



Park Hill School District

Building Successful Futures • Each Student • Every Day

REQUEST FOR PROPOSAL:

Printing Services

1. INTRODUCTION

1.1 RFP Objective

The Park Hill School District is accepting proposals for the printing of district communications, advertising and marketing materials that will be distributed throughout the district. On average the district produces between 500,000 and 650,000 pieces of content per year.

1.2 About the Park Hill School District

The Park Hill School District covers 71 square miles in southern Platte County, north of downtown Kansas City, Missouri.

Park Hill is a public school district, serving students from pre-kindergarten through grade 12. The district includes eleven elementary schools, four middle schools, two high schools, the LEAD Innovation Studio, a day treatment school and an early childhood education center.

Park Hill School District has almost 12,000 students and employs more than 1,800 staff members.

1.3 Process and Schedule

Item	Date
Proposal issued	January 23, 2023
Pre-proposal meeting (required) Microsoft Teams meeting Join on your computer, mobile app or room device Click here to join the meeting Meeting ID: 265 131 258 967 Passcode: Yj8grp Download Teams Join on the web	February 3, 2023 at 11 a.m.

Or call in (audio only) +1 816-702-6527,,961253986# United States, Kansas City Phone Conference ID: 961 253 986# Find a local number Reset PIN Learn More Meeting options	
Proposals due from providers	March 6, 2023 at 3 p.m. (CST)
Interviews of selected providers	March 16
Notification of selection status	2-4 business days

1.4 RFP Contact

Samantha Fitzgerald, communications and marketing specialist
(816) 359-6716

fitzgeraldsa@parkhill.k12.mo.us

7703 NW Barry Road
Kansas City, MO 64153

1.5 Evaluation Criteria

The evaluation will include, but is not limited to:

1. Ability to meet or exceed the requirements
 2. Completeness and quality of response
 3. Turnaround time
 4. Pricing
 5. Previous relationship with the district
 6. Qualifications
 7. Implementation and technical support
-

1.6 Proposal Costs

All costs relating to the preparation and submission of the provider's response to this RFP shall be the responsibility of the provider. Park Hill School District's acceptance of the provider's response in no way obligates it to purchase any products or services offered by the provider.

1.7 Interviews

As part of the review process, the Park Hill School District might ask the provider to participate in an interview. Any costs associated with the interview, including travel and calling costs, will be the responsibility of the provider.

2. RESPONSE: PROVIDER QUALIFICATION

Please provide your responses and return via email to smallc@parkhill.k12.mo.us no later than 3 p.m. (CST) on March 6, 2023

2.1 About the Provider

Please supply a brief description of your company, including the number of years in operation and the number of employees.

[INSERT RESPONSE HERE]

2.2 Industry Experience

What is the average level of experience for your staff? What is the industry experience of your production managers? What certifications do they hold? What are the monthly volumes for your largest and average customers?

[INSERT RESPONSE HERE]

2.3 Differentiation

Describe what you think differentiates your organization from other industry providers.

[INSERT RESPONSE HERE]

2.4 Proposed Project Team

Please provide information about the implementation team and departments involved in delivering the proposed service to the Park Hill School District.

[INSERT RESPONSE HERE]

2.5 Customers

Please supply a sample list of your active clients, including any K-12 educational clients, and provide examples of your best work.

[INSERT RESPONSE HERE]

2.6 Partnering

Provide the names of any partners relevant to this RFP. Please describe their role in the response.

[INSERT RESPONSE HERE]

3. RESPONSE: PROPOSED SOLUTION

3.1 Product – Printing Services

Vendors will provide quality products and services including, but not limited to the following. Examples are included in the appendix. We design most projects in-house.

1. Athletic Posters

Quantities: 100-200 pieces, 3 times per year, totalling 800

Size: 17" X 24"

Gloss cover 80#

Color: Full color with bleed

Print: 1-sided

2. Athletic Game Programs

Quantities: 100-600 pieces, 6 times per week, totalling 17,000+

Size: 8.5" x 11" (17x11 spread)

Gloss cover 80#, matte interior 60#

Color: Full color with bleed

Print: 2-sided, saddle stitch

24 hour turnaround

3. Magazines

Quantities: 35,000 pieces, 4 times per year, totalling 140,000+

Size: 8.5" x 11" (17X11 spread)

