT.
21. DEFAULT OF CONTRACT. FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE UNIVERSITY HAS DETERMINED THE CONTRACTOR TO BE IN DEFAULT, THE UNIVERSITY RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.
22. ORDER OF PRIORITY. IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.
23. APPLICABLE LAW. ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.
24. EQUAL OPPORTUNITY. BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES THAT HE/SHE WILL NOT DISCRIMINATE IN THE RENDERING OF SERVICES TO AND/OR EMPLOYMENT OF INDIVIDUALS BECAUSE OF RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, GENDER IDENTITY, AGE, NATIONAL ORIGIN, HANDICAP, DISABILITY, VETERAN STATUS, OR ANY OTHER NON-MERIT FACTOR.
25. SPECIAL ACCOMMODATIONS. ANY "QUALIFIED INDIVIDUAL WITH DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.
26. IDEMNITY. CONTRACTOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO IDEMNIFY, AND HOLD HARMLESS, LSUHSC, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE CONTRACTOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE UNIVERSITY, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.
27. INTERPRETATION OF DOCUMENT: ANY INTERPRETATION OF THE BID OR QUOTATION DOCUMENT WILL ONLY BE MADE BY AN ADDENDUM ISSUED IN WRITING BY THE PURCHASING DEPARTMENT. SUCH ADDENDUM WILL BE MAILED OR DELIVERED TO EACH PERSON RECEIVING A SET OF THE ORIGINAL BID OR QUOTATION DOCUMENTS. LSUHSC WILL NOT BE RESPONSIBLE FOR ANY OTHER EXPLANATION OR INTERPRETATION OF THE DOCUMENTS.
28. ACCEPTANCE OF BID: ONLY THE ISSUANCE OF A PURCHASE ORDER OR A SIGNED CONTRACT CONSTITUTES ACCEPTANCE ON THE PART OF LSUHSC.
29. ADHERENCE TO JCAHO STANDARDS: WHERE APPLICABLE, LSUHSC IS ACCREDITED BY THE JOINT COMMISSION ON ACCREDITATION OF HEALTHCARE ORGANIZATIONS AND AS SUCH ALL CONTRACTORS, SUBCONTRACTORS, AND VENDORS AGREE TO ADHERE TO THE APPLICABLE STANDARDS PROMULGATED BY THE COMMISSION.
30. PREFERENCE: IN ACCORDANCE WITH LOUISIANA REVISED STATUTES 39:1595, A PREFERENCE MAY BE ALLOWED FOR PRODUCTS MANUFACTURED, PRODUCED, GROWN, OR ASSEMBLED IN LOUISIANA OF EQUAL QUALITY.
- DO YOU CLAIM THIS PREFERENCE? YES _____ NO _____
- SPECIFY THE LINE NUMBER (S) _____
- SPECIFY LOCATION WITHIN LOUISIANA WHERE THIS PRODUCT IS MANUFACTURED, PRODUCED, GROWN OR ASSEMBLED _____

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BIDDER:

(NOTE: IF MORE SPACE IS REQUIRED, INCLUDE ON SEPARATE SHEET.)

DO YOU HAVE A LOUISIANA BUSINESS WORK FORCE? YES _____ NO _____

IF SO, DO YOU CERTIFY THAT AT LEAST FIFTY PERCENT (50%) OF YOUR LOUISIANA WORKFORCE IS
COMPRISED OF LOUISIANA RESIDENTS?

YES _____ NO _____

FAILURE TO SPECIFY ABOVE INFORMATION MAY CAUSE ELIMINATION FROM PREFERENCES.

PREFERENCES SHALL NOT APPLY TO SERVICE CONTRACTS.

31. SIGNATURE AUTHORITY. IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:

31.1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A
BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE;

OR

31.2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY AN ACCOMPANYING CORPORATE RESOLUTION,
CERTIFICATE OR AFFIDAVIT;

OR

31.3. AN INDIVIDUAL LISTED ON THE STATE OF LOUISIANA BIDDER'S APPLICATION AS AUTHORIZED TO EXECUTE BIDS.
BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH THE ABOVE.

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32. This bid is to be effective for twelve (12) months from date of award. At the option of the Health Sciences Center and acceptance by the vendor. This bid can be renewed for two (2) additional twelve (12) month periods at the same prices and terms.

All prices are to be firm for the contractual period, but wherever there is a general reduction in price which is lower than the contract price, said reduction must be presented directly to the Health Sciences Center.

Approximate quantities as set forth are estimated yearly usages only and the successful bidder must supply at bid prices actual requirements as ordered whether the total of such requirements is more or less than the quantities shown. No specific quantities are guaranteed. Only those quantities required will be ordered.

THE UNIVERSITY RESERVES THE RIGHT TO CANCEL THIS CONTRACT WITH A 30-DAY WRITTEN NOTICE.

