

Illinois Association for College Admission Counseling RFP For District Seminar Registration Materials

Summary

The Illinois Association for College Admission Counseling (IACAC) seeks proposals for the graphic design, editing and typesetting of the 2011 District Seminar materials including a postcard and PDF registration materials. Responsive bids must be received by 3:00 p.m. CDT on November 19, 2010.

About the Association

IACAC is a 1,900 member association dedicated to serving students and families as they transition from high school to postsecondary education. Our members are high school counselors, college admission and enrollment professionals, financial aid officers, and individuals who are involved in the college admissions process. As an affiliate of the National Association for College Admission Counseling, IACAC promotes and upholds ethical practices throughout the process. IACAC qualifies as an exempt organization under section 501[c][3] of the Internal Revenue Code.

Requirements

1. Design 8 ½ x 11 PDF including District Seminar dates, locations and session descriptions for six District Seminars to be posted on the Association website.
2. Design 8 ½ x 11 PDF registration form with fillable fields to be posted on the Association website
3. Design a 5 1/2 x 8 ½ postcard for District Seminar registration
4. The materials may also contain some camera-ready art and/or logos, which will be provided by the Association

Specifications

Postcards: Total not to exceed 2,500

Production: This bid may also, at the bidder's discretion, include costs for printing, assembly and mailing. 4/4 color, 10 pt stock

Number of pages: The 2010 District Seminar Brochures (dimensions 6" x 11") have averaged 8 pages. To view the 2010 Brochure, go to the following link: <http://www.iacac.org/districtseminars/2010/> The 2011 PDF will only be posted on-line therefore the design will be substantially different than 2010.

Copy: Will be provided by the Association in Word.

Finished product remains the property of the Illinois Association for College Admission Counseling.

Selection Criteria

The winning bid, if any, will be selected solely by the judgment of the Illinois Association for College Admission Counseling no later than November 23, 2010.

The association may award the design bid to one vendor and the print bid to a different vendor.

If vendor has not previously worked with IACAC, the bid must include the attached Vendor Contact Form. Samples of previous work are encouraged.

Timeline

All bids will be reviewed by the selection committee on November 22, 2010 in order to select a winning bidder.

Negotiations with the winning bidder are expected to result in a contract award by November 23, 2010.

Copy will be available no later than December 10, 2010.

Proof to IACAC Executive Assistant Linda Haffner by January 7, 2011 or two weeks from the receipt of copy, whichever is sooner.

Proof will be returned with any corrections by January 13, 2011 or five business days from the receipt of proof, whichever is sooner.

Brochures shall be mailed no later than January 26, 2011.

Submit Proposal To:

Linda Haffner
Executive Assistant, IACAC
P.O. Box 279
Mount Prospect, IL 60056-0279

Fax: (847) 577-3712

You may submit proposals electronically to Linda Haffner at lhaffner@iacac.org

For Additional Information or Clarification:

Linda Haffner
Executive Assistant, IACAC
(847) 577-2943

Vendor Contact Information

Requesting Company: _____

Contact Name: _____

Address: _____

City, St. and Zip: _____

Phone: _____ **Fax:** _____

E-mail: _____