



New York State Snowmobile Association

PO Box 612

Long Lake NY 12847-0612

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www.nyssnowassoc.org

Request for Proposal

To provide Membership Cards to NYSSA/Club members.

Introduction

The New York State Snowmobile Association is accepting proposals to provide its members with membership cards. Proposals should conform with the format and content specific in this Request for Proposal (RFP).

Sealed proposals for the 2009-10 snowmobile season **MUST BE RECEIVED** by the New York Snowmobile Association by 3:00pm EST July 24, 2009. Applicants, not delivery services or other intermediaries are responsible for timely submissions of proposals. Sealed proposals will be opened 4:00pm EST July 24, 2009.

Faxed and emailed proposals will not be accepted. Proposals delivered after the scheduled date and time will not be accepted. Envelopes should be clearly marked "RFP- NYSSA Membership Cards".

Three (3) copies of each proposal should be submitted to:

UPS, Fedex, other courier services:

New York Snowmobile Association
James Jennings, Executive Director
8581 Newcomb Rd, Suite 1
Long Lake, NY 12847-0612

US Postal Service:

New York Snowmobile Association
James Jennings, Executive Director
PO Box 612
Long Lake, NY 12847-0612

Questions Concerning the RFP

A sample of the membership card/kit mailing is available. Applicants with questions about the requirements contained in this RFP should contact:

NYSSA Membership Chairman
Mike Denapole
446 Folts Rd.
Herkimer, NY 13350
magic24@twcny.rr.com
fax 315-866-2998 phone 315-866-0517

Purpose

The New York State Snowmobile Association mails each member a quality membership card, welcome letter and inserts from sponsors of the membership card program for the 2009-10 snowmobile season.

Key Dates

Request for Proposal release date	June 24, 2009
Proposal due date & time	3:00pm EST July 24, 2009
Proposal opened	4:00pm EST July 24, 2009
Notification of award	Aug 3, 2009

Contract Period and Renewal

The term of the contract is one year starting Aug 4, 2009 to Aug 4, 2010. If mutually agreed between the New York Snowmobile Association and the selected firm, the resulting contract may be renewed.

Proposal Evaluation

All proposals are subject to an evaluation of the New York Snowmobile Association (NYSSA). NYSSA intends to select the bidder who will provide the “best value” considering services and cost.

Technical Specs for NYSSA Membership Kit

- I. Annual Volume – 70,000 Estimate
- II. Production Schedule – Monthly
- III. Plastic Card
 - a. CR80