

SDRS Outlook Newsletter

Annual contract to be effective January 1, 2024 through December 31, 2024

Base Quantity: 20,000 per issue. This newsletter is printed up to six (6) times per year

Ink: Full color, full bleed

Text Stock: 70# white offset

Option #1:

6-page newsletter

11" x 25" flat size, printed front and back

Folded to 6 pages, 8 ½" x 11"

Half-fold to finished size of 8 ½" x 5 ½"

Price for 20,000 copies:

Price for each additional 1,000 copies:

Option #2:

4-page newsletter

11" x 17" flat size (x1), printed front and back (1-11x17 cut-sized sheet printed front-back = 4 pages)

Folded to 4 pages, 8 ½" x 11"

Half-fold to finished size of 8 ½" x 5 ½"

Price for 20,000 copies:

Price for each additional 1,000 copies:

Option #3:

2-page newsletter

8 ½" x 11" flat size, printed front and back, page flips on long edge

Tri-fold to finished size of 8 ½" x 3 2/3" (**3-tabs required: address panel on final folded panel with 2 tabs on top and 1 tab on leading edge toward the bottom**)

Price for 20,000 copies:

Price for each additional 1,000 copies:

High resolution PDFs of newsletter layouts provided to printer. Excellent quality required. All work performed by the printer (any pre-flighting, migrating across platforms, conversion from RGB to CMYK, proofs, etc.) must be included in the bid price. Printer proofs required: two hard copies and one electronic proof (PDF) delivered to designated personnel at SDRS.

Due to date-sensitive information, publication must be mailed within **five (5) working days** of final proof approval.

Printer responsible for mailing services. SDRS will provide addresses in ZIP-code order in electronic format. Printer to fold, address, bar-code, tab and mail according to United States Postal Service automated guidelines. The newsletter will be mailed by bulk and postage will be reimbursed to the successful vendor as a separate item on invoice with copy of postal service billing attached.

Advance postage will not be paid; the successful vendor will be reimbursed through regular state reimbursement procedures.

Successful vendor/printer to provide mailing list updating method (such as NCOALink® Systems) for presort and automation rate mailing of newsletter as necessary to comply with United States Postal Service Move Update requirements. Printer will be reimbursed for providing the mailing list update service as a separate item on invoice with copy of billing attached; the successful vendor will be reimbursed through regular state reimbursement procedures. Any mailing list changes/updates to be delivered to designated personnel at SDRS.

50 copies to be delivered to SDRS immediately following the general mailing.

Please note that a vendor's bid/quote should not include the cost to mail (postage) each individual newsletter to the mail list. However, shipping (such as shipping proofs, shipping to post office, and shipping the 50 copies to SDRS) should be included in the vendor's bid/quote.

Previous issues of the Outlook newsletter can be viewed on the SDRS website at:
<http://sdrs.sd.gov/outlookarchives.aspx> should a vendor wish to review the newsletter format prior to providing a bid/quote.

Questions:
SDRS
PO Box 1098
Pierre, SD 57501
(605) 773-3731-Jessica Reitzel

All printing projects shall include the statement "Printed on Recycled Paper" if applicable.

Shall include an inscription listing the publisher, number of copies published, and approximate cost per copy per SDCL 5-18D-15 if applicable.

The vendor must provide environmentally preferable paper products that meet one of the following criteria:

- (1) Green Seal certified as defined in ARSD 10:02:05:04;
- (2) Ecologo certified as defined in ARSD 10:02:05:05; or
- (3) Comply with the minimum requirements for recycled content as published in the United States Environmental Protection Agency Comprehensive Procurement Guidelines, Buy-Recycled Series, Paper Products, October 2007. The Comprehensive Guide can be viewed on OPM's website at <https://boa.sd.gov/central-services/procurement-management/default.aspx> under "Info for Vendor's"
- 4) or any other certification program or comparable data.

The vendor may offer lower cost alternative paper products that do not meet one of the listed requirements, as long as all other specification requirements are met. The State may consider the alternative products for award if it is apparent that no product is available that meets any of the stated requirements or if the environmentally preferable paper product does not exceed the price of the alternate product by more than five percent.