



## **REQUEST FOR PROPOSAL**

*2025 Printed Materials and  
Mailing Services*

Release Date: May 14, 2024

**Due Date: 12 p.m., May 28, 2024**

PROPOSAL MUST BE RECEIVED NO LATER THAN EXACTLY  
TIME: 12:00 p.m. Central Time                      DATE: May 28, 2024

PROPOSALS RECEIVED AFTER THIS TIME **WILL NOT** BE CONSIDERED FOR AWARD

Questions about this Request for Proposal (RFP) should be directed by email to [rfp@mchcp.org](mailto:rfp@mchcp.org). To ensure timely distribution of information to all bidders, questions must be submitted no later than May 19, 2024. Responses to questions from potential bidders will be posted to the Missouri Consolidated Health Care Plan (MCHCP) website at the same location as the RFP posting by May 25, 2024. In addition, any periodic updates regarding the RFP process will be posted at the same location.

This document constitutes a request for sealed proposals, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein.

Proposals must be **delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355. Proposals should be clearly marked **“2025 Printed Materials RFP.”**

**CONTRACT PERIOD:** The term of this contract will be one year from the date of an award under this proposal, with two additional one-year renewal options available at the sole option of MCHCP. Bidders are required to provide guaranteed pricing for the first year, with not-to-exceed pricing for the succeeding years.

The first page of this RFP is required to be signed and returned with the bidder's proposal. Note that return of the signed form from this RFP or amendment, if any, shall constitute acceptance by the bidder of all terms and conditions of the RFP, plus all RFP amendments. The bidder is advised to review all proposal submission requirements stated in the RFP and in any amendments thereto.

The bidder hereby agrees to provide the services and/or items at the prices quoted, pursuant to the requirements of this document. The bidder agrees that no binding contract exists until signed by the bidder and countersigned by an authorized representative of MCHCP. Responses to the questionnaire must be in a separate section of the proposal, and the questions must be repeated and answered in the order in which they are presented. The bidder must also provide originals of all signature and pricing pages.

Bidder's Signature: \_\_\_\_\_

Bidder's Printed Name: \_\_\_\_\_

Bidder's Email Address: \_\_\_\_\_

Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_                      Social Security or Federal Tax No: \_\_\_\_\_

**SECTION A  
GENERAL INTRODUCTION**

**A1 GENERAL INFORMATION**

A1.1 This document is divided into the parts described below:

- Section A General Introduction
- Section B Scope of Work
- Section C General Contractual Requirements
- Section D Evaluation of Proposals
- Section E Questionnaire
- Section F Exhibits

A1.2 Schedule of Events

- |  |              |
|--|--------------|
| • Release date of RFP                              | May 14, 2024 |
| • Proposals due to MCHCP (12:00 p.m. Central Time) | May 28, 2024 |
| • Anticipated contract award                       | July 1, 2024 |
| • Effective date of contract                       | July 1, 2024 |

A1.3 All questions regarding technical specifications, bid process, etc. must be directed only to the email address indicated in this RFP. Bidders or their representatives may not contact MCHCP employees or any member of the MCHCP Board of Trustees concerning this procurement while the bid and evaluation are in process. Any such contact may result in the immediate disqualification of the bidder from further consideration.

A1.4 This document constitutes a request for sealed proposals from qualified organizations to provide the printing and mailing services specified herein.

A1.5 MCHCP desires to contract per the attached specifications. All bidders must submit pricing information on Exhibit A of this RFP, which must be completed, signed, dated and returned with the bidder's proposal. Other proposal submission requirements are stated throughout this document. There will be no public openings of submitted bids, and proposals will remain confidential until such time as an award is made by MCHCP.

A1.6 Any contract awarded as a result of the RFP will become effective when signed by the authorized representative of MCHCP.

A1.7 MCHCP anticipates awarding one contract but reserves the right to award multiple contracts.

**A2 MINIMUM BIDDER REQUIREMENTS**

A2.1 The bidder must be licensed as necessary to do business in the state of Missouri in order to perform the duties described in this RFP, and be in good standing with the office of the Missouri Secretary of State.

- A2.2 Bidders shall not be permitted to alter their price after submission except by written agreement with MCHCP.
- A2.3 Bidders must provide complete information regarding each subcontractor used by the bidder to meet the requirements of this contract.
- A2.4 Bidders must have at least five years of experience in printing services.
- A2.5 Bidders must provide three (3) business references. References must include name of business, name of contact, address and phone number, along with the type of and quantity of printing services performed for that particular business. Other governmental or insurance industry references with similar-size jobs or larger are preferred but not required.
- A2.6 Bidders must submit a detailed proposal regarding the services to be performed, including which, if any, of the services will be outsourced. The proposal should include the number of person hours planned for the included services.
- A2.7 The bidder must produce at least part of the printed materials in-house. Contract will not be awarded to a bidder that proposes to outsource the entire job.
- A2.8 Bidders must complete all sections and answer all questions contained in the RFP. Incomplete proposals may be deemed nonresponsive and may not be considered as valid proposals.

### A3 BACKGROUND INFORMATION

- A3.1 Missouri Consolidated Health Care Plan is governed by the provisions of Chapter 103 of the Revised Statutes of Missouri. Under the law, MCHCP is directed to procure health care benefits for most state employees. MCHCP also procures health care benefits for some non-state public entities. The most recent Enrollment Guide and other materials can be accessed from MCHCP's website, [www.mchcp.org](http://www.mchcp.org). If a hard copy is desired, please contact MCHCP at [rfp@mchcp.org](mailto:rfp@mchcp.org).
- A3.2 The following exhibits and attachments are included within this RFP:
  - A3.2.1 Exhibit A Pricing page
  - A3.2.2 Exhibit B Contractor certification
- A3.3 The Enrollment Guide publications provide summary plan information for MCHCP's insurance offerings to state employees and retirees and public entity members. As such, they must be sent to the Postal Service by early to mid-September for the open enrollment period from Oct.1 – Oct. 31. Therefore, it is imperative that Open Enrollment publications are printed and mailed no later than Sept. 10, 2024.

### A4 OPEN COMPETITION/REQUEST FOR PROPOSAL DOCUMENT

- A4.1 It shall be the bidder's responsibility to ask questions, request changes or clarification, or otherwise advise MCHCP if any language, specifications or requirements of the RFP appear to be ambiguous, contradictory and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source. Any and all communication from bidders regarding specifications, requirements, competitive procurement process, etc., must be directed by email to [rfp@mchcp.org](mailto:rfp@mchcp.org).

It is the responsibility of the bidder to identify and explain in a cover letter accompanying the response to this RFP any part of their response that does not conform to the requested services described in this

document. Without documentation provided by the bidder, it is assumed by MCHCP that the bidder can provide all services as described in this document.

Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all bidders will be advised, via the issuance of an amendment or other official notification to the RFP, of any relevant or pertinent information related to the procurement.

- A4.2 MCHCP monitors all procurement activities to detect any possibility of deliberate restraint of competition, collusion among bidders, price-fixing by bidders, or any other anti-competitive conduct by bidders which appears to violate state and federal antitrust laws. Any suspected violation may be referred to the Missouri Attorney General's Office for appropriate action.
- A4.3 Notice of the release of the RFP, subsequent amendments and clarifications is made to potential bidders at the current email address maintained by MCHCP. If the email address is incorrect, the bidder must notify MCHCP at [rfp@mchcp.org](mailto:rfp@mchcp.org) upon receipt of the document. Any subsequent amendment to an RFP shall be emailed to the same address as the original RFP unless otherwise notified.

## A5 PREPARATION OF PROPOSALS

- A5.1 Bidders must examine the entire RFP carefully and respond to all questions. Failure to do so shall be at the bidder's risk.
- A5.2 Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All proposals must meet or exceed the stated specifications and requirements.
- A5.3 Unless otherwise specifically stated in the RFP, any manufacturer's names, trade names, brand names, and/or information listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. In addition, the bidder shall explain, in detail, (1) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (2) why the proposed equivalent should not be considered an exception thereto. Proposals that do not comply with the requirements and specifications are subject to rejection without clarification.

## A6 SUBMISSION OF PROPOSALS

- A6.1 A proposal submitted by a bidder must (1) be signed by a duly authorized representative of the bidder's organization, (2) contain all information required by the RFP, (3) be priced as required, (4) be sealed in an envelope or container, and (5) be mailed or hand-delivered to the office of MCHCP and officially clocked in no later than the exact filing time and date specified in the RFP. It is the bidder's responsibility to confirm receipt of the RFP prior to the closing of the filing time and date.
- A6.2 The sealed envelope, or container containing a proposal should be clearly marked "**2025 Printed Materials and Mailing Services RFP**". Different proposals should not be placed in the same envelope, although copies of the same proposal may be placed in the same envelope.
- A6.3 A proposal may only be modified or withdrawn by signed, written notice which has been received by MCHCP prior to the official filing date and time specified. A proposal may also be withdrawn or modified in person by the bidder or its authorized representative, provided proper identification is presented before the official filing date and time.
- A6.4 Bidders must sign and return the RFP signature page or, if applicable, the signature page of the last amendment thereto in order to constitute acceptance by the bidder of all RFP terms and conditions. Failure to do so shall result in rejection of the proposal unless the bidder's full compliance with those documents is indicated elsewhere within the bidder's response.

A6.5 All responses to this RFP and amendments to this RFP, including “no bid” responses and requests to modify a proposal, must be delivered to the office of MCHCP in a sealed envelope or container. Sealed proposals containing faxed pages are acceptable. In addition, requests to withdraw proposals may be submitted by facsimile but must be received by MCHCP prior to the official filing date and time specified.

## A7 EVALUATION AND AWARD

A7.1 Any clerical error, apparent on its face, may be corrected by the bidder before contract award. Upon discovering an apparent clerical error, MCHCP may contact the bidder and request written clarification of the intended proposal. The correction shall be made in the notice of the award. Examples of apparent clerical errors are: 1) misplacement of a decimal point; and 2) obvious mistake in designation of unit.

A7.2 Any pricing information submitted by a bidder must be disclosed on the pricing pages as designated in this RFP. Any pricing information which appears elsewhere in the bidder’s proposal shall not be considered by MCHCP.

A7.3 Awards shall only be made to the bidder whose proposal complies with all mandatory specifications and requirements of the RFP. MCHCP reserves the right to evaluate all offers and based upon that evaluation to award one contract or to reject all offers.

A7.4 In the event all bidders fail to meet the same mandatory requirement in an RFP, MCHCP reserves the right, at its sole discretion, to waive that requirement for all bidders and to proceed with the evaluation. In addition, MCHCP reserves the right to waive any minor irregularity or technicality found in any individual proposal.

A7.5 Any award of a bid shall be made by written notification from MCHCP to the successful bidder. MCHCP reserves the right to reject any or all offers.

A7.6 Pursuant to Section 610.021, RSMo, proposals and related documents shall not be available for public review until after the RFP is awarded to one or more bidders and a contract is signed.

A7.7 MCHCP reserves the right to request written clarification of any portion of the bidder’s response in order to verify the intent of the bidder. The bidder is cautioned, however, that its response shall be subject to acceptance or rejection without further clarification.

## **SECTION B SCOPE OF WORK**

### B1 GENERAL REQUIREMENTS

B1.1 Time is of the essence in regard to this contract. The contractor must be extremely responsive, must be able to expedite proofs, and must print, mail and deliver materials as specified.

B1.2 The contractor must agree that any and all subcontracts entered into by the contractor for the purpose of meeting the requirements of this contract are the responsibility of the contractor.

B1.3 All services under this contract shall be performed within the United States. Contractor shall not perform, or permit subcontracting of services under this contract, to any off-shore companies or locations outside of the United States. Any such actions shall result in the contractor being in breach of this contract.

- B1.4 The contractor must maintain sufficient liability insurance to protect MCHCP against any reasonably foreseeable loss, damage or expense under this contract.
- B1.5 The contractor shall print and mail in a safe, secure and confidential manner. Failure to do so will result in a breach of contract.
- B1.6 All printing jobs shall include delivery to: MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101. Contractor will notify MCHCP by email when materials are scheduled to arrive. Deliveries to MCHCP must arrive between 8 a.m. and 4 p.m., Monday through Friday, excluding state holidays, unless mailed by contractor. Delivery must be made within seven (7) calendar days of the print deadline.

**B2 PRINT SPECIFICATIONS – 2025 Open Enrollment Postcards**

B2.1 Name of Project: Printing of Open Enrollment Postcards

B2.2 Quantity Required:

B.2.2.1 Active Employee and Retiree Postcards: 17,000

B.2.2.2 MoDOT, Highway Patrol & Conservation: 6,100

B.2.2.3 The quantities listed above are approximate. The final quantity will be indicated at the time of order.

B2.3 Size: 11 x 6

B2.4 Pages: 2

B2.5 Ink:

B2.5.1 Front – 4 Color Process with bleeds

B2.5.2 Back – 4 Color Process with bleeds

B2.6 Composition: Image output (Adobe InDesign CC).

