

EASTERN BAND OF CHEROKEE INDIANS

REQUEST FOR PROPOSALS  
PRINT SERVICES FOR THE TRIBAL NEWSPAPER  
CHEROKEE ONE FEATHER

FY 2015



August 12, 2014

**FOR THE OFFICE OF DESTINATION MARKETING**

***EBCI COMMERCE DIVISION***

FY2015 COF PRINT SERVICES RFP

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## **SCOPE OF THE RFP**

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This Request for Proposal contains the instructions for submitting your proposal. It includes a description of the services to be provided, the selection criteria, as well as other requirements for the proposal to be eligible for consideration.

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## **INTRODUCTION**

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In December 1965, the Eastern Band of Cherokee Indians began printing an official newspaper to provide the community with government affairs information and community news. The tribal government established and named the paper “The Cherokee One Feather”.

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## **BACKGROUND**

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The newspaper has grown in tandem with the population and economy of the tribe. Once a five business letter page document, the paper has evolved into a commercial, tabloid-size. At a current print circulation of approximately 2100, the tribe needs the services of a commercial printer to produce The One Feather.

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## **REQUEST FOR PROPOSAL (RFP) COORDINATION**

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**The point of contact for this Request for Proposal (RFP) shall be:**

Robert L. Jumper  
Tribal Newspaper Editor  
Eastern Band of Cherokee Indians  
PO Box 501  
Cherokee, NC 28719  
Phone: (828) 554-6482  
Fax: (828) 554-6711  
Email: robejump@nc-chokeee.com

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**RFP SCHEDULE OF EVENTS**

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August 13, 2014	Issue RFP	CHEROKEE ONE FEATHER OFFICE
August 29, 2014	Proposal Submission Deadline (3:30 PM EST)	CHEROKEE ONE FEATHER OFFICE
September 1, 2014	Bid Review for proposal	CHEROKEE ONE FEATHER OFFICE
September 3, 2014	Notice of Award/Contract Negotiations	CHEROKEE ONE FEATHER OFFICE

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**RFP AMENDMENT AND CANCELLATION**

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The EBCI reserves the right to amend this RFP in writing at any time. The Tribe also reserves the right to cancel or reissue at its sole discretion. If an amendment is issued, it will be provided to all by an advertisement in the Cherokee One Feather (the Tribe's newspaper), and distribution through the Tribe's Employment Rights Office. Vendors must respond to the final written RFP and any exhibits, attachments and amendments. If it becomes necessary to revise any part of this RFP, pertinent information will be issued to all parties who have submitted a letter of intent to propose. All addenda must be acknowledged.

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**SCOPE OF WORK**

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**Services to be provided:**

Contractor shall furnish all services, personnel, labor, goods, equipment, tools, materials, supplies, transportation, tests and supervision required to complete the Work described in this paragraph:

Contractor Shall:

- Printer shall provide EBCI Cherokee One Feather with the print services on a weekly basis to include a tabloid size newspaper (typical size number of pages 24 to 40 pages) in full color.

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Specifications:	Total finish page (tabloid size)	10.75 X 12"
	Standard Tab Page Size	9.5" X 11"
	Output Resolution	1270 dpi
	Line Screen	100 lpi
	Minimum Photo Resolution	200 dpi Scaled no more than 5%
	Minimum Line Art Resolution	300 dpi Scaled no more than 5%
	Color Space	CMYK No "Rich" Black (100% each of CMYK)
	Required File Type	PDF, Fonts embedded
	Dot Gain	20 to 25%

- As needed, special printings, such as insert pages and advertising tabs, will be required.
- Printer must be able to print and deliver the weekly editions (up to approximately 2400 copies) of the newspaper to Cherokee within 12-15 hours of final file being sent to the printer.
- Finished newspaper run must be delivered to Cherokee prior to Wednesday morning (7:45 am Eastern) of each week in bundles of 50 at a location designated by the Cherokee One Feather staff.

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## THE SELECTION PROCESS

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The following is a general description of the process by which the vendor will be selected:

**Request for Proposals (RFP) is issued to prospective firms AND BY ADVERTISEMENT TO THE PUBLIC.**

**One original and a copy of the original must be received in a sealed envelope from each proposing Contractor. The copy shall be signed and dated by an official that is authorized or has power of attorney to bind the proposing Contractor.** Unsigned proposals or those that lack any portion of the required review criteria will not be considered. Incomplete proposals will not be considered.