FISCAL FUNDING

The continuation of this contract is contingent upon the appropriation of funds by the legislature to fulfill the requirements of the contract by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act or Title 39 of the Louisiana Revised Statutes of 1950 to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purposes, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds have not been appropriated.

All bidders should be aware that our legislative process is such that it is often impossible to give prior notice of the non-appropriation of funds.

TERMINATION:

Termination of the Contract for Convenience

The State may terminate the contract at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

Termination of the Contract for Cause

The State may terminate the contract for cause based upon the failure of Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to this ITB, provided that the State shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana Law to terminate for cause

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upon the failure of the State to comply with the terms and conditions of the contract, provided that the Contractor shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

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| NUMBER : 007061 OPEN DATE : 09/15/2017 TIME: 02:00 PM | | BIDDER: | | | |
| UNLESS SPECIFIED ELSEWHERE SHIP TO: 1501 Kings Highway Shreveport LA 71130 | | | | | |
| Line No. | Description | Qty | UOM | Unit Price | Extended Amount |
| 1 | Publication for the 2017-2018 edition of the LSUHSC-S Yearbook with the option to renew the bid for the 2018-2019 and 2019-2020 editions. See attached Specs... Specify brand, model bid(if applicable) | 1.00 | LOT | | |
| | Bid to be awarded in full. | | | | |

LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF MEDICINE IN SHREVEPORT
P.O. BOX 33932
SHREVEPORT, LA 71130

Date September 1, 2017

INSTRUCTIONS:

1. Your bid must be made on the attached form in duplicate and returned in the enclosed envelope.
2. Any bid received after bid closing time will be returned unopened.
3. The University cannot accept bids or alterations by fax or phone.
4. If bid is mailed, send registered or certified, return receipt requested, a written receipt will be given to bidder or his agent if bid is delivered.

INVITATION


Sealed bids, subject to the conditions herein stated will be received at this office until September 15, 2017 at 2:00 PM and then publically opened for furnishing the following products and/or services for LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER, SCHOOL OF MEDICINE IN SHREVEPORT

DESCRIPTION

YEARBOOK PRINTING

PLEASE ACKNOWLEDGE ON BID ANY BULLETINS

PREFERENCE IS HEREBY GIVEN TO MATERIALS, SUPPLIES, AND PROVISIONS, PRODUCED, MANUFACTURED, OR GROWN IN LOUISIANA, QUALITY BEING EQUAL TO ARTICLES OFFERED BY COMPETITORS OUTSIDE OF THE STATE.



Mary Alice Templeton

Director of Purchasing and Materials Management

After submission of bids, vendors must be available to present demonstrations of their on-line program during the week of September 25, 2017, if requested.

After submission of bids, vendors must be available to present demonstrations of their on-line program during the week of September 25, 2017, if requested.

Each company's service representative shall submit a list of the local schools (within a 20 mile radius of LSUHSC-S) for whom they **currently** are providing yearbook services identifying which schools are utilizing an **online web-based program** and also provide a complete list of all of the schools for whom they have provided yearbook services in the last four years. This list should provide the name of a reference or contact person who can provide information on the quality of work at each school.

Online Web-Based Program Specifications

The Owner intends to utilize an online web-based yearbook service / product. **The school will take into consideration in its evaluation of the following with respect to a bidder's ability to meet the school's product and service requirements: quality, suitability for the intended use, technological compatibility, and the experience, reputation, service, and educational/technological expertise of the assigned representative.**

The online program must be able to import and place ".jpg" and ".tif" files for senior yearbook ads, etc. and must be capable of creating 9 x 12" pages.

The bidder must provide with their proposal at least three (3) sample college yearbooks from a current customer that would be essentially equivalent to standards as outlined in the specifications that follow.

Each company must be able to provide a live demonstration in a potential follow up interview, if requested.

The company must offer a web-based creation program in which all page creation, picture adjusting and placement, text editing and indexing is done on the internet at the company's secure website.

The site must work from any computer with internet access without the installation of company software.

This web-based tool must effectively operate with the school's internet connection and speed, and with the computers in the yearbook production office.

The company must state the hardware and network requirements for optimal speed and functioning of the online program.

The online program for the 2017-18 school year must be fully functioning and available (with templates and fonts) starting by the end of September 2017.

The online program must have the ability to set type styles and sizes along with assorted body fonts – some available with accent marks (for names, etc.). – and heading fonts, etc.

The online program must have the ability to place column guides, ruler guides, and a complete page grid.

The online program must allow for typing directly on the page without a time delay.

The online program must have a zoom in and zoom out function.

The online program must have the ability to easily crop, resize, flip and rotate pictures directly on the yearbook page.

The online program must have photo editing directly on the Site (red eye reduction, cob, colorizing, lightening and darkening, saturation adjustments, etc.).

The online program must have its own indexing function that automatically spell checks names of all faculty, staff, and students by cross-referencing school files.

The automatic spell checking of names should occur before pages are submitted to the plant.

