



Request for Quote

Key RFQ Dates:

RFQ Issued: March 30, 2010
Written Questions Due: April 7, 2010
Submit Proposal By: April 20, 2010

REQUEST FOR QUOTE (RFQ) NO. SFN-RFQ-DES2010-A Notice To Offerors Calling For Proposals General Printing Services

The Society for Neuroscience (SfN) maintains a tradition of branded, award-winning annual reports which are representative of the thriving field of neuroscience and its growing community of scientist and researchers. In keeping with its emphasis on quality, the Society seeks to establish a relationship with a design firm who shares our commitment to producing superior reports while ensuring a timely delivery.

Your company has been identified as a potential supplier of these services, and we invite you to respond this RFQ. Although pricing is an important consideration, other factors such as quality control procedures, customer service, and work flow will be weighted heavily in assessing responses to this RFQ.

Please Note: Proposals received after NEED date will be considered at SfN's discretion.

We look forward to receiving your proposals from your firm and invite any questions you may have regarding this RFQ.

Sincerely,

Paul T. Troxell
Procurement Manager

Society for Neuroscience
1121 14th Street, NW
Suite 1010
Washington, DC 20005
202-962-4000
(f) 202-962-4947

No. RFQ-DES2010-A

REQUEST FOR QUOTE

THIS REQUEST FOR QUOTE (“RFQ”) IS NOT IN ANY MANNER TO BE CONSIDERED AN ORDER FOR, OR AN OFFER FOR, THE SERVICES / PRODUCTS SET FORTH HEREIN, NOR WILL THE SOCIETY FOR NEUROSCIENCE (SfN) INCUR OR BE LIABLE FOR ANY COSTS ASSOCIATED WITH THE PREPARATION OF YOUR OFFER. SfN RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL OFFERS. ACCEPTANCE OF YOUR RESPONSE IN NO WAY OBLIGATES SfN TO ISSUE SUBSEQUENT RFQ’S OR CONTRACT INFORMATION TO RESPONDING FIRMS.

BY ACKNOWLEDGMENT OR RESPONSE TO THIS RFQ, THE FIRM HEREBY CERTIFIES THAT NO GRATUITIES WERE OFFERED OR SOLICITED BY ANY SfN EMPLOYEE, EITHER DIRECTLY OR INDIRECTLY. ANY SITUATION WHERE A GRATUITY IS SOLICITED BY A SfN ASSOCIATE MUST BE REPORTED IMMEDIATELY TO SfN’S DEPUTY EXECUTIVE DIRECTOR AT (202) 962-4000.

About Society for Neuroscience (SfN): SfN is a nonprofit membership organization of basic scientists and physicians who study the brain and nervous system. Neuroscience includes the study of brain development, sensation and perception, learning and memory, movements, sleep, stress, aging and neurological and psychiatric disorders. It also includes the molecules, cells and genes responsible for nervous system functioning. Recognizing the tremendous potential for the study of the brain and nervous system as a separate field, the Society was formed in 1970. It has grown from 500 members to nearly 39,000 and is the world's largest organization of scientists devoted to the study of the brain and nervous system.

DEVELOPMENT COSTS AND CONDITIONS

- Neither SfN nor its representatives shall be liable for any expenses a Firm incurs in connection with preparation of a response to this RFQ. Applicants should prepare their proposals simply and economically, providing a straightforward and concise description of the Firm's ability to meet the requirements of this RFQ.
- The issuance of this RFQ does not commit SfN to award a contract, to pay any costs incurred in the preparation of a proposal in response to this request or to actually procure the requested services.
- SfN reserves the right to reject any or all the RFQ applications submitted in response to this solicitation, due to the lack of responsiveness, changes in SfN's operating objectives, lack of funding, or for any reason determined by SfN and at the sole discretion of SfN.

GENERAL INFORMATION

- Time Extension: SfN may for good and sufficient reason extend the response deadline, in which case all potential vendors will receive an addendum setting forth the new time and date.
- Request for Additional Information: Prior to the final selection, vendors may be required to submit additional information that SfN deems necessary to further evaluate the vendor's qualifications. As part of the evaluation process vendors shall furnish such additional information as SfN may reasonably require.
- Denial of Reimbursement: SfN will not reimburse vendors for any costs associated with the preparation and submission of a proposal or for any travel or other costs that are incurred.
- SfN will not be liable for any costs incurred by the vendor in connection with interviews (i.e., travel, accommodations, etc.) conducted as part of the evaluation or negotiation process.
- Gratuity Prohibition: Vendors shall not offer any gratuities, favors, or anything of monetary value to any associate at SfN for the purpose of influencing consideration of this proposal. If an SfN associate solicits a gratuity, the vendor is obligated to inform SfN's Deputy Executive Director.
- Right of Withdrawal: A proposal may not be withdrawn before the expiration of one hundred and eighty (180) days from the proposal due date.
- Right of Negotiation: SfN reserves the right to negotiate with the selected vendor the exact terms and conditions for a contract.
- Liability and Insurance: The selected firm shall purchase and maintain insurance in the amounts and types as needed for the protection from claims caused by the contractor's personnel or work, or by any subcontractor performing work for the contractor.
- Legal Compliance: In connection with the furnishing of supplies or performance of work under the contract, the contractor agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that the same may be applicable.
- Disqualification: No award will be made to any firm, person or party, parent or subsidiary that is de-barred from providing services to the federal or state government, or with which SfN has an outstanding claim against or a financial dispute.
- Performance and Approval of Sub-Consultants: The vendor will perform the project as an independent contractor and not as an agent or employee of SfN. The vendor shall secure written permission from SfN before subcontracting any part of the project. Such permission should be obtained during the proposal evaluation stage.