**All proposals must be received by the issuing agency not later than the date and time specified in the "RFP Schedule of Events."** Hand delivered proposals may be presented at the Cherokee One Feather Editor's Office in the Ginger Lynn Welch Complex at 810 Acquoni Road., Cherokee, North Carolina, by the aforementioned deadline. Delivery to any other location of the Tribal government or its subsidiaries will not be considered delivered.

**Proposals/bids must have the information listed in the proposal format section of this request for proposal.**

**Interviews with finalists: Will be conducted if necessary.**

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**Notice of Award: The Destination Marketing Office will notify finalists of the final award.**

Preference will be given to qualified Indian contractors who qualify under the Tribe's contracting preference law.

**THIS IS NOT A CONTRACT OR AN OFFER TO CONTRACT** - Vendors submitting proposals are cautioned that this is a request for proposals, not a request to contract, or an offer to contract, or an acceptance of any proposal or offer. The Eastern Band of Cherokee Indians reserves the unqualified right to reject any and all proposals when such rejection is deemed to be in the best interest of the Tribe. Additionally, only submitted written questions may be addressed in Addenda; oral questions and responses are not official and do not change the requirements of this RFP. The firm that is selected and successfully negotiates agreeable terms will contract for services with the Eastern Band of Cherokee Indians. This RFP will be attached to the contract to serve as the scope of work, either as it is originally proposed or mutually agreed in modification.

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## **PROPOSAL FORMAT**

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**THE RESPONSE TO THE RFP SHALL CONSIST OF THE FOLLOWING SECTIONS:**  
(Proposal sections should be in the order they are listed.) ALL AREAS LISTED IN SCOPE OF WORK

### **FIRM EXPERIENCE**

1. List work experience relevant to the proposal
2. List of references as described below.

### **PRICE**

- Pricing will include breakdown based on number of pages per edition in increments of 24 pages, 28 pages, 32 pages, 36 pages, 40 pages. Include a breakdown that includes total price for the run, price per piece and price per page.
- Include rates for inserts into the newspaper and any parameters for inserts.

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- All fees for service and delivery must be included in the proposal

**REFERENCES (PLEASE LIST MINIMUM OF 3)**

Provide all of the following information for each reference noted.

**Name of Business**

**Type of Business**

**Address**

**Contact Person's Name**

**Contact Person's phone number; fax number; e-mail address.**

Omission of information, without explanation, may cause the submitted proposal to be rejected or result in loss of eligibility. Omission of information here will be considered an incomplete bid. If the firm does not have references, a statement of explanation should be submitted with the proposal.

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**CONTRACT DEVELOPMENT**

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**GENERAL**

Upon execution of the contract, a copy of this RFP will be attached to the contract and all conditions of this RFP will become conditions of the contract unless specific terms of the RFP are deleted by other terms of the contract.

**FINANCIAL STABILITY**

If requested, prior to contract negotiations and award, the selected firm may be required to furnish appropriate documentation to substantiate the financial stability of the firm to undertake this project. **The firm and/or its principal administrators/managers/owner(s) will be subject to a background investigation for criminal or civil violations. The Contractor (if applicable) will be subject to an investigation of judgments or pending civil and criminal activity. A credit report will be requested.**

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## APPLICABLE LAWS AND PROCESSES

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The selected entity shall be required to follow any and all requirements of the EBCI, Tribal Employment Rights Office, and any other Governmental Entities the EBCI deems applicable; this will include all Laws, Regulations, Policies and Procedures mandated by the Eastern Band of Cherokee Indians. These will be strictly adhered to where applicable.

As a sovereign nation, the EBCI makes and enforces its own real estate, development and other business activity regulations on tribal land. Any of them may be applicable to your proposal. They can be found at [www.municode.com](http://www.municode.com). Click on “online library”, then on “North Carolina”, then on “Cherokee Indians Eastern Band Code of Ordinances” to get to the Cherokee code of Ordinances.

Key laws to be aware of in making your proposal:

- Cherokee Code Chapter 47, Real Property
- Cherokee Code Chapter 92, Article V, Tribal Business Preference Law
- Cherokee Code Chapter 105, Taxation