Printer will be responsible for a color proof of cover and inside text pages to be provided to MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B2.7 Paper:

B2.7.1 100 lb. White Offset Opaque Cover

B2.8 Bindery: Trim to 11 x 6

B2.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total bid price. Quality of printing should be greater than or comparable to last year's Open Enrollment Postcard. Examples of 2024 printed materials can be provided at the contractor's request.

B2.10 Postcards shall be printed by Aug. 6, 2024.

**B3 MAIL SPECIFICATIONS – *Open Enrollment Postcards***

B3.1 Scope of Project: Mailing and Delivery of Open Enrollment Postcards

B3.2 Quantity required to be mailed:

B.3.2.1 Active Employee and Retiree Postcards: 16,345

B.3.2.2 MoDOT, Highway Patrol & Conservation: 5,703

B.3.2.3 The quantities listed above are approximate. The final quantity will be indicated at the time of order.

B3.3 Postcard Size: 11 x 6

B3.4 Address Labels: Addresses and bar code will be printed directly onto postcard, in accordance with United States Postal Service requirements.

B3.5 Mailing List: MCHCP will supply contractor with mailing list through an FTP site no later than Aug. 6, 2024. Only mailing addresses supplied by MCHCP can be used; no alternations to addresses are allowed.

B3.6 Postage: Best discount for pre-sort standard rate. Cost will be applied to MCHCP's pre-paid permit.

B3.7 The contractor shall satisfy all requirements of the United States Postal Service.

B3.8 Postcards must be mailed on or before Aug. 10, 2024.

**B.4 PRINT SPECIFICATIONS – *2025 Open Enrollment Guides***

B4.1 Name of Project: Printing of 2025 Open Enrollment Guides (Five Different Versions)

B4.2 Quantity Required:

B4.2.1 State (State Employee, Medicare Advantage, and Non-Medicare Retiree): 20,000

B4.2.2 Public Entity: 2,000

B4.3.3 The quantities listed above are approximate. The final quantity will be indicated at the time of order.

B4.3 Size: Same for both State and Public Entity and any additional guides created

B4.3.1 Cover - 17" x 11" folded to 8.5" x 11"

B4.3.2 Inside Booklet: 17" x 11", folded to 8.5" x 11"

B4.4 Pages:



B4.4.1 State Versions: Approximately 30 pages

B4.4.2 Public Entity: Approximately 25 pages

B4.4.3 The page count listed above is approximate, as this publication is not yet complete. The final page count will be indicated at the time of order.

B4.5 Ink:

B4.5.1 All Booklets: Full color with bleeds. Covers have flood gloss aqueous on one side.

B4.6 Composition: Image output (Adobe InDesign CC).

Contractor will be responsible for a proof to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B4.7 Paper: Same for all

B4.7.1 Folder Stock – 80 lb. Gloss Cover

B4.7.2 Inside Booklet – 60 lb. Gloss Text

B4.7.3 Labeled samples of paper must accompany bids for evaluation.

B4.8 Bindery: Same for all

B4.8.1 I Booklet: Saddle stitch (left) with 2staples.

B4.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total bid price. Quality of printing should be greater than or comparable to last year's materials. Examples of 2024 printed materials can be provided at the contractor's request.

B4.10 Booklets must be printed on or before Sept. 7, 2024.

## B5. PRINT SPECIFICATIONS – **2025 Summary of Benefits and Coverage (SBC)**

B5.1 Name of Project: Printing of 2025 SBC

B5.2 Quantity Required:

B5.2.1 State SBC: 7,500

B5.2.2 Public Entity SBC: 2,000

B5.2.3 The quantities listed above are approximate. The final quantity will be indicated at the time of order.

B5.3 Size: 10 7/8" x 8 3/8"

B5.4 Pages:

B5.4.1 State SBC: 36 + cover

B5.4.2 Public Entity SBC: 32 + cover

B5.4.3 The page counts listed above are approximate. The final page counts will be indicated at the time of order.

B5.5 Ink:

B5.5.1 State SBC

B5.5.1.1 Cover – Black ink only with bleeds

B5.5.1.2 Inside – Black ink only with bleeds

B5.5.2 Public Entity SBC

B4.5.2.1 Cover – Black ink only with bleeds

B4.5.2.2 Inside – Black ink only with bleeds

B5.6 Composition: Image output (Adobe InDesign CC).

Contractor will be responsible for a color proof of cover and inside text pages to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B5.7 Paper:

B5.7.1 Cover Stock – 80 lb. White Offset Smooth Cover

B5.7.2 Inside Stock – 50 lb. White Offset

B5.7.3 Labeled samples of paper must accompany bids for evaluation.

B5.8 Bindery: Side stitched (left) with 2 staples along short edge.

B5.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total contract price. Quality of printing shall be greater than or comparable to last year's SBCs. Examples of 2024 printed materials can be provided at the contractor's request.

B5.10 SBCs must be printed on or before Sept. 7, 2024.

## B6 PRINT SPECIFICATIONS – **2025 Dental & Vision Brochure**

B6.1 Name of Project: Printing of 2025 Dental & Vision Brochure

B6.2 Quantity Required: 4,000

B6.3 Size: 16.5" x 10.7" fold to 8.25" x 10.7"

B6.4 Pages: 4

B6.4.1 The page count listed above is approximate. The final page count will be indicated at the time of order.

B6.5 Ink: Black ink only with bleeds

B6.6 Composition: Image output (Adobe InDesign CC).  
Contractor will be responsible for a proof to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B6.7 Paper:

B6.7.1 70 lb. White Offset

B6.7.2 Labeled samples of paper must accompany bids for evaluation.

B6.8 Bindery: Fold to 8.25" x 10.7" finished size

B6.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total bid price. Quality of printing should be greater than or comparable to last year's Dental & Vision Brochure. Examples of 2024 printed materials can be provided at the contractor's request.

B6.10 Dental & Vision Brochure must be printed on or before Sept. 7, 2024.

**B7 PRINT SPECIFICATIONS – 2025 Open Enrollment Fact Sheets**

B7.1 Name of Project: Printing of Open Enrollment Fact Sheets

B7.2 Quantity Required:

B7.2.1 Active Employee Fact Sheets: 7,000 (If applicable)

B7.2.2. Retiree Fact Sheets: 10,000 (if applicable)

B7.3 Size: 8 3/8" x 10 7/8"

B7.4 Pages: 2, Self-Cover

B7.5 Ink: 2 color, two sides, with bleeds

B7.6 Composition: Image output (Adobe InDesign CC).  
Contractor will be responsible for a color proof of cover and inside text pages to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B7.7 Paper:

B7.7.1 80 lb. White Offset Cover

B7.7.2 Labeled samples of paper must accompany bids for evaluation.