The online program must have the ability to highlight all incomplete elements on a spread.

The online program should have a filing system to organize uploaded photos by date, club, sport, etc.

The online program must have the ability to alert users if pictures have been used already in the book, how many times, and on what pages.

The online program should have the ability to auto flow student portraits with their names. This function must organize student and staff portraits by program (& year) and department.

The online program must allow the school to create auto flow student portraits in any size.

The online program must have a function to align text (left, right, justified and centered).

The online program must allow unlimited photos to be uploaded to its site at one time.

The online program must have a function for zooming in on uploaded photos.

The online program must allow photos to be deleted from a page without deleting the photo box.

The online program must have drop shadowing of text, photo boxes and all graphic elements.

The online program must have index options that include 3-6 columns of text.

The online program must be set up to track student coverage.

The online program must have special features such as facial recognition that allows staff to easily identify students.

A (virtual) digital YB will be provided by vendor (via a link) free of charge.

PROPOSAL FOR YEARBOOK PRINTING FOR
LSU HEALTH SCIENCES CENTER SCHOOL OF MEDICINE IN SHREVEPORT

For the Typography, Printing, and Binding of a yearbook publication for the students at Louisiana State University Health Sciences Center School of Medicine in Shreveport, hereinafter designated as the Yearbook. All bid proposals shall be sealed bids submitted as specified below to the Director of Purchasing of Louisiana State University Health Sciences Center School of Medicine in Shreveport, hereinafter called the University.

DIRECTOR OF PURCHASING AND MATERIALS MANAGEMENT
LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF MEDICINE IN SHREVEPORT
P.O. BOX 33932
SHREVEPORT, LA 71130

The undersigned _____
of _____ State of _____
hereinafter called the Printer, proposes to print and bind the above mentioned publication in accordance with the terms, instructions and conditions, basic specifications and general hereinafter set for and which are hereby made a part of this proposal. In addition, any contract entered into through this proposal shall be governed by and subject to all the terms and conditions provided in the statutes of the State of Louisiana relating to such contracts.

INSTRUCTIONS AND CONDITIONS

INTERPRETATION OF DOCUMENTS: Request for prior approvals or interpretation of documents must be made 7 days prior to the bid opening date. Any interpretation of the documents will be made by Addenda only, issued by the Director of Purchasing, and a copy of such Addenda will be mailed or delivered to each person receiving a set of the documents. The University will not be responsible for any other explanation of the proposed documents.

Section One: Proposals are for the editions of the scholastic year of 2017 – 2018 known as the 2018 Yearbook with an alternate proposal for both the 2018 – 2019 & 2019 – 2020 editions. Bids are to be filled out in duplicate on the forms furnished for that purpose of exact copies thereof and in case of any difference the quotation on the original shall be accepted. Bids submitted on any other forms may be considered informal and may be rejected. All quotations requested must be filled in and prices stated in words and figures. Conditional bids will not be considered. Compliance with all conditions herein is necessary for consideration. Any bid not complying with all conditions may be cause for rejection of bid.

Section Two: Sealed bids subject to conditions herein stated will be received by the Director of Purchasing and Materials Management until September 15, 2017 @ 2:00 PM and then publicly opened in the Purchasing Office, Shreveport, Louisiana.

Section Three: Each bidder shall accompany his proposal with a certified check, or bid bond for five (5) percent of his quotation for all labor, services, and materials as described in Section Fifteen A, Fifteen B, and Fifteen C for 780 copies of 184 pages. This check or bid bond shall be drawn in favor of Louisiana State University and Agricultural and Mechanical College. Should

the bidder to whom the work is awarded fail to execute the contract and furnish a performance bond in full amount of the bid within ten (10) days after notice from the University that the work has been awarded to him, his guarantee deposit or bid bond shall be forfeited to the University as liquidated damages and the Bidder shall cease to have any right to or in the Contract. The University may then proceed to award the contract to one of the other bidders or to re-advertise for bids, at the option of the University.

Section Four A: Each bidder shall submit three (3) samples of ~~2018~~ **2018, 9 x 12** yearbooks from four-year colleges and universities printed by his establishment during the past scholastic session, of work equal to or similar to that called for in the bid and especially samples of all typesetting, make-up, press work and binding. *If requested*, bidder will furnish the name, title, and address of the person in authority for each sample college/university yearbook.

If requested, bidder must supply all working materials and services without additional cost, including but not limited to the following: bidders must manage and maintain an online website to prepare all yearbook pages including placement of student portrait sections.

No part of the work except the furnishing of photographs, ink, paper, glue and other raw materials shall be purchased from or transferred to another concern. Contracting with another entity to perform the printing required by the contract is prohibited. Specifications prohibit involving entities in the work which have no contract with the University.

If requested, bidder shall provide consultation services by a highly-trained and knowledgeable specialist. The vendor must make visits on campus to work with the staff when notified of a need for such services. The vendor must be prepared to spend as much time as required in consultation on such subjects as design, photography, copy writing and copy fitting, typography, artwork, special effects, color preparation, availability and prices of materials, production schedules and any other subjects relating to publications.