Gloss all pages 80#

Color: full color with bleed

Print: 2-sided, saddle stitch

4. Catalogs

Quantities: 92,000 pieces, 3 times per year, totalling 276,000+

Size: 8.5" x 11"

Gloss cover, inside matte

Saddle stitch

5. Fine /Performing Arts Programs

Quantities: 200-1,000 pieces, throughout the year, totalling
7,000+

Size: 5.5" X 8.5" (11X8.5 spread)

Gloss all pages 80#

Color: 4 color process, 4c, 2s, fold 1/2

Print: 2-sided, saddle stitch

6. Other as needed

Booklets

Bond/levy mailers

Events

3.2 Scope of Services

	Response (please provide details)
Provide the highest possible quality of cost-efficient printing and customer service.	
Provide pick-up and delivery, or appropriate transmittal, including overnight delivery when necessary, of all artwork, proofs, and finished product, to and from the district.	
Have the ability to make modifications to the print files, as instructed by our staff.	
Count out and package each job as appropriate for ease of handling.	
Handle errors in printing that are different from the approved proof.	
Respond quickly to our communications and requests.	

3.3 Customizations

Please describe any customizations necessary to meet our requirements.

[INSERT YOUR RESPONSE HERE]

3.4 Varied or Additional Options

Describe any proposed additions or variations to the solution presented.

[INSERT YOUR RESPONSE HERE]

4. RESPONSE: IMPLEMENTATION

4.1 Implementation Timeline

Provide a plan outlining the likely timeline for implementation, including necessary steps to ensure preparation to meet production schedule.

[INSERT YOUR RESPONSE HERE]

5. RESPONSE: PRICING

5.1 Costs

Please supply all costs related to implementation of your product, including any available quantity discounts.

Description	Costs
Athletic Posters	
Athletic Programs	
Magazines	
Catalogs	
Fine Arts Programs	
TOTAL	

5.2 Invoicing and Payment

Please indicate your preferred method of payment and outline how invoicing and payments are to be scheduled.

[INSERT YOUR RESPONSE HERE]

6. RESPONSE: SUPPORTING INFORMATION

The following are optional items you may attach to your response:

- Pricing documentation
 - Additional information relevant to the response, as long as all sections of the response are complete
 - Service level agreement
-

7. APPENDIX: EXAMPLES

7.1 Athletic Posters




TROJANS
 PARK HILL HIGH SCHOOL

BOYS BASKETBALL

11/29	NORTH KANSAS CITY	7:00 PM
12/6-9	LEE'S SUMMIT NORTH TOURNEY	2:00 AM
12/13	LEE'S SUMMIT WEST	6:00 PM
12/16	LIBERTY NORTH	7:00 PM
12/20-21	12 COURTS OF CHRISTMAS	TBD
12/27-30	WALL JERVAL HOLIDAY TOURNEY	TBD
1/3	LIBERTY	7:00 PM
1/6	PARK HILL SOUTH	7:00 PM
1/10	LEE'S SUMMIT	7:00 PM
1/10-26	LEE'S SUMMIT QUINCY	TBD
1/24	LEE'S SUMMIT NORTH	7:00 PM
1/27	STALEY	7:00 PM
1/31	FORT OSAGE	7:00 PM
2/3	OAK PARK	7:00 PM
2/7	LIBERTY	7:00 PM
2/10	PARK HILL SOUTH I	9:00 PM
2/14	LEE'S SUMMIT	7:00 PM
2/17	LEE'S SUMMIT NORTH	7:00 PM
2/21	STALEY	7:00 PM
2/22	KEARNEY	9:00 PM

GIRLS BASKETBALL

11/17	JAMOROFF	6:00 PM
11/22	TRUMAN	7:00 PM
1/26-1/27	TOURNAMENT	TBD
12/8	WILLIAM CHRISMAN	7:00 PM
12/12	NORTH KANSAS CITY	7:00 PM
12/12	SMITHVILLE	7:00 PM
12/15	LIBERTY NORTH	7:00 PM
12/19	LEE'S SUMMIT	7:00 PM
12/21	PARK HILL SOUTH	7:00 PM
1/1	TRIPLE X	7:00 PM
1/9-13	TOURNAMENT	TBD
1/16	RAYMORE PEQUAM	7:00 PM
1/23	LEE'S SUMMIT NORTH	7:00 PM
1/26	STALEY	7:00 PM
2/3	ST. JOSEPH CENTRAL	6:30 PM
2/5	LIBERTY	7:00 PM
2/9	PARK HILL SOUTH	7:00 PM
2/13	LEE'S SUMMIT	7:00 PM
2/16	LEE'S SUMMIT NORTH	7:00 PM
2/19	STALEY	7:00 PM
2/22	KEARNEY	8:30 PM

