

**Two-Step Competitive Sealed Bidding:**  
**DCRB-2022-IFB-0001 – DCRB Printing Services**

**Introduction:**

The District of Columbia Retirement Board (DCRB) is seeking the services of a professional printer to produce publications created from DCRB-supplied electronic files that include, but are not limited to, special projects, letter(s), a packet of mailings sent yearly related to a healthcare Open Enrollment period, Comprehensive Annual Financial Reports (CAFR) booklets, and Summary Plan Descriptions (SPDs), for the District of Columbia Police Officers and Firefighters' Retirement Plan and the District of Columbia Teachers' Retirement Plan.

**Step One: Bid Samples Submission**

The First Step shall involve the solicitation of bid samples, evaluation of bid samples, and if necessary, discussions. **The bidder shall NOT submit price or price information in step one.** The contracting officer shall determine the acceptability of the bid samples submitted and contractor capabilities offered through clarification and discussion, if necessary, relating capabilities and/or bid sample submissions. DCRB may proceed with the second step without requesting further information from any bidder; however, DCRB may request additional information from one (1) or more bidders that it considers reasonably susceptible of being made acceptable and may discuss contractor capabilities and/or bid samples with the bidders.

**STEP ONE RESPONSES ARE DUE ON TUESDAY, JUNE 7, 2002, AT 2:00 PM (EST) VIA THE  
DCRB PROCUREMENTS DROP-BOX FOLDER AT  
<https://app.box.com/s/i2e8ldtiy6hcju7g6tpj1fyzb6fw3ywy>**

**Step Two: Price Bid**

In the Second Step, only Bidders selected as acceptable during Step 1 will be invited to submit pricing information. Bidders must submit bid proposals that are acceptable without additional explanation or information.

**Additional Information:**

DCRB may make a final determination regarding the acceptability of the proposal solely on the basis of the narrative and bid samples as submitted.

A notice of unacceptability will be forwarded to the bidder(s) upon completion of the proposal evaluation and final determination of unacceptability.

Bidders may submit only one (1) narrative.

Information provided on delivery or performance requirements is not binding on DCRB.

The Section B.3, Price Schedule shall be offered for pricing and contained in the IFB issued under Step Two (2).

Bids submitted shall be evaluated and awards made in accordance with the provisions of 7 DCMR 1606, INVITATION FOR BID.

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All requirements, terms and conditions are non-negotiable.

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**STEP ONE: QUALIFICATIONS, NARRATIVE AND BID SAMPLES**

Offerors that will be selected and invited to submit pricing will be based on responses to the below qualifying questions and bid samples submitted. **Answers to each question must be on company letterhead noting the question content followed by the response.**

**Bid samples must be submitted both physically and electronically**

Proposals will be categorized as one (1) of the following:

- (a) Acceptable,
- (b) Reasonably susceptible of being made acceptable, or
- (c) Unacceptable.

This solicitation will be conducted electronically using DCRB’s drop-box system via link at <https://app.box.com/s/i2e8ldtiy6hcju7g6tpj1fyzb6fw3ywy>. To be considered, an offeror must submit the required attachments before the solicitation closing date and time. DCRB will not be responsible for corruption of any file submitted. If the submitted file cannot be viewed and printed as submitted, it will not be considered

**QUALIFICATIONS:**

1. Do you have current contracts with any public agencies or private companies to produce publications that include, but are not limited to, special projects, letter(s), a packet of mailings, annual financial reports including financial, booklets, summaries, and plan descriptions with needs similar to the requirements outlined in Section C.5, REQUIREMENTS. If so, provide the following:
  - a. Name of contracting activity;
  - b. Contract number;
  - c. Contract type;
  - d. Contract duration (or Period);
  - e. Total contract value;
  - f. Description of work performed; and
  - g. Contact Person name, phone, and e-mail address.

If not, upload document with the question and answer with “N/A”.

2. Provide a narrative that describes the Contractor’s organizational history and past and current experience providing publications similar in size and scope as the required services described in Section C.5 REQUIREMENTS.
3. The Contractor’s narrative shall address lessons learned and barriers overcome in previous experiences and the application of this experience to make the project successful.

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**NARRATIVE SHALL NOT BE MORE THAN FIVE (5) PAGES LONG**

1. Evidence of Experience and Qualifications as described in Section C.5.4
2. Description company's approach to accomplishing tasks.
3. Name, location and description of three typical publication projects including the scope and budget.
4. Identify any partners or subcontractors that will be used to fulfill the solicitation requirements.
5. Client reference, including name, address, email address and telephone number.
6. Provide at a minimum three completed (3) Past Performance Evaluation Forms provided as an attachment with the solicitation.
7. The narrative must be returned with Bid samples for Step 1 of the Bid process.

**BID SAMPLES**

1. Submit electronic and physical bid samples.
2. Electronic Bid Samples: Provide links to bid samples or electronic camera-ready PDF bid samples that the most closely represent and indicate the offeror's ability to provide the types of products and publications presented at the following links
  - i. CAFR: <https://dcrb.dc.gov/publication/dcrb-2020-fiscal-year-comprehensive-annual-financial-report-cafr-0>
  - ii. Newsletters: <https://dcrb.dc.gov/publication/dcrb-fall-2020-newsletter>,  
<https://dcrb.dc.gov/publication/dcrb-fall-2019-newsletter>
3. Physical Bid Samples: To be considered, an offeror must submit the required physical bid sample attachments before the Step 1 Bid solicitation closing date and time. Mail physical/tangible copies of the electronic bid samples submitted per #2 above to:

Attn: Rashelle Anderson  
Supervisory Contract Specialist  
District of Columbia Retirement Board  
Procurement Office  
900 7th Street NW, 2nd Floor  
Washington, DC 20001

**DO NOT PROVIDE ANY PRICING INFORMATION**

**◀END OF DOCUMENT. SEE IFB STEP 1 DOCUMENT▶**