Bidder must provide in-plant customer service representatives, as well as in-plant technical support personnel, who will be able to assist the yearbook staff directly with any questions and/or problems on a regular basis.

Please include with the bid the name and history of experience of the person(s) who will provide these services.

The bidder must have a staff of professional artists and photographers capable of taking the responsibility for training the student staff in the latest techniques of design, photography, special effects and other modern graphic arts techniques.

The bidder must furnish page proofs for all pages in the yearbook if requested. These must be laser proofs (or better) made from the completed pages, showing all type, line work, artwork, photographs, screens, etc., as per the original layout and copy. Reproofs must be available upon request. No manipulations should be made to pages submitted by the yearbook staff unless given permission by the yearbook staff.

This information and such other information as is necessary to show ability to complete the contract successfully will be required before an award is made. Failure to submit such information shall be cause for rejection of any bid proposal and should the University doubt the competence of any bidder to produce the quality of work specified and within the time limits specified, it reserves the right to disregard any bid proposal from such bidder and accept the base bid or alternate(s) of another bidder.

Section Four B: The University reserves the right to reject any and all proposals and to waive any informalities. See Invitation to Bid Standard Terms & Conditions, Item 15. Awards

Section Five: The acceptance of any bid submitted shall create a valid contract between the University and the Printer who has submitted the bid and to whom the contract has been awarded, and the specifications, prices quoted, terms of payment, time of delivery, and other conditions set forth in the proposal shall constitute an integral part of such contract. Any contract thus made does not compel the University to publish the annual nor to spend any specified sum, and if the book is not published, and no materials ordered or mechanical work performed, there is no financial obligation incurred on the part of the University. If the book is abandoned after production has begun, the Printer is to be paid only for the materials ordered and actual work produced at that date, any materials ordered shall become the property of the University to be disposed of as it sees fit.

Section Six: The University reserves the right to cancel any contract resulting from this proposal at any time upon non-performance on the part of the Printer, or failure to comply exactly with the production schedule as defined in Section 14, or upon evidence that any part of the work produced is unsatisfactory and not up to the standards set forth in the specifications. In this event, the University may make such arrangements as it sees fit to complete the work elsewhere, but the Printer shall not be released from any liability he may have incurred by reason of a breach of the agreement or any of the terms thereof, or from reimbursement to the University for any loss or expense occasioned thereby. The University shall withhold authorization of payment to the Printer for all work done by him until the damages done by him shall be ascertained.

TERMS OF PAYMENT

Section Seven: For the satisfactory completion of the work performed by any printer to whom the contract may have been awarded under a bid proposal, the University agrees to pay for the cost of the publication within thirty (30) days after completion of the entire work covered by such contract. No down payments will be required. Full payment will be made after finished product is received and inspected and an accurate invoice is received.

Section Eight: All billing shall be in accordance with instructions from the Louisiana State University Health Sciences Center School of Medicine in Shreveport Purchasing Office. For any outside purchases or additional work not covered in the basic specifications, purchase orders on the part of the University will be required. The University reserves the right to request a quotation in advance for any work not specifically mentioned in this proposal.

MECHANICAL REQUIREMENTS

Section Nine: The mechanical requirements consist of typography, presswork, and binding, and the bidder must provide satisfactory evidence of adequate and suitable equipment as specified herein to be awarded the bid. The equipment is located at _____
(name of firm, city, state)

The University reserves the right to inspect the plant before awarding the bid.

Section Ten A: The typography, must be first class in every respect, all typefaces must be sharp and clean. In order to qualify a bidder must have in use in his own plant, at least fourteen (14) families of body type with each having contrasting faces in bold, italic, and bold italic. The body type must be available in four (4) sizes ranging from 5 to 6 point up to and including 12 point. Samples of all body type available by printer must be submitted with this bid. Printer has _____ (number) of type setting machines or systems available in his plant on which specified body type can be set. Some body fonts "with accent marks" for names must be included in fonts offered.

Section Ten B: A wide variety of heading styles is necessary. The bidder must possess at least fifty (50) up to date acceptable heading styles in 14 point, 18 point, 24 point and 30 point sizes. Display heads should range from 48 point to 72 point. A lack of suitable typefaces may be cause for rejection of any bid. The bidder must submit samples of all regular heading and display heading type available with this bid. The printer has _____ (number) of machines or systems that regular headings can be set and _____ (number) of machines that display heads can be set to meet the specifications as outlined above.

PRESSWORK

Section Eleven A: All bidders are cautioned that they will be required to observe strictly the requirements for first class work, and the University reserves the right to have the Printer mail complete press sheets of each form of eight pages as each is completed and if the printed sheets show defects and do not measure up to first class workmanship the University will have the right to reject any form that is not up to required standards and require the Printer to reprint such forms without additional cost. The requirements for the quality of presswork are listed below and must be rigidly observed.