- B7.8 Bindery: Trim to 8 3/8" x 10 7/8"
- B7.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total bid price. Quality of printing should be greater than or comparable to last year's Open Enrollment Fact Sheets. Examples of 2024 printed materials can be provided at the contractor's request.
- B7.10 Open Enrollment Fact Sheets must be printed on or before Sept. 7, 2024.

**B8 PRINT SPECIFICATIONS – 2025 Open Enrollment Forms**

- B8.1 Name of Project: Printing of 2025 Open Enrollment Forms
- B8.2 Quantity Required:
  - B8.2.1 2025 Tobacco-Free Promise: 5,500
  - B8.2.2 2025 Quit Tobacco Promise: 5,500
  - B8.2.3 2025 Active Open Enrollment Worksheet: 4,000
  - B8.2.4 2025 Retiree Open Enrollment Worksheet: 1,500
  - B8.2.5 2025 Open Enrollment Worksheet – Active DV Only: 800
  - B8.2.6 2025 Open Enrollment Worksheet – Retiree DV Only: 2,700
- B8.3 Size: 8.5" x 11"
- B8.4 Pages: 1 side
- B8.5 Ink: Black ink only
- B8.6 Composition: Image output (Adobe InDesign CC).  
Contractor will be responsible for a color proof of cover and inside text pages to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.
- B8.7 Paper:
  - B8.7.1 60 lb. White Offset
- B8.8 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total bid price. Quality of printing should be greater than or comparable to last year's Open Enrollment Fact Sheets. Examples of 2024 printed materials can be provided at the contractor's request
- B8.9 Open Enrollment Forms must be printed on or before Sept. 7, 2024.

**B9 MAIL SPECIFICATIONS – Active State Open Enrollment Packet**

- B9.1 Name of Project: Mailing and Delivery of Active State Open Enrollment Packet
- B9.2 Quantity:
  - B9.2.1 Mailed: 4,000
  - B9.2.2 Quantities listed are approximate. The final quantity will be indicated at the time of order.
- B9.3 Envelope Size: 10" x 13"
- B9.4 Envelope Type: Polypropylene bag or other highly durable material
- B9.5 Contractor will be required to assemble, package, print addresses and bar codes, as well as pre-sort the mailing
- B9.6 Materials to be included in the Active State Open Enrollment Packet:
  - B9.6.1 2025 Enrollment Guide (refer to section B4)
  - B9.6.2 2025 SBC (refer to section B5)
  - B9.6.3 2025 Active Employee Open Enrollment Fact Sheet (refer to section B7)
  - B9.6.4 2025 Active Employee Open Enrollment Worksheet (refer to section B8)
  - B9.6.5 2025 Tobacco-Free Promise Form (refer to section B8)
  - B9.6.6 2025 Quit Tobacco Form (refer to section B8)
  - B9.6.7 MOCafe Guide
  - B9.6.8 Label Sheet
- B9.7 Most materials printed by contractor. Any materials not printed by contractor will be supplied prior to mailing.
- B9.8 MCHCP will supply contractor with mailing list through an FTP site no later than Sept. 7, 2024. Only mailing addresses supplied by MCHCP can be used; no alterations to addresses are allowed.
- B9.9 Postage: Best discount for first-class rate. Cost will be applied to MCHCP's pre-paid permit.
- B9.10 The Contractor shall satisfy all requirements of the United States Postal Service.
- B9.11 Active State Employee Open Enrollment Packets must be mailed on or before Sept. 10, 2024.

B10 MAIL SPECIFICATIONS – **Medicare Retiree Open Enrollment Packet**

- B10.1 Name of Project: Mailing and Delivery of Medicare Retiree Open Enrollment Packet
- B10.2 Quantity:

B10.2.1 Mailed: 7,000

B10.2.2 Quantities listed are approximate. The final quantity will be indicated at the time of order.

B10.3 Envelope Size: 10" x 13"

B10.4 Envelope Type: Polypropylene bag or other highly durable material

B10.5 Contractor will be required to assemble, package, print addresses and bar codes, as well as pre-sort the mailing

B10.6 Materials to be included in the Medicare Retiree Open Enrollment Packet:

B10.6.1 2025 Enrollment Guide (refer to section B4)

B10.6.2 2025 SBC (refer to section B5)

B10.6.3 2025 Retiree Open Enrollment Fact Sheet (refer to section B7)

B10.6.4 2025 Retiree Open Enrollment Worksheet (refer to section B8)

B10.6.5 Label Sheet

B10.7 All materials printed by contractor.

B10.8 MCHCP will supply contractor with mailing list through an FTP site no later than Sept. 7, 2024. Only mailing addresses supplied by MCHCP can be used; no alternations to addresses are allowed.

B10.9 Postage: Best discount for first-class rate. Cost will be applied to MCHCP's pre-paid permit.

B10.10 The contractor shall satisfy all requirements of the United States Postal Service.

B10.11 Medicare Retiree Open Enrollment Packets must be mailed on or before Sept. 10, 2024.

**B11 MAIL SPECIFICATIONS – *Non-Medicare Retiree Open Enrollment Packet***

B11.1 Name of Project: Mail and Delivery of Non-Medicare Retiree Open Enrollment Packet

B11.2 Quantity:

B11.2.1 Mailed: 2,000

B11.2.2 Quantities listed are approximate. The final quantity will be indicated at the time of order.

B11.3 Envelope Size: 10" x 13"

B11.4 Envelope Type: Polypropylene bag or other highly durable material

B11.5 Contractor will be required to assemble, package, print addresses and bar codes, as well as pre-sort the mailing

B11.6 Materials to be included in the Non-Medicare Retiree Open Enrollment Packet:

- B11.6.1 2025 Enrollment Guide (refer to section B4)
- B11.6.2 2025 SBC (refer to section B5)
- B11.6.3 2025 Retiree Open Enrollment Fact Sheet (refer to section B7)
- B11.6.4 2025 Retiree Open Enrollment Worksheet (refer to section B8)
- B11.6.5 2025 Tobacco-Free Promise Form (refer to section B8)
- B11.6.6 2025 Quit Tobacco Promise Form (refer to section B8)
- B11.6.7 Label Sheet

B11.7 All materials printed by contractor.

B11.8 MCHCP will supply contractor with mailing list through an FTP site no later than Sept. 7, 2024. Only mailing addresses supplied by MCHCP can be used; no alternations to addresses are allowed.

B11.9 Postage: Best discount for first-class rate. Cost will be applied to MCHCP's pre-paid permit.

B11.10 The Contractor shall satisfy all requirements of the United States Postal Service.

B11.11 Non-Medicare Retiree Open Enrollment Packets must be mailed on or before Sept. 10, 2024.