GIRLS SWIM & DIVE

12/6	PLATTE COUNTY	4:00 PM
12/10	KICKAPOO/NIXA	10:00 AM
12/13	BLUE SPRINGS	4:15 PM
2/16-17	BLUJEMO INVITE	TBD
12/20	STALEY/OAK PARK/KC	4:00 PM
1/6-7	Park Hill Invite	TBD
1/10	BLUE SPRINGS SOUTH	4:00 PM
1/17	PARK HILL SOUTH	4:15 PM
2/2	CONFERENCE DIV NO	8:00 PM
2/3-4	CONFERENCE SWIMMING	4:00 PM

BOYS WRESTLING

11/29	LIBERTY NORTH	8:00 PM
12/2	BROKEN ARROW	3:30 PM
12/3	PARK HILL DUALS	9:00 AM
12/7	LEE'S SUMMIT	6:00 PM
12/14	STALEY	6:00 PM
12/16-17	KC STAMPEDE	TBA
1/6-7	NKC TOURNAMENT	TBA
1/7	CAMERON DUAL	9:00 AM
1/11	LEE'S SUMMIT NORTH	5:00 PM
1/14-14	ROCKFORD WRESTLING	9:30 AM
1/18	PARK HILL SOUTH	8:00 PM
1/30-21	WINNETONKA - JOURNEY	TBA
1/25	LIBERTY	5:00 PM
1/28	SUBURBAN WISK. N. JOURNEY	TBA
2/1	R. OF SPRINGS	6:00 PM
2/17-18	DISTRICTS	TBA

GIRLS WRESTLING

1/29	LIBERTY NORTH	6:00 PM
12/2	GIRLS MATCHUP	6:00 PM
1/26	FF CONFERENCE OF BRADYS	TBA
12/7	LEE'S SUMMIT	6:00 PM
2/9	EXETER SPRINGS TOURNEY	TBD
12/14	STALEY	8:00 PM
12/15-17	KC STAMPEDE	TBA
2/29-30	WONDER WOMAN	1/9:30 AM
1/6-7	NKC TOURNAMENT	TBA
1/11	LEE'S SUMMIT NORTH	5:00 PM
1/13	SUBURBAN CONFERENCE	8:00 PM
1/16	WINNETONKA	8:00 AM
1/18	PARK HILL SOUTH I	8:00 PM
1/21	LIBERTY NORTH INVITE	TBA
1/25	LIBERTY	6:00 PM
2/1	BLUE SPRINGS	8:00 PM
2/10-11	DISTRICTS	TBA

HOME AWAY













7.2 Athletic Programs

The graphic features a purple background with a large, stylized white basketball at the top. Below the basketball, the word "PANTHERS" is written in large, bold, white capital letters. Underneath "PANTHERS", the text "PARK HILL SOUTH HIGH SCHOOL" is written in smaller, white capital letters. In the center, there are two circular logos. The left logo is a stylized white panther head, and the right logo is a stylized white basketball. Below the left logo, the text "PARK HILL SOUTH PANTHERS" is written in white capital letters. Below the right logo, the text "RAYMORE-PECULIAR PANTHERS" is written in white capital letters. At the bottom, the date and time "JANUARY 27, 2023 | 7:00 PM" are written in white capital letters, followed by the website "phs.parkhill.k12.mo.us" in a smaller white font.

PANTHERS
PARK HILL SOUTH HIGH SCHOOL

PARK HILL SOUTH PANTHERS

RAYMORE-PECULIAR PANTHERS

JANUARY 27, 2023 | 7:00 PM
pks.parkhill.k12.mo.us

7.3 Magazines



Park Hill Celebrates Success Around our District



Lucy Hamilton's Original Sounds

Congratulations to Park Hill South High School student Lucy Hamilton for being recognized as a 2022 winner of The University of Missouri's Creating Original Music Project; a statewide competition that recognizes Missouri students (K-12) who compose original works in a variety of musical styles.