Section Eleven B: All printing shall be performed in the continental United States. The presswork must meet the best standards of fine halftone printing. In general, the pages are to be printed in forms of eight (8) pages. The printed sheets must be free of broken type, set-off, or other defects. Cuts indicated for bleeding must bleed properly without trimming the book undersize and the paper stock must be large enough to accommodate cross bars and bleeds on all pages: top, bottom, left, and right. The printed sheets shall show adequate and uniform distribution of ink on both type and cuts and shall be free from "picks" and filling up of highlight halftone areas. All color work must register. In order to have sufficient time for careful make ready and press run, and at the same time conform to the production schedule as defined in Section Fourteen A, the bidder must have installed and in operation in his plant at the time his bid is submitted a minimum of four sheet-fed presses of sufficient bed size to permit the printing of a form of eight (8) pages at a time, and also four-color press of the same bed size. The printer has _____ (number) of presses installed in the plant which meet the specifications as outlined above.

Section Eleven C: Plate making and presswork must be of the highest standard and the following methods of manufacture must be rigidly observed; all negatives must be made of Eastman contact screen, 150 lines per inch or better; all reproductions of copy in negatives form eight in line or halftone is to be transferred to pre-sensitized aluminum plates manufactured by the Minnesota Mining and Manufacturing Company, and known as 3M pre-sensitized aluminum plates or an equivalent pre-sensitized aluminum plates of some other make which the University may deem to be equal in quality. The University considers the above requirements as essential for fine offset reproduction and reserves the right to require that the bidder to whom the contract may be awarded shall ship all offset plates that are used in the reproduction of the Yearbook to the University as evidence of having fully complied with the above specifications.

Section Eleven D: All four-color process work is to be fully color-corrected and printed from negatives utilizing a screen of 150 lines per inch.

BINDERY

Section Twelve A: The Bidder must be equipped to do all the bindery work including the folding, gathering, sewing, forwarding, and finishing in his own plant. Binding must be professionally sewn with prestretched nylon thread not just glued. The following equipment is considered as minimum.

Section Twelve B: Two folding machines, with automatic feeders to handle an adequate sheet size as specified. The producing plant has _____ (number) machines(s) to meet this requirement.

Section Twelve C: One automatic cutting machine or three knife trimmer. The producing plant has _____ (number) machine(s) to meet this requirement.

Section Twelve D: One automatic rounding and backing machine (hand rounding and backing by clamps will not be accepted). The producing plant has _____ (number) machines(s) to meet this requirement.

Section Twelve E: One automatic casing-in machine sufficiently large enough to process 9 x 12 sewn books. The producing plant has _____ (number) machine(s) to meet this requirement.

Section Twelve F: Four Smyth-type sewing machines with straight needles, sufficiently large enough to sew folded signatures 9-1/2 x 12-1/2 inches. The producing plant has _____ (number) machines(s) to meet this requirement. Binding must be professionally sewn.

Section Thirteen: The University considers it essential that the bidder have adequate equipment with respect to typography, presses and binding in order to maintain speed in production without sacrifice in the quality of workmanship and therefore reserves the right to require from the bidder to whom the work is awarded, a notarized affidavit attesting to the mechanical requirements as set forth in this proposal.

PRODUCTION SCHEDULE – TYPESETTING AND MAKEUP

Section Fourteen A: The Printer will include as a part of his price the services of pasting up photographs for class panels and other sections of the Yearbook where grouping of photographs

is necessary, such as group and snapshot pages. The Printer will provide a full scale dummy of the 2017-2018 Yearbook. All photography to be reproduced in the Yearbook will be individually evaluated for correct exposure to achieve the best possible reproduction of each photograph, except for portrait pictures which may be mounted together in "panels". Indiscriminate mass grouping of photographs for reproduction shall not be allowed.

One copy submission deadline is necessary the second Monday in January with the book delivery date to be the first week in September. One deadline precedes the August final.

Section Fourteen B: The student editor of the Yearbook will submit layouts (See Section Fourteen D) to the Printer indicating wherever possible the sizes and the typefaces selected. Any resetting of body and display heads necessary to satisfy the student editor shall be done by the Printer without extra charge and shall not be classed as an author's change from copy. The staff shall have the privilege of bleeding pictures at will throughout the book.

Section Fourteen C: The bidder who is awarded the contract shall proofread all work with due care, furnish clean proofs and revisions. There will be no charges for author's corrections except for editor's changes from copy, and in case of dispute, the Printer agrees to abide by the decision of the University as to the amount and cost of such revisions. Printer's paste-up or make-up must conform to layouts submitted by the Yearbook. Within thirty (30) calendar days after receipt of final layouts, necessary manuscript copy, and photographs, the Printer agrees to send by First Class Mail proofs paste-up to the editor which shall consist of a proof of the type and line shots.

