



INQUIRY #: 10-49211101AA-JEM

Closing Date/Time: **See on-line posting**

Bid documents must be received by the Closing Date/Time at location referenced below.

☐ No Pre-Bid Conference

☐ Pre-Bid Conference

Date: n/a

Location: n/a

Publish Date: See on-line posting for event timeline

Closing Date/Time: **See on-line posting for event timeline**

Bid documents must be received by the Bid Closing Date/Time at location referenced below.

Project Summary: The purpose of this Bid Inquiry is to identify those prospective suppliers having the capacity to satisfy The Ohio State University and The Ohio State University Medical Center's requirements for Printing and Mailing and who are also interested in participating in [The Ohio State University and The Ohio State University Medical Center's joint competitive bidding event for these services.](#)

Category Code(s): PRINT

(Internal use only)

Submit Bid To: INQ# 10-49211101AA-JEM

See instructions below for viewing & submitting a response to this Bid Inquiry.

Contact: John Maloney

Email: maloney.4@osu.edu

Voice: 614-292-1405

Fax: 614-688-3494

INSTRUCTIONS FOR VIEWING AND SUBMITTING A RESPONSE TO THIS BID INQUIRY:

The Ohio State University Purchasing Department and The Ohio State University Medical Center Purchasing Department are in the process of migrating to the Ariba sourcing tool to manage the posting of all its Bid Inquiries. The Ohio State University and Ohio State University Medical Center will be using the Ariba sourcing tool to manage the posting of this Bid Inquiry. **PLEASE NOTE:** The Ohio State University will **ONLY** accept price quotations for the specified scope of work exclusively through Ariba Network Discovery. ALL SUBMISSIONS MUST BE MADE ON-LINE VIA THIS TOOL. To view the contents of this Bid Inquiry and to express intent to submit a response, please complete the steps below:

☐ **Supplier Registration – Ariba Network Discovery**

(If your company has already created a profile on Ariba Network Discovery you may skip the steps below)

Step 1: Visit <http://discovery.ariba.com/supplier>

Step 2: Register

Step 3: Complete your business profile

☐ **Search for Bid Inquiry Posting (Advanced Search)**

Step 1: Click on "Advanced Search" under Search for Business Opportunities

Step 2: Enter "Ohio State" in the "All of these words" field

Step 3: Click on button "Company Name"

Step 4: Click on "Find" (bottom right)

Project Summary

The purpose of this bid announcement is to identify those prospective suppliers that have the capacity to satisfy Ohio State University's project that requires printing and mailing of direct mailing pieces.

Every piece of each mailing goes through an extensive approval process before files are provided to the vendor. Once the vendor has files, vendor proofs (including pre-print and variable printing) must go through another extensive approval process. Press proofs may be required. On average, vendors can expect to spend approximately six weeks on one major Annual Giving mailing on behalf of The Ohio State University.

Proposed Schedule of Events:

Actual Bid Issue Date: Week of June 7th, 2010.

Note: Detailed Specifications will be made available on this date. This is meant to be an announcement of the upcoming bid.

Bid Closing Date: June 25, 2010 @ 3:00 PM EDT

ACTION REQUIRED:

If your company would like to participate in The Ohio State University's printing and mailing of direct mailing pieces, **please respond to this posting by communicating your company's "INTEREST" by June 24, 2010.**

Please reply by using the Ariba Discovery tool.

Thank you,

The Ohio State University's Purchasing Department