**B12 MAIL AND DELIVERY SPECIFICATIONS – *MoDOT, Highway Patrol and Conservation Retiree Open Enrollment Packet***

B12.1 Name of Project: Mailing and Delivery of MoDOT, Highway Patrol and Conservation Retiree Open Enrollment Packet

B12.2 Quantity:

B12.2.1 Mailed: 1,000

B12.2.2 Quantities listed are approximate. The final quantity will be indicated at the time of order.

B12.3 Envelope Size: 10" x 13"

B12.4 Envelope Type: Polypropylene bag or other highly durable material

B12.5 Contractor will be required to assemble, package, print addresses and bar codes, as well as pre-sort the mailing

B12.6 Materials to be included in the MoDOT, Highway Patrol and Conservation Retiree Open Enrollment Packet:

B12.6.1 2025 Dental & Vision Brochure (refer to section B6)

B12.6.2 2025 Open Enrollment Worksheet – Retiree DV Only (refer to section B8)

B12.6.3 Label Sheet

B12.7 All materials printed by contractor.

B12.8 MCHCP will supply contractor with mailing list through an FTP site no later than Sept. 7, 2024. Only mailing addresses supplied by MCHCP can be used; no alternations to addresses are allowed.

B12.9 Postage: Best discount for first-class rate. Cost will be applied to MCHCP's pre-paid permit.

B12.10 The contractor shall satisfy all requirements of the United States Postal Service.

B12.11 MoDOT, Highway Patrol and Conservation Retiree Open Enrollment Packets must be mailed on or before Sept. 10, 2024.

**B13 MAIL SPECIFICATIONS – *MoDOT, Highway Patrol and Conservation Active Employee Open Enrollment Packet***

B13.1 Name of Project: Mailing and Delivery of MoDOT, Highway Patrol and Conservation Active Employee Open Enrollment Packets

B13.2 Quantity:

B13.2.1 Mailed: 1,000

B13.2.2 Quantities listed are approximate. The final quantity will be indicated at the time of order.

B13.3 Envelope Size: 10" x 13"

B13.4 Envelope Type: Polypropylene bag or other highly durable material

B13.5 Contractor will be required to assemble, package, print addresses and bar codes, as well as pre-sort the mailing

B13.6 Materials to be included in the MoDOT, Highway Patrol and Conservation Active Employee Open Enrollment Packet:

B13.6.1 2025 Dental & Vision Brochure (printed by contractor – refer to section B7)

B13.6.2 2025 Open Enrollment Worksheet – Active DV Only

B13.6.3 MOCafe Guide

B13.6.4 Label Sheet

B13.7 Most materials printed by contractor. Any materials not printed by contractor will be supplied prior to mailing.

B13.8 MCHCP will supply contractor with mailing list through an FTP site no later than Sept. 7, 2024. Only mailing addresses supplied by MCHCP can be used; no alternations to addresses are allowed.



B13.9 Postage: Best discount for first-class rate. Cost will be applied to MCHCP's pre-paid permit.

B13.10 The contractor shall satisfy all requirements of the United States Postal Service.

B13.11 MoDOT, Highway Patrol and Conservation Active Employee Open Enrollment Packets must be mailed on or before Sept. 10, 2024.

**B14 PRINT SPECIFICATIONS – *Quit Tobacco Kit***

B14.1 Name of Project: Quit Tobacco Kit

B14.2 Quantity Required: 2,000

B14.2.1 Quantities listed are approximate. The final quantity will be indicated at the time of order.

B14.3 Size: 8 ½" X 11"

B14.4 Pages: 28 + Cover

B14.4.1 The page counts listed above are approximate. The final page counts will be indicated at the time of order.

B14.5 Ink:

B14.5.1 Cover – Full color, 2 sides, with bleeds + offset coating on one side

B14.5.2 Inside – Full color throughout, with bleeds

B14.6 Composition: Image output (Adobe InDesign CC).

Contractor will be responsible for a color proof of cover and inside text pages to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B14.7 Paper:

B14.7.1 Cover Stock – 80 lb. White offset Cover

B14.7.2 Inside Stock – 50 lb. White Offset

B14.7.3 Labeled samples of paper must accompany bids for evaluation.

B14.8 Bindery: Saddle stitch

B14.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total contract price. Quality of printing shall be greater than or comparable to last year's Quit Tobacco Kit. Examples of 2024 printed materials can be provided at the contractor's request.

B14.10 Kits must be printed and delivered before Sept. 28, 2024.

**B15 SPECIFICATIONS – *Annual Comprehensive Financial Report***

B15.1 Name of Project: Annual Comprehensive Financial Report

B15.2 Quantity Required: 100

B17.2.1 Quantities listed are approximate. The final quantity will be indicated at the time of order.

B15.3 Size 7.2" x 9"

B15.4 Pages: 94 + Cover

B16.4.1 The page counts listed above are approximate. The final page counts will be indicated at the time of order.

B15.5 Ink:

B15.5.1 Cover – Full color, 2 sides, with bleeds

B15.5.2 Inside – Full color throughout, with bleeds

B15.6 Composition: Image output (Adobe InDesign CC).

Contractor will be responsible for a color proof of cover and inside text pages to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B15.7 Paper:

B15.7.1 Cover Stock – 80 lb. White Accent Cover

B15.7.2 Inside Stock – 80 lb. Accent Text

B15.7.3 Labeled samples of paper must accompany bids for evaluation.

B15.8 Bindery: Perfect bind

B15.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total contract price. Quality of printing shall be greater than or comparable to last year's Annual Comprehensive Financial Report. Examples of 2024 printed materials can be provided at the contractor's request.

B15.10 Booklets must be printed and delivered before Dec. 28, 2024.

## B16 SPECIFICATIONS – ***MCHCP Pocket Folders***

B16.1 Name of Project: MCHCP Pocket Folders

B16.2 Quantity Required: 3,000

B16.3 Size: 9" x 12"

B16.4 Pages: 1

B16.5 Ink: Full color with bleeds + flood aqueous on one side

B16.6 Composition: Image output (Adobe InDesign CC). Contractor will be responsible for a color proof to be received by MCHCP within five (5) working days from receipt of files. Proof shall be **hand-delivered to** MCHCP, 832 Weathered Rock Court, Jefferson City, MO 65101; or **mailed to** MCHCP, PO Box 104355, Jefferson City, MO 65110-4355.

B16.7: Paper: 100 lb. Gloss Cover

B16.8: Bindery: Diecut, score, fold and glue to 9 × 12 with two 4" glued pockets with business card slits on inside right pocket using a standard die.