A second set of proofs, to be the final proofs, shall consist of photographic proofs made from page negatives after halftone negatives have been stripped into the respective positions. Pictures must be cropped and scaled, reduced or enlarged, as specified by the editorial staff. The work must be executed as ordered, and work which does not satisfy the staff must be redone without extra or additional charge. Enclose with this proposal a sample of the proofs used by the bidder.

If in the decision of the University the final proofs are not satisfactory, the University shall have the option of receiving without additional charge a third set of photographic proofs. The staff shall have four days for proofreading the first set of proofs and four days for reading the final set of proofs. The Printer shall not print any sections in advance without the written consent of the Yearbook.

Section Fourteen D: Pages will be built on the Printer's online website. The Printer must have the capability to keep files from prior yearbook available for use at same time production is ongoing for current yearbook. A special training session will be necessary to acquaint the yearbook staff with the online website page creation and process to submit pages online.

Section Fifteen A: The Printer agrees to furnish the necessary ink and the materials specified below, to set in type, print and bind the book; the size of the trimmed paper is to be 9" x 12" or an approximate size that is agreeable to the staff and the Printer provided the overall area of the trimmed page contains a minimum of 108 square inches. Yearbook will be 184 pages; 780 copies. The typography shall conform to the standards set forth in Section Ten. The bid must be for all color pages. The inside paper pages shall be printed in black ink unless otherwise ordered by the Yearbook at no additional expense. The printed sheets are to be folded, gathered, and sewn with prestretched nylon thread in sixteen page signatures, and then trimmed, rounded, backed, and glued securely in the cover case. Each completed book shall be carefully inspected

for blemishes and no imperfect books are to be delivered. The books are to be carefully packed. All shipments shall be insured to cover damages that may occur during shipment. Last deadline for submission of final 52 pages will be July 31st of each year following (2017-2018 Yearbook/ July 31, 2018) with receipt of completed Yearbooks by end of that September (2017-2018 Yearbook / September 30, 2018).

Section Fifteen B: The inside paper stock shall be double coated, 100# white enamel text paper stock, ordered in such sizes as to accommodate bleed pages and to be of a basic substance of the weight of eighty pounds to the ream of 25 x 38 in chase. The quality of the enamel shall be Meads black and white, Warren's Lustro, Oxford's Polar Superfine, or equivalent. Bidder is to stipulate a choice of paper surfaces (gloss, flat, etc.) to be selected by staff. Bidder must specify brand name of paper.

End sheets are to be 65# cover-weight Vellum Bristol or equivalent stock to be selected by staff. End sheets are to be printed on with process color, with a different design (including text shapes, text, and photos) on the front and back end sheets. Bidder must specify brand name of paper.

Section Fifteen C: The cover case shall be manufactured by the Publisher at the Publisher's plant. The cover shall be school designed silk screened and/or embossed with the staff supplying the die arrangement on the cover. The cover background will be overgrained and the staff has the option to silk-screen or foil stamp the embossed die areas. Covers are to be a hard case cover. Cover boards shall be ~~160~~ point tempered binders board. Posted clipboard or equivalent shall not be accepted.

Covers are to be school designed. Up to 6 hours of creative/mechanical artwork time by the company's artists are to be included in the base proposal. First visit by yearbook rep will include all samples for deciding color and material for cover and available options for emblems, fonts, etc.

Covers are to be made after paper stock has been selected and the final number of pages have been determined to ensure proper fit.

Up to two full-size color printed cover proofs are to be provided to the staff as well as availability to preview on website.

Covers are to be lithograph, CYMK process colors, with text and color photos on front, spine and back with gloss or matte lamination.

Copy submission deadlines and the final book delivery dates will be established and must be agreed upon by the school and the company. Books are to be delivered to the school by Sept. 15, or a suitable date agreeable to both parties.

The Printer agrees to anticipate the estimated needs of the publication of the necessary paper and covers specified in Section 15B and 15C, including all necessary waste and spoilage, and in addition thereto, enough material to permit an increase later by the University in the number of copies or the number of pages in excess of basic specifications, not to exceed six percent (6%) for either or both items, and to purchase such materials in sufficient time as not to delay the delivery of the publication and to render no charges for storage, interest, or insurance for such purchases.

Pages must be printed on offset press. All photos should automatically be color corrected by the printer.

The printing plant must be located within 1,000 miles of the University and printing must be performed in the continental United States. The printing plant must be limited to printing yearbooks and not be a commercial company that prints primarily commercial books. Our yearbook will be printed in all color.

In addition to the items noted above, the following must also be included as part of the base bid. Please confirm inclusion of these items in the base price by checking each item.

