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Clinton County RESA Office of Innovative Projects

13109 Schavey Rd. Suite 4 • DeWitt, MI 48820 • Toll Free: (866) 334-5437 • Fax: (517) 668-0446
www.eotta.ccrea.org • www.1800EarlyOn.org • www.ProjectFindMichigan.org • www.EarlyOnCenter.org

REQUEST FOR PROPOSALS

Title: *Early On*® Michigan E-Store

Posted: March 18, 2010

Due: April 12, 2010

Award: April 21, 2010

Agency Information: *Early On* Public Awareness (EOPA), an Innovative Project of Clinton County RESA, is responsible for outreach and child find activities related to *Early On* Michigan, the state’s early intervention system for infants and toddlers with disabilities or delays and their families. EOPA is funded by a grant from the Michigan Department of Education through the Individuals with Disabilities Education Act, Part C.

Contact: Victoria Meeder, Marketing and Public Awareness Supervisor
(517) 668-0185

Duration: 1 year with annual renewals for up to 4 years, dependent upon performance, including customer satisfaction

Need: *Early On* Public Awareness seeks to enter into a contractual agreement with a vendor for the purposes of supporting *Early On* Michigan outreach and child find efforts. This is to be accomplished by providing access for *Early On* Michigan providers and stakeholders to an online store for the purchase of promotional items such as t-shirts, pens, portfolios, coffee cups, baby wipes containers, ice scrapers, briefcases, and bags with the *Early On* logo and/or graphic design. The intent is to enhance awareness, increase efficiency, and save costs by combining orders from programs throughout Michigan in order to acquire a lower per-unit cost. The vendor would offer a link from <http://1800EarlyOn.org> to the vendor’s webpage that is dedicated solely to the sale of *Early On* Michigan promotional products.

Contract: Applicants will state price and cost structure for the products specified in Attachment A. Product pricing will be one component of the contract awarded to the vendor. Other contractual language will include: a 30-day turn around time for filling orders, appropriate use of the *Early On* logo on approved products only, shipping and handling cost structure, ability to offer sales tax exemption for public agencies including intermediate school districts, maintenance and dissemination of current inventory of *Early On* products, regular reporting on product sales, and measurement of performance, including customer satisfaction.

It is the policy of the Clinton County Regional Educational Service Agency (RESA) that no discriminatory practices based on gender, race, religion, color, age, national origin, disability, height, weight, marital status, sexual orientation, political affiliations and beliefs, or any other status covered by federal, state or local law be allowed in providing instructional opportunities, programs, services, job placement assistance, employment or in policies governing student conduct and attendance. Any person suspecting a discriminatory practice should contact the Associate Superintendent for Special Education, 1013 South US-27, St. Johns, MI 48879, or call 989-224-6831.

Product Pricing: Please provide pricing for the items listed in Attachment A. Include percentage of mark up for each item.

Shipping Costs: Include shipping costs as specified in Attachment A.

Sample Webpage: Please submit a URL for demonstrating a sample format for the *Early On* E-Store webpage.

Review Criteria: Proposals will be reviewed with the following criteria:

1. Stated ability to meet needs specified under “Contract” above (20 points);
2. Competitive product pricing (40 points);
3. Competitive shipping and handling pricing (20 points); and
4. Sample webpage – visual appeal and user-friendliness (20 points)

Submit original proposal and four copies by 4:00 p.m. April 12, 2010 to:

Victoria Meeder, Marketing and Public Awareness Supervisor
Clinton County RESA – *Early On*® Public Awareness
13109 Schavey Road, Suite 4
DeWitt, MI 48820

Applications submitted electronically or via facsimile will **not** be accepted.

Questions may be directed to Meeder_V@ccresa.org or (517) 668-0185.

1. Adult Heavyweight Cotton T-Shirt 100% cotton

- White/Dark Blue/Baby Blue
- Pre-shrunk
- Double-needle stitching
- Standard Imprint Area: 3 3/4"h x 3 3/4"w on left chest
- 2 color logo (no embroidery)

Include cost structure for product and shipping and handling based on quantities of 10/25/50/100 to the following areas: Lansing, Detroit, and Marquette.

2. Adult Heavyweight Cotton Sweatshirt

- 50/50 cotton/polyester blend
- White/Dark Blue/Baby Blue
- Embroidered logo – 2 color

Include cost structure for product and shipping and handling based on quantities of 10/25/50/100 to the following areas: Lansing, Detroit, and Marquette.

3. Ice scraper

- 10"
- Heavy duty scraping blade
- Grip handle
- Mix/match blade and handle colors
- Company logo

Include cost structure for product and shipping and handling based on quantities of 10/25/50/100 to the following areas: Lansing, Detroit, and Marquette.

4. Rolling Computer Brief Bag

- Business bag/office/travel/computer
- Padded laptop compartment
- Wheels
- 2-color company logo

Include cost structure for product and shipping and handling based on quantities of 5/10/15/25/50 to the following areas: Lansing, Detroit, and Marquette.

5. Padfolios

- Black leather
- Embossed company logo hot/foil stamped
- Pen loop
- Place for pad of paper

Include cost structure for product and shipping and handling based on quantities of 5/10/15/25/50 to the following areas: Lansing, Detroit, and Marquette.

6. Portfolios

- 13”h x 10”w
- Accordion style
- Bungee cord
- Company logo

Include cost structure for product and shipping and handling based on quantities of 5/10/25/50 to the following areas: Lansing, Detroit, and Marquette.

7. Pens

- Retractable pen
- Rubber grip
- Ink color: black or blue
- Company logo

Include cost structure for product and shipping and handling based on quantities of 50/100/200/300/400 to the following areas: Lansing, Detroit, and Marquette.

8. Hand Sanitizer with Carabiner

- Company logo
- 1.9 oz (travel size)

Include cost structure for product and shipping and handling based on quantities of 25/75/200/300 to the following areas: Lansing, Detroit, and Marquette.

9. Golf Umbrella

- 6” x 11 ¾” x 12 1/8”
- Screen printed
- Company logo 1 color

Include cost structure for product and shipping and handling based on quantities of 10/25/50/100 to the following areas: Lansing, Detroit, and Marquette.

10. Baby Wipes Containers

- White wipes holder
- Holds standard wipes when bought in bulk
- Wipes not included
- Size: 8 ½” x 4 ½” x ¾”
- Company logo

Include cost structure for product and shipping and handling based on quantities of 25/75/200/300 to the following areas: Lansing, Detroit, and Marquette.

11. Dry Erase Board

- Magnetic
- 8 ½” x 11”
- Includes wet erase pen and clip
- Company logo

Include cost structure for product and shipping and handling based on quantities of 25/75/200/300 to the following areas: Lansing, Detroit, and Marquette.

12. 16 oz. Steel Travel Tumbler Mug

- Polished steel
- Foam insulation
- Non-skid base
- 2 color Company logo – screen printed

Include cost structure for product and shipping and handling based on quantities of 25/75/200/300 to the following areas: Lansing, Detroit, and Marquette.

13. Mini-Pro Travel Bag Organizer

- Zippered closure
- Adjustable shoulder strap
- 4” exterior zippered pockets
- 420 denier nylon
- Size: 5” x 6” x 2 ¾”
- Screen print for Company logo

Include cost structure for product and shipping and handling based on quantities of 25/75/200/300 to the following areas: Lansing, Detroit, and Marquette.

11. ½” Nylon Lanyard for Badges

- 5/16” x 12”
- Screen print for company name
- Metal ID card holder

Include cost structure for product and shipping and handling based on quantities of 25/75/200/300 to the following areas: Lansing, Detroit, and Marquette.