B16.9 Quality: Poor-quality printing and/or binding shall be sufficient reason for MCHCP to reject all or any part of the completed project. The deduction for rejected items will be prorated proportionate to the total contract price. Quality of printing shall be greater than or comparable to last year's MCHCP pocket folders. Examples of 2024 printed materials can be provided at the contractor's request.

B16.10 Folders will be printed and delivered by Oct. 1, 2024.

B17 SPECIFICATIONS – ***Additional Non-Core Projects***

B17.1 Name of Project: Printing, mailing and delivery of additional non-core material projects.

B17.2 Contractor may be asked to prepare a cost proposal for printing, mailing and delivery of additional non-core materials throughout the contract term.

B17.3 Details of the request such as quantity, size and deadlines will be supplied at the time of the request.

**SECTION C  
GENERAL CONTRACTUAL REQUIREMENTS**

C1. TERMINOLOGY/DEFINITIONS

Whenever the following words and expressions appear in this RFP document or any amendment thereto, the definition or meaning described below shall apply.

C1.1 **Amendment** means a written, official modification to an RFP or to a contract.

C1.2 **Attachment** applies to all forms which are included with an RFP to incorporate any informational data or requirements related to the performance requirements and/or specifications.

C1.3 **Bidder** means the person or organization that responds to this RFP by submitting a proposal with prices to provide the services as required in the RFP document.

C1.4 **Contract** means a legal and binding agreement between two or more competent parties, in consideration for the procurement of services as described in this RFP.

C1.5 **Contractor** means a person or organization who is a successful bidder as a result of this RFP and who enters into a contract with MCHCP for services described herein.

- C1.6 **Exhibit** applies to forms which are included with this RFP for the bidder to complete and return with the sealed proposal prior to the specified filing date and time.
- C1.7 **May** means permissible, but not required.
- C1.8 **Must** means that a certain feature, component, or action is a mandatory condition. Failure to provide or comply may result in a breach.
- C1.9 **Pricing Pages** apply to the form(s) on which the bidder must state the price(s) applicable for the services required in the RFP. The pricing pages must be completed and returned by the bidder with the sealed proposal prior to the specified proposal filing date and time.
- C1.10 **Request for Proposal (RFP)** means the solicitation document issued by MCHCP to potential bidders for the purchase of services as described in the document. The definition includes Exhibits, Attachments, and Amendments thereto.
- C1.11 **RSMo (Revised Statutes of Missouri)** refers to the body of laws enacted by the Missouri Legislature. Chapter 103 of the Revised Statutes of Missouri is the primary chapter governing the operations of MCHCP.
- C1.12 **Shall** has the same meaning as the word "must."
- C1.13 **Should** means desirable but not mandatory.

## C2 INVOICING AND PAYMENT

- C2.1 MCHCP does not pay state or federal taxes unless otherwise required under law or regulation.
- C2.2 MCHCP assumes no obligation for equipment, supplies and/or services shipped or provided in excess of the quantity ordered. Any unauthorized quantity is subject to MCHCP's rejection and shall be returned at the contractor's expense.
- C2.3 Payment will be made to the name and address identified in the contract as the "contractor" unless (a) the contractor has authorized a different name and mailing address in writing or (b) unless a court of law specifies otherwise.
- C2.4 The contractor agrees that the fee due for all services performed by the contractor shall be billed by the end of the month following delivery.
- C2.5 Payment will be remitted to contractor by the tenth of the month following the month in which MCHCP receives a bill from Contractor for the services provided. Contractor shall bill for services only after delivery is made.

## C3 TITLES

- C3.1 Titles of paragraphs used herein are for the purpose of facilitating reference only and shall not be construed to infer a contractual construction of language.

## C4. MODIFICATIONS TO OR TRANSFERS OF INTEREST IN THE CONTRACT

- C4.1 Any change in the contract including the Scope of Work described herein, whether by modification and/or supplementation, must be accompanied by a formal contract amendment signed and approved by and between the duly authorized representatives of the contractor and MCHCP. Any such amendment shall

specify an effective date, any increases or decreases in the amount of the contractor's compensation, if applicable, entitled as an "Amendment," and signed by the parties identified in the preceding sentence. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment to the contract.

C4.2 The contractor shall not transfer any interest in the contract, whether by assignment or otherwise, without the prior written consent of MCHCP.

## C5 APPLICABLE LAWS AND REGULATIONS

C5.1 The contract shall be construed according to the laws of the state of Missouri. The contractor shall comply with all local, state and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.

C5.2 To the extent that a provision of the contract is contrary to the Constitution or laws of the state of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and MCHCP.

C5.3 The contractor must timely file and pay all Missouri sales, withholding, corporate and any other required Missouri tax returns and taxes, including interest and additions to tax.

C5.4 The exclusive venue for any legal proceeding relating to or arising out of the RFP or resulting contract shall be in the Circuit Court of Cole County, Missouri.

C5.5 The contractor represents himself or herself to be an independent contractor offering such services to the general public and shall not represent himself or herself or his or her employees to be an employee of MCHCP. Therefore, the contractor shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, etc., and agrees to indemnify, save, and hold MCHCP, its officers, agents, and employees, harmless from and against, any and all loss; cost (including attorney fees); and damage of any kind related to such matters.

## C6 COMMUNICATIONS AND NOTICES

C6.1 Any written notice to the contractor shall be deemed sufficient when deposited in the United States mail with postage prepaid, transmitted by facsimile or email, or hand-carried and presented to an authorized employee of the contractor at the contractor's address as listed in the contract.

## C7 INVENTIONS, PATENTS AND COPYRIGHTS

C7.1 The contractor shall defend, protect, and hold harmless MCHCP, its officers, agents, and employees against all suits of law or in equity resulting from patent and copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

C7.2 All material developed or acquired by the contractor as a result of work under the contract shall become the property of MCHCP. No material prepared by the contractor shall be released to the public without the prior written consent of MCHCP.

## C8 NONDISCRIMINATION AND AFFIRMATIVE ACTION

- C8.1 In connection with the furnishing of services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, ancestry, age, sexual orientation, disability, or veteran status. If the contractor or subcontractor employs at least 50 persons, they shall have and maintain an affirmative action program which shall include:
- C8.1.1 A written policy statement committing the organization to affirmative action and assigning management responsibilities and procedures for evaluation and dissemination;
  - C8.1.2 The identification of a person designated to handle affirmative action;
  - C8.1.3 The establishment of nondiscriminatory selection standards, objective measures to analyze recruitment, an upward mobility system, a wage and salary structure, and standards applicable to layoff, recall, discharge, demotion and discipline;
  - C8.1.4 The exclusion of discrimination from all collective bargaining agreements; and
  - C8.1.5 Performance of an internal audit of the reporting system to monitor execution and to provide for future planning.