A guaranteed ship date if the school meets all of the deadlines. _____

In accordance with the above specifications, bidder should itemize costs as follows:

Per Book, incl. base cover

Base price, per book, including base cover \$ _____

Additional charges per book for the following based on the above-specified number of books:

Additional artwork (hourly charge) _____

Additional color applied to cover _____

Additional signature (16 pages) of four-color _____

Section Fifteen D: For the ink and labor for printing and binding as set forth in Section Fifteen A, and for the furnishing by the Printer of the paper required as set forth in Section Fifteen C, in short for all necessary materials and labor, the Printer agrees to charge for 780 copies of 184 pages as follows.

2018

2019

2020

Section Sixteen A: Additional pages in multiples of eight pages may be added from the basic contract. On the basis of 780 copies, the cost of extra pages, with the Printer furnishing the necessary paper shall be _____ per page.

Section Sixteen B: Additional or less copies may be ordered by the University provided notification is given the Printer before covers are ordered and first form goes to press. On the basis of 184 pages, the price of each additional copy shall be _____ per copy; deductions for each copy less than the number specified in the basic contract will be _____ per copy.

Section Sixteen C: Additional charge for printing solid or shaded inked area shall be _____ per page.

Section Sixteen D: The bidder will charge _____ per page requiring reverse or overburn printing.

Section Sixteen E: Additional charge for printing bourgeois (ghosted) halftones shall be _____ per application.

Section Sixteen F: Additional charge to mortice a halftone into another halftone shall be _____ per application.

Section Seventeen A: The Printer will charge for each additional color in metallic or non-metallic ink, whether printed from type, plates, or rules, on pages in 8 page flat designated by the Editor on the basis of:

| Signature Deadline | 1 st Page | Additional Pages (same flat) |
|--------------------|----------------------|------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section Seventeen B: Additional charge for printing 4 color transparencies in same 8 page flat shall be:

| Signature Deadline | 1 st Transp. | Additional Transp. (same flat) |
|--------------------|-------------------------|--------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section Seventeen C: Additional charge for printing 4 color reproductions from MSTC prints in same 8 page flat shall be:

| Signature Deadline | 1 st (2) Page | Additional (2) Pages (same flat) |
|--------------------|--------------------------|----------------------------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Section Eighteen A: Additional charge for printing school designed end sheets in black same front and back shall be _____; different front and back shall be _____.

Section Eighteen B: Additional charge for printing school designed end sheets in black and another color same front and back shall be _____; different front and back shall be _____.

Section Eighteen C: Additional charge to print end sheet in full color same front and back whether transparency or type C prints shall be _____.

Section Nineteen A: Price per hour for special art work done by company artist, _____.

Additional Books Base Cost (Incl. Cover) Per Book

Cost of Additional Books _____

15 copies provided free-of-charge to off-set any errors in book building (i.e., cover put on backwards / upside down, etc.).

Section Twenty: The above prices are based upon the folding of printed sheets in sixteen page sections, and any additional expense incurred but not provided for elsewhere in this agreement, or any additional work of any nature not covered by this agreement involving an expenditure of more than twenty-five (\$25.00) dollars shall not be charged extra until a notification has been sent to the duly authorized representative of the Yearbook, and the charge in question shall have received his sanction and approval. Failure on the part of the Printer to send such notification, or

to receive such approval, will release the University from any financial, legal, or moral obligation to pay the Printer for the unauthorized additional expenditures.

Section Twenty-One: It is understood that there are no verbal agreements or conditions attached to this proposal, and the contract resulting from the acceptance of this proposal by the University. This shall not be construed to prevent the Yearbook from making subsequent changes or additions to the Publication after the agreement of both parties has been signed, such alterations to be mutually agreed upon by the Yearbook and the Printer. Alterations from copy, changes in style, or any work not provided for in this contract, but ordered by the University, involving additional cost shall be charged for on the basis of a reasonable profit above the cost of production.

Section Twenty-Two: The printer shall provide advisory services to the University. This advisor must be a full time employee of the Printer. Local representation is necessary to fulfill the needs of the yearbook staff. Printer's representative shall make trips to the University at time requested (two or more trips per week during copy preparation). This representative will be notified in advance when his services are required, and will be prepared to spend as much time as his services are required with each visit. List below the name and address of the advisor that will be assigned to the LSU School of Medicine in Shreveport Yearbook.

Section Twenty-Three: The Printer agrees to furnish two dummies which are to be marked up by the Editor showing relative position of all copy to be used on the book; one copy to be used by the Printer as a guide, and the other to remain in the possession of the Editor. Proofs of all pages will be submitted, allowing six (6) days for proofing, and a failure on the part of the Yearbook to notify the Printer of omission or errors will release the Printer of all responsibility.

Section Twenty-Four: No overtime shall be charged by the Printer unless prior written approval is secured from the Director of Purchasing, Louisiana State University Health Sciences Center, School of Medicine in Shreveport.

Section Twenty-Five: Owing to manufacturing fluctuations, a variation of not more than one percent in excess or deficiency of the number of books ordered shall constitute an acceptable delivery---variation to be charged for or deducted at the rate quoted for extra or less copies.