Because of Lucy's award, Park Hill South's orchestra department will receive a \$750 check to help the program.



Trusted Learning Environment

Our technology department successfully renewed its CoSN Trusted Learning Environment Seal. The CoSN Seal embodies the commitment of our district to safeguard the privacy of student data.



Meritorious Budget Award

The Association of School Business Officials International (ASBO) recognized our district for excellence in budget presentation with the Meritorious Budget Award (MBA) for 2022-23.



National Certified School Nurses

Congratulations to our school nurses, recently named National Certified School Nurses (NCSN) by the National Board for the Certification of School Nurses (NBCSN).

- Stephanie Angle - nurse at Union Chapel Elementary
- Stacy Blahnik - float nurse
- Melissa Burghardt - nurse at Hopewell Elementary
- Heather Robbins - float nurse
- Connie Smith - nurse at Chinn Elementary

In addition to meeting eligibility education and practice requirements, these nurses successfully passed the national certification exam, which validates specialized knowledge in school nursing, indicating clinical competence and rigorous practice standards.



HOSA - Future Health Professionals State Officer

Ysabella Olsen, a junior at Park Hill South High School, was elected to represent the State of Missouri as the HOSA - Future Health Professionals Vice President of Membership. She will be traveling to Jefferson City several times throughout the school year and will help to plan State Leadership Conferences and other events.



An Academic Ace

Congratulations to the Park Hill High School 2021-22 girls volleyball team for earning the Team Academic Award from the United States Marine Corps and the American Volleyball Coaches Association for the seventh year in a row!

The Team Academic Award honors teams who matched their dedication in the classroom with their dedication on the court. This means that the PHHS volleyball team maintained a year-long GPA of 3.7 on a 4.0 scale.

Lindsey Hood - Varsity Coach

WOW HOMES KC
COMPASS REALTY GROUP
WOWHOMESKC.COM
M-816.588.3831
O-816.280.2773

SPRING INTO SOCCER IN THE NORTHLAND

ALL PROGRAMS ARE FOR BOYS & GIRLS AND TAKE PLACE AT THE NEW CAPITAL BANK SPORTING COMPLEX

LUCKY ORIGINALS
2-5 Years Old

WAVE WORLDWIDE
PRE-K - 2nd Grade

COMPASS EXCELLENCE
UP-11th Boys & Girls

QR codes for each program.

SportingKCYouth.com | @sportingkc

MEYERS
Funeral Chapel Northland
Todd & Nikki DeMint Family

2022 Business of the Year
401 Main St. Parkville, MO 64152
meyersfuneralchapel.com
816-741-0251

7.4 Catalogs



The image is a promotional flyer for community education. It features a dark blue background with a white border. On the left side, there are several white line-art icons: a beaker, gears, a pen, a dumbbell, a dollar sign, a paw print, a lightbulb, a guitar, a pot, a globe, and a notepad with a pencil. In the center, there is a colorful starburst graphic with a yellow star in the middle. To the right of the starburst, the text "community education" is written in a large, bold, white sans-serif font. Below this, the text "winter/spring 2023" is written in a smaller, bold, white sans-serif font. Further down, there are two sections of text: "community education" followed by a list of activities, and "school-age child care" followed by a list of activities. Below these lists, the text "registration begins 01.03.2023" is displayed. A QR code is located in the bottom right corner. At the bottom center, there is a URL: "https://campscul.active.com/orgs/ParkHillCommunityEducation". At the very bottom, the Park Hill School District logo and name are displayed.

community education

winter/spring 2023

community education
animals
arts and crafts
cooking
enrichment
finance
fitness
language and communication
martial arts
music
spedal interest
after-school clubs
youth classes
senior classes

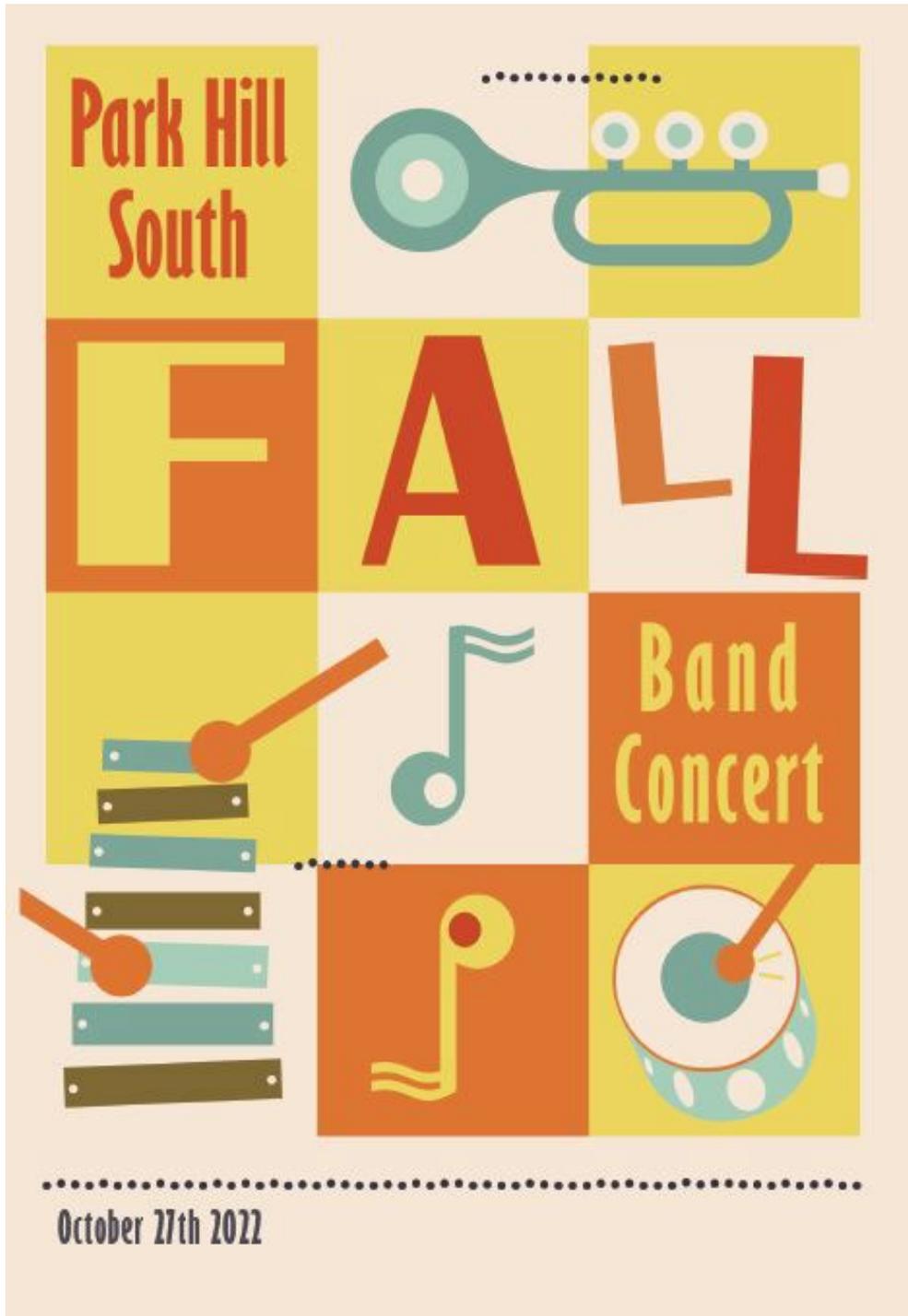
school-age child care
adventure club
non-school day
summer day camp
prime time

registration begins
01.03.2023

YOU CAN REGISTER AT:
<https://campscul.active.com/orgs/ParkHillCommunityEducation>


Park Hill School District

7.5 Fine Arts Programs



October 27th 2022



PROGRAM:

Campus Band

Conducted By: Tony Hasek & Katie Wagoner

Embark	Carol Brittin Chambers
Hidden Wonders	Sean O'Loughlin
Honor and Pride	Nancy Seward
You'll Be Back	Lin Manuel Miranda/arr. Wagner

Jazz Band

Conducted By: Charlie Boyd & Andrew Gillespie

Front Row Seats	Paul Baker
Song For My Father	Horace Silver
Crunchy Frog	Gordon Goodwin



UPCOMING DATES:

- Cappuccino Night - November 21st
- Orchestra Concert - December 6th
- Band Winter Concert - December 13th
- Choir Concert - December 15th

SPECIAL THANKS TO:

- Park Hill BOE & Leadership
- Park Hill South Administration & Staff
- LEAD Administration & Staff
- Panther Band Booster