C9 AMERICANS WITH DISABILITIES ACT

- C9.1 In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

C10 TERMINATION AND BREACHES

- C10.1 No provision in the contract shall be construed, expressly or implied, as a waiver by MCHCP of any existing or future right and/or remedy available by law in the event of any claim by MCHCP of the contractor's default or breach of contract. It is expressly agreed that MCHCP may obtain an injunction for breach or anticipated breach of contract.
- C10.2 Contractor acknowledges that delay of delivery of final product as agreed to in the delivery schedule will cause economic damages to MCHCP in amounts that are impossible or very difficult to ascertain with certainty and that liquidated damages represent a fair, reasonable and appropriate estimate thereof. In the event that contractor fails to deliver final product as agreed to in the delivery schedule, Contractor agrees to pay liquidated damages of \$200.00 per each complete working day that elapses following scheduled date that the final product has not been delivered/mailed, up to a maximum of \$3,000.00, provided that MCHCP has fulfilled its obligations. Contractor acknowledges that the liquidated damages contemplated in this paragraph are only for damages caused by delay in delivery of the final product and in no way limit MCHCP's other remedies in the event of a material breach of contract.
- C10.3 Notwithstanding any other provision, MCHCP reserves the right to terminate this Contract at the end of any month by giving thirty (30) days notice.
- C10.4 In the event of material breach of the contractual obligations by the contractor, MCHCP may cancel the contract. At its sole discretion, MCHCP may give the contractor an opportunity to cure the breach or to explain how the breach will be cured. The actual cure must be completed within no more than five (5) working days from notification.
- C10.5 If the contractor fails to cure the breach or if circumstances demand immediate action, MCHCP may issue a notice of cancellation terminating the contract immediately.

- C10.6 If MCHCP cancels the contract for material breach, MCHCP reserves the right to obtain the services to be provided pursuant to the contract from other sources and upon such terms and in such manner as MCHCP deems appropriate and charge the contractor for any additional costs incurred thereby.
- C10.7 The contractor shall hold MCHCP harmless and indemnify MCHCP for any damages or expenses paid or incurred by MCHCP as a result of the contractor's performance, or failure to perform, any of the terms and conditions of the contract. This obligation includes any negligent acts or omissions of contractor.
- C10.8 The contractor understands and agrees that MCHCP will not save, hold harmless and/or indemnify the contractor or employees against any liability incurred or arising as a result of any activity of the contractor or any activity of the contractor's employees related to the contractor's performance under the contract. Therefore, the contractor must acquire and maintain adequate liability insurance in the form(s) and amount(s) sufficient to protect MCHCP, its agencies, its employees, its clients and the general public against any such loss, damage and/or expense related to its performance under the contract.
- C10.9 A written contract between MCHCP and the contractor shall be executed upon award of the RFP. The contract will reflect this RFP and any amendments thereto, and the proposal submitted by the contractor in response to this RFP. In the event of any inconsistency between the RFP and the contractor's responsive proposal, the language of the RFP will govern. However, MCHCP reserves the right to clarify in contract or by written amendment any aspect of the contractual relationship with the concurrence of the contractor, and such clarification shall govern in the event of any conflict with applicable provisions in the RFP or the contractor's responsive proposal. The contractor understands and agrees that the contractor's responsive proposal may be accepted by MCHCP without further clarification and that the contractor may be held to any terms or commitments made therein. A sample contract is included with this RFP for review by contractor. Any modifications requested must be submitted with the bid.

## C11 CONFIDENTIALITY

- C11.1 Confidentiality: If awarded contract, bidder will be required to sign a Business Associate Agreement (BAA). A sample BAA is included with this RFP. Any modifications requested must be submitted with the bid. Contractor will have access to private and/or confidential data maintained by MCHCP to the extent necessary to carry out its responsibilities under this contract. No private or confidential data received, collected, maintained, transmitted, or used in the course of performance of this contract shall be disseminated by contractor except as authorized by MCHCP, either during the period of this contract or thereafter. Contractor must agree to return any or all data furnished by MCHCP promptly at the request of MCHCP in whatever form it is maintained by contractor. On the termination or expiration of this contract, contractor will not use any of such data or any material derived from the data for any purpose and, where so instructed by MCHCP, will destroy or render it unreadable.

**SECTION D  
EVALUATION OF PROPOSALS**

**D1. EVALUATION PROCESS**

D1.1 After determining that a proposal satisfies the mandatory requirements stated in the RFP, the comparative assessment of the relative benefits and deficiencies of the proposal in relationship to the published evaluation criteria shall be made. The award of a contract resulting from this RFP shall be based on the lowest-cost and best proposal received in accordance with the evaluation criteria stated below:

Evaluation Criteria:

D1.1.1	Price	40 points
D1.1.2	Experience and Expertise	30 points
D1.1.3	Proposed Method of Performance	20 points
D1.1.4	Amount of Work Subcontracted	10 points
D1.1.5	MBE/WBE Participation Commitment	10 points

D1.2 Each proposal will be evaluated as a whole, and each project will also be evaluated individually. MCHCP reserves the right to award the entire project to one vendor or to award individual projects to different vendors or to award only the printing portion of the RFP. MCHCP also reserves the right to not go forward with any project.

D1.3 MCHCP reserves the right to consider historic information and fact, whether gained from the bidder's proposal, prior experience with the bidder, question-and-answer conferences, references, or any other source, in the evaluation process.

D1.4 The bidder is cautioned that it is the bidder's sole responsibility to submit information related to the evaluation categories and that MCHCP is under no obligation to solicit such information if it is not included with the bidder's proposal. Failure of the bidder to submit such information may cause an adverse impact on the evaluation of the bidder's proposal.

D1.5 The bidder's proposed participation of MBE/WBE firms in meeting the targets of the RFP will be considered in the evaluation process. A maximum of MBE/WBE participation points of 10 points will be awarded based on the participation amount proposed by the bidder. Awarded MBE/WBE participation points will be added to the non-financial points earned by the bidder.



**SECTION E  
QUESTIONNAIRE**

**E1. VENDOR INFORMATION**

E1.1 Name, address of your company and key contacts.

E1.2 How long has your company been in business?

E1.3 How many people does your company employ?

E1.4 List the number of person hours planned for included services.

