

FREMONT UNION HIGH SCHOOL DISTRICT
RFP 24-25-01 Yearbook Printing
Questions and Answers

1. What is the Proposer Form listed as required in the Proposers section?

Answer: This is simply Page 2 of the Questionnaire – the title is missing.

2. I would like to avoid any shipping or courier delays. I am in the area; can I drop off all the paperwork and samples to the front desk before the deadline?

Answer: Yes, dropping off at the front desk is just fine

3. Are digital signatures/DocuSign signature acceptable?

Answer: Yes.

4. Is this a winner takes all bid? Will schools be able to select between different yearbook publishers?

Answer: Yes, one contract for five high schools

5. Do you have a scoring matrix? Who are the decision makers?

Answer: We will use a matrix to evaluate price, service, quality and tools/software – all site Yearbook advisors will provide feedback and I will make a final recommendation to the Board of Trustees based on that feedback

6. Since we are not presenting in person, will you accept video demos?

Answer: No, we want everything in writing and/or samples

7. To clarify, on page 4 of the RFP paperwork. Additional materials state that sample yearbooks and marketing materials need to be provided under separate cover prior to the deadline. Can we submit all paperwork and samples together or do they need to be packaged and delivered separately?

Answer: You can certainly submit them at the same time, we just need the RFP response to be one document (often a binder or folder) and all the other stuff separate

8. Regarding page 12, the Yearbook Proposal Cover sheet, I am unclear on the calendar days. Is this time needed from final submitted pages to delivery in school of the yearbook? Or is it time from ready to ship from the plant to delivery?

Answer: This the time for delivery to the school after all pages have been submitted and approved