



**REQUEST FOR QUOTE  
NO. 2023-13  
Bulk Mail Processing and Mailing Services**

**Objective:**

ChildCareGroup (CCG) is seeking a company to provide bulk mail processing and mailing services.

ChildCareGroup helps low-income families with financial assistance to pay for childcare. The parents are outreached by mailing a packet to their homes. A mail out to 300-500 parents is done weekly or until our target number has been met.

**Deadline for questions:**

Questions regarding this solicitation will be received until 3:00pm (central time) on July 26, 2023. All questions shall be forwarded to the attention of the Procurement Department, at [procurement@ccgroup.org](mailto:procurement@ccgroup.org). Questions received after this deadline **will not** be answered.

**Due Date and Time:**

Responses to this solicitation are due on August 2, 2023 by 3:00pm (central time). Responses will be received in electronic form **only** and shall be sent to our Procurement Department, at [procurement@ccgroup.org](mailto:procurement@ccgroup.org). Late responses **will not** be accepted.

**Scope of Work:**

Each packet consists of 23 pages plus a cover letter and will need to be stuffed in envelopes loosely, labels attached, envelopes metered and sent out. The objectives are as follows:

- Approximately 300-500 packets will be mailed out weekly or until target number is reached
- 9x12 white catalog envelopes, return address (CCG logo) printed in black and white or labels printed and affixed to envelopes
- 23 pages + cover letter printed in black and white on 8 ½ x 11 white paper, one side only (3 print files attached for example purposes only)
- Client address labels will be sent via Excel spreadsheet to the awarded vendor by email to be created and affixed to each envelope (example of client list Excel file will be attached)
- Meter each envelope packet and delivered to post office

**Submittals:**

The successful vendor will provide a plan for providing these services, as well as a proposed price rate for services. Prices should be **All Inclusive** and no charges other than those quoted herein will be paid on orders placed as a result of this agreement.



**Pricing example:**

# of Packets	Inclusive Pricing
0-300 Packets	
301-400 Packets	
401-500 Packets	

**Evaluation Criteria:**

Quotes will be evaluated based on how well responders address the needs listed in the scope of work above. CCG will negotiate final contract details with the contractor that is selected from this RFQ process. CCG reserves the right to award single or multiple contracts for the goods or services as stated herein.

**Contract Term:**

This fixed-cost agreement shall be for a period of one (1) year with the option to renew for two (2) additional one (1) year periods, subject to funding availability.

**General Terms and Conditions:**

- 1. APPLICABILITY:** These standard terms and conditions apply to all goods or services procured by the CCG, unless otherwise stated in the specifications. The instructions contained herein shall be incorporated into the contract as well as any subsequent purchase order(s) issued for goods or services and shall be included as part of the specifications issued herewith.
- 2. ADDENDA:** Any revisions to the information contained herein will be issued in the form of addenda. The sole issuing authority shall be vested in the CCG Procurement Division. If addenda contain material changes to the specifications or pricing form, the Proposer shall acknowledge receipt of addenda in the designated section on the Proposal Certification Form. It is the responsibility of the Proposer to obtain and acknowledge any and all addenda. Failure to acknowledge receipt of addenda may be cause to deem such submission non-responsive.
- 3. MINOR DEFECT:** CCG reserves the right to waive any minor defect, irregularity, or informality in any proposal. Minor defects, irregularities or informalities will not affect the end product/performance intended by the specifications. CCG also reserves the right to reject any or all proposals with or without cause prior to award.
- 4. TAXES:** CCG is exempt from paying federal excise and transportation taxes and Texas State or local sales and use taxes. Tax shall not be included in the prices offered. A Tax-Exempt Form will be provided by CCG upon request.



5. **CHANGE ORDER:** CCG reserves the right to modify or change plans and specifications as deemed necessary after the performance of the contract has commenced, to decrease or increase the quantity of work to be performed, materials, equipment or supplies to be furnished, or address other provisions of the contract as approved by the CEO and/or CFO, the CCG Board of Trustees, and as appropriate under state law. No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the contract. All change orders or modifications to the contract will be documented in written form by CCG and acknowledged by the contracted proposer. All change orders and modifications to the contract shall be processed through the Procurement Department only.
6. **INVOICES:** Invoices shall be submitted by email to [ap@ccgroup.org](mailto:ap@ccgroup.org), attention Accounts Payable.
7. **PAYMENT TERMS:** Payment terms are Net 30 days, unless otherwise specified by CCG.
8. **PRICE ESCALATION:** Unless otherwise stated in the Special Provisions or specifications herein, prices must remain firm for the initial term of the contract. The proposer may request an adjustment at the time of contract renewal by submitting a request in written form to the Senior Director of Procurement. CCG reserves the right to approve or reject any and all requests for price escalations.
9. **PRICE REDUCTION:** If during the life of the contract, the proposer's net prices to other customers for the same goods or services are lower than CCG's contracted prices, an equitable adjustment shall be made in the contract price in favor of CCG.
10. **INDEMNITY:** The proposer agrees to release, defend, indemnify and hold harmless CCG, its officers, agents and employees from and against any and all costs, expenses, suits, demands, claims, liabilities, liens, encumbrances or damages, including attorneys' fees and costs of suit, of any character, name and description, incurred or resulting from any injuries or damages received or sustained by any person, persons or property on account of any intentional wrongful conduct whether intentional or unintentional or any negligent act, omission, or fault of the proposer, or of any agent, employee, authorized representative, subcontractor, or supplier in the execution of, or performance under this contract or any contract.
11. **TERMINATION FOR DEFAULT:** CCG reserves the right to terminate the contract immediately in the event the proposer fails to meet delivery schedules, or otherwise perform in accordance with the specifications contained herein or in the contract documents. Breach of contract or default authorizes CCG to award the contract to another proposer, or purchase from an alternate source.
12. **TERMINATION FOR CCG CONVENIENCE:** Whenever CCG, in its discretion, deems it to be in CCG's best interests, it may terminate this contract for CCG's convenience. Such termination shall be effective thirty (30) days after CCG delivers written notice of such termination for convenience to the proposer. Upon receipt of such notice from CCG, proposer shall not thereafter incur, and CCG shall have no liability for, any costs under this contract that are not necessary for actual performance of the contract between the date of the notice of termination for convenience and the effective date of that termination for convenience. In the event of a termination for convenience hereunder, CCG shall have no liability to proposer for lost or anticipated profit resulting therefrom.