**E1.5 Confirmation of Deadlines**

<b>Scope of Work Section</b>	<b>Print Project</b>	<b>Deadline</b>	<b>Initial to Confirm</b>
<b>B2</b>	Printing of Open Enrollment Postcards	Aug. 6, 2024	
<b>B4</b>	Printing of Enrollment Guides	Sept. 7, 2024	
<b>B5</b>	Printing of 2025 SBC	Sept. 7, 2024	
<b>B6</b>	Printing of 2025 Dental & Vision Brochure	Sept. 7, 2024	
<b>B7</b>	Printing of Open Enrollment Fact Sheets	Sept. 7, 2024	
<b>B8</b>	Printing of Open Enrollment Forms	Sept. 7, 2024	
<b>B14</b>	Printing of Quit Tobacco Kit	Sept. 28, 2024	
<b>B17</b>	Printing of Annual Comprehensive Financial Report	Dec. 28, 2024	
<b>B18</b>	Printing of MCHCP Pocket Folders	Oct. 1, 2024	

<b>Scope of Work Section</b>	<b>Mail Project</b>	<b>Deadline</b>	<b>Initial to Confirm</b>
<b>B3</b>	Mailing and Delivery of Open Enrollment Postcards	Aug. 10, 2024	
<b>B9</b>	Mailing and Delivery of Active State Open Enrollment Packet	Sept. 10, 2024	
<b>B10</b>	Mailing and Delivery of Medicare Retiree Open Enrollment Packet	Sept. 10, 2024	
<b>B11</b>	Mail and Delivery of Non-Medicare Retiree Open Enrollment Packet	Sept. 10, 2024	
<b>B12</b>	Mailing and Delivery of MoDOT, Highway Patrol and Conservation Retiree Open Enrollment Packet	Sept. 10, 2024	
<b>B13</b>	Mailing and Delivery of MoDOT, Highway Patrol and Conservation Active Employee Open Enrollment Packets	Sept. 10, 2024	

## E2. SUBCONTRACTORS

Bidders must submit a detailed proposal regarding the services to be performed, including which, if any, of the services will be outsourced. The proposal should include the number of person hours planned for the included services.

E2.1 What percentage of the services performed under this contract will be completed in-house?

E2.2 If the answer to E2.1 is less than 100 percent, please explain why outsourcing is necessary.

E2.3 List the subcontractor(s) and where they are located.

E2.4 List of any Minority/Women Business Enterprises (M/WBE) that you will be using as subcontractors to provide the services requested in this RFP. Also, please provide the percentage of subcontractors that are M/WBE.

## E3. VENDOR PROFILE

E3.1 Does your company have appropriate licensure by the state of Missouri? If so, provide proof of licensure with this questionnaire. If not, please explain.

E3.2 Provide a description of the proposed services that will be performed and/or the proposed products that will be provided by Missourians and/or Missouri products.

E3.3 Provide a description of the economic impact returned to the state of Missouri through tax revenue obligations or otherwise.

E3.4 Provide a description of the company's economic presence within the state of Missouri (e.g. type of facilities: sales offices, sales outlets, divisions, manufacturing, warehouse, other), including Missouri employee statistics.

E3.5 Is your company a Minority/Women Business Enterprises (M/WBE)? If so, please provide certification from the Office of Administration.

**EXHIBIT A  
PRICING PAGE**

All prices should be based on estimated volume. Indicate the basis for pricing; for example, whether it is per product (such as postcard, newsletter or enrollment guide) or is the basis for the entire individual project. Please provide any dollar variance that may occur if actual volume is different from estimated volume. Bidders are required to provide guaranteed pricing for the first year, with not-to-exceed pricing for the succeeding years (years two and three that are available as a renewal option to MCHCP).

<b>Scope of Work Section</b>	<b>Print Project</b>	<b>Print Price including Delivery</b>	<b>Price basis (per piece or per project)</b>
<b>B2</b>	Printing of Open Enrollment Postcards	\$	
<b>B4</b>	Printing of Enrollment Guides	\$	
<b>B5</b>	Printing of 2025 SBC	\$	
<b>B6</b>	Printing of 2025 Dental & Vision Brochure	\$	
<b>B7</b>	Printing of Open Enrollment Fact Sheets	\$	
<b>B8</b>	Printing of Open Enrollment Forms	\$	
<b>B14</b>	Printing of Quit Tobacco Kit	\$	
<b>B17</b>	Printing of Annual Comprehensive Financial Report	\$	
<b>B18</b>	Printing of MCHCP Pocket Folders	\$	

The pricing (per page) for changes to any of the print project proofs is (Please note if per page pricing varies by project): \$ \_\_\_\_\_.

<b>Scope of Work Section</b>	<b>Mail Project</b>	<b>Mail Price</b>	<b>Price basis (per piece or per project)</b>
<b>B3</b>	Mailing of Open Enrollment Postcards	\$	
<b>B9</b>	Mailing of Active State Open Enrollment Packet	\$	
<b>B10</b>	Mailing of Medicare Retiree Open Enrollment Packet	\$	
<b>B11</b>	Mailing of Non-Medicare Retiree Open Enrollment Packet	\$	
<b>B12</b>	Mailing of MoDOT, Highway Patrol and Conservation Retiree Open Enrollment Packet	\$	
<b>B13</b>	Mailing of MoDOT, Highway Patrol and Conservation Active Employee Open Enrollment Packets	\$	

**Additional Non-Core Projects**

Please provide a not-to-exceed fee schedule(s) for common printing jobs (including one for color and one for black and white) of non-core projects. The proposed fee schedule(s) may vary by volume.

Suggested modifications to reduce cost, and pricing with any modifications to bid specifications:

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Company: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT B  
CONTRACTOR CERTIFICATION  
OF COMPLIANCE WITH FEDERAL EMPLOYMENT LAWS**

\_\_\_\_\_ (hereafter referred to as "contractor") hereby certifies that all of contractor's employees and its subcontractors' employees assigned to perform services for the Missouri Consolidated Health Care Plan ("MCHCP") and/or its members are eligible to work in the United States in accordance with federal law.

Contractor acknowledges that MCHCP is entitled to receive all requested information, records, books, forms and any other documentation ("requested data") in order to determine whether contractor is in compliance with federal law concerning eligibility to work in the United States and to verify the accuracy of such requested data. Contractor further agrees to fully cooperate with MCHCP in its audit of such subject matter.

Contractor also hereby acknowledges that MCHCP may declare contractor has breached its Contract if MCHCP has reasonable cause to believe that contractor or its subcontractors knowingly employed individuals not eligible to work in the United States. MCHCP may then lawfully and immediately terminate its contract with contractor without any penalty to MCHCP and may suspend or debar contractor from doing any further business with MCHCP.

THE UNDERSIGNED PERSON REPRESENTS AND WARRANTS THAT HE/SHE IS DULY AUTHORIZED TO SIGN THIS DOCUMENT AND BIND THE CONTRACTOR TO SUCH CERTIFICATION.

Contractor

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_