Section Twenty-Six: If total copy is submitted to Publisher per _____, shipment will be expected by September _____. For shipment after September _____, Publisher will allow discount of _____ percent.

Section Twenty-Seven: The above prices are F.O.B. Louisiana State University Health Sciences Center at Shreveport.

The **base proposal** should include the materials, services, and options contained in Section 15B & 15C listed above.

Company Representative Experience and Services

The company representative must be willing to offer at least 25 hours of service time at school to help teach students and work on finalizing pages at no additional charge beyond the bid price. Representative must live within 100 miles of school.

The bidding company representative must provide a list of 1,200+ enrollment high schools / colleges (within 20 miles of LSUHSC-S) currently being served including adviser names and contact information.

The representative must provide references with respect to their services from at least five colleges with whom they are currently working.

The representative must provide on the school premises, at a minimum, a full day student-friendly training workshop on how to use the online program at the school.

The representative must have experience in presenting and explaining material at a student level in a classroom setting.

The company representative must be able to create their yearbooks with the company's online program. The representative must have curriculum materials available for use.

The bidding representative must have Adobe PhotoShop skills necessary for creative yearbook production.

The company must hold outside school workshops during the year.

The bidding representative must provide an updated curriculum for photography skills, provide curriculum for yearbook journalism with access to updated lesson plans, handouts, grading and rubrics (no more than two years old). The company must offer training CD's and/or videos for its online design program or something equivalent. The bidding representative must provide monthly educational handouts for advisors, samples of past educational handouts, and a monthly newsletter for advisors and staff and email company newsletters with pertinent school information. The bidding representative must provide advisors email tips on how to make their job easier and book better, and also provide samples of past email tips to advisors.

The company should offer new (and seasoned) advisor workshops and training and at some point during the year provide contact information for these.

Online Photo Templates and Processing

The company must provide professional pre-designed templates and book style options.

The rep must be able to upload the templates to the school's Ladders for production.

These templates and their fonts must be available for use by September, 2017 (and each September thereafter) for early production of the following year's books.

The online program must have a drop and drag function for placing pre-designed templates and for placing pictures onto pages.

The online program must have the ability to save pages and design modules as templates, including student-designed pages and modules.

The online program must have a virtual book which allows the advisors and staff to flip through the books page by page, and a digital yearbook accessible by a link (at no extra cost).

The online program must have a function for instantly typing on a curved or angled line.

The online program must have an automatic text wrap function.

The online program must have a grabber hand that allows users to quickly move across a page.

The online program must have a function that lists every person who is featured in the book and on what page.

The online program must have the ability to save pages, images, and templates from one school year to the next (required).

The online program must show data about each photo, including resolution and maximum print size.

The online program must have the ability to switch pages from color to black and white (and vice versa) without having to rework pages or photos.

The online program must have a Post-it Note feature that allows students and the advisors to post non-printing virtual notes on yearbook pages.

The online program must have the ability to automatically place backgrounds and photos as backgrounds.

The online program must allow for ghosting of photos or parts of photos.

The online program must offer a variety of rounded corners for photo boxes.

The online program must allow users to open multiple page files at once and to copy and paste from one page file to another.

The online program must offer a staff history report so the advisors know who has been on what pages and what they have done.

The online program must offer a page history so advisors and staff can retrieve previously saved versions of pages.

The online program must offer a photo website of all unused photos in the book for yearbook buyers to view more content for members of various school organizations (athletics, musical groups, etc.) to use for slideshow and activity purposes.

The online program must show page submission deadlines and how many pages are due in each deadline. Deadlines must be flexible with consent from company and school.

The online program must show cover and end sheet deadlines also; these deadlines must be somewhat flexible with consent of company and school.

The online program must be able to post earlier “dummy” deadlines for students to see.

The online program must list a deadline for the final quantity of books to order.

The above proposal is submitted by: _____
(signature)

(address)

(city, state, zip code)

BOARD OF SUPERVISORS
LOUISIANA STATE UNIVERSITY AND AGRICULTURAL
AND MECHANICAL COLLEGE

FOR LOUISIANA STATE UNIVERSITY HEALTH SCIENCES CENTER
SCHOOL OF MEDICINE IN SHREVEPORT

(signature)

(address)

(city, state, zip code)

Dated this _____ day of _____, _____, at
Shreveport, Louisiana.

ALTERNATE BID NO. 1

At the option of the University, the 2019 and 2020 publications may be awarded from this proposal, on a year to year basis.

For an additional one (1) year contract, covering the 2018-2019 edition, the Printer will allow a _____% discount on all quotations.

For an additional one (1) year contract, covering the 2019-2020 edition, the Printer will allow a _____% discount on all quotations.

It is understood that any case discounts will be deducted after deducting the discount quoted in this section. It should be understood that the discount quoted is for 2019 and 2020 Yearbook only. The contract is to be awarded on the basis of quotations given for the 2018 Yearbook for which the discount does not apply.