- Licenses, Permits & Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the vendor is or may be required to pay. SfN is a tax exempt entity.
- Minority/Women Business Enterprise (MWBE) Policy: It is the policy of SfN to provide minority and women owned business enterprises with equal opportunity for participating in the selling of goods and services to SfN. In cases where a vendor plans to sub-contract a portion of the work, it is required to make "A Good Faith Effort" to engage qualified MWBEs for such work. Vendors shall keep records of such efforts, when applicable, that are adequate to permit a determination of compliance with this requirement. If subcontracting is involved in the proposal, a Proposed Schedule of Minority/Women Business Enterprise Participation shall also be submitted.

Please refer to the following items during preparation of your Proposal:

1. Project Summary:

The Society for Neuroscience is seeking proposals from design firms on the design of its annual report for 2010, and 2011. The bidder should, as a minimum requirement, match the quality of the 2009 Annual Report. In addition, you must offer great customer service, good turnaround times and offer the best quality and pricing possible. See section 6 for the project scope.

2. Schedule:

This request for proposal will be governed by the following schedule:

Release RFQ	March 30, 2010
Registration	April 9, 2010
Question and Answer Period	April 7, 2010
Proposals Due	April 20, 2010

SfN may delay scheduled due dates if it is to the advantage of SfN to do so. SfN will notify respondents of all changes in scheduled due dates by written notice.

3. Registration:

All Firms that will submit an offer in response to this RFQ are required to register with SfN. To register, the Firm must send an e-mail containing a point of contact, statement of intent to file a proposal, and the Firm's e-mail address to RFQ@sfn.org by COB April 9, 2010.

4. Supplier Questions:

Questions may be e-mailed to RFQ@sfn.org until 12:00 PM EST on April 7, 2010. No further questions will be addressed after this date. SfN will respond to all questions submitted via the e-mail address provided by the registered participants. It is SfN policy to compile all questions and answers, unless they are so specific as to identify the firm, sending them out to all registered participants.

NOTE: Registered firms are to use the RFQ@sfn.org email address and are NOT to contact any SfN associate directly without first clearing it with the Procurement Specialist. You can contact the Procurement Specialist at 202-962-4028 or use the above e-mail address. Anyone caught violating this rule risks being eliminated from the RFQ process.

5. Proposal Requirements:

- **Content of Proposal**

The proposal must be submitted using the format as indicated below in the proposal format guidelines.

- **Preparation of Proposal**

Each proposal shall be prepared simply and economically, avoiding the use of elaborate promotional material beyond those sufficient to provide a complete, accurate and reliable presentation.

- **Number of Proposal Copies**

Please submit one electronic copy of your proposal to - **Email:** ptroxell@sfn.org

6. Scope of Services:

7.1 the firm will design and produce SfN's 2010 and 2011 Annual Report. At a minimum, Services shall cover the consultation, design and production of a 4/c full-color, approx. 8.5" x 11", 56-page plus cover report. Included are the following:

- servicing and project management,
- strategic design meeting to discuss direction of project and SfN's goals,
- presentation of three color comprehensives of cover and four interior spreads using draft copy,
- presentation of two color comprehensives of cover and four interior pages using draft copy,
- presentation of final color comprehensive of cover and six interior pages incorporating feedback from previous round of design concept,
- design several simple graphs based on last year's report,
- layout of entire report using final copy which is provided in no more than three batches,
- photo selection, sizing and placement of high resolution scans,
- several rounds of design revisions (*up to 30 hours*),
- black and white laser page proofs and PDF's of entire booklet,
- Several rounds of type alterations if necessary (*up to 30 hours*),
- minor print coordination to review specs and printer proofs (*up to 5 hours*),
- one full set of color laser proofs,
- production of final camera-ready art on disk in MAC InDesign,
- review printer specs and color proofs (*up to 6 hours*),
- PDF's of annual report for use on SfN's web site.

Draft copy on accessible disk and any SfN photography to be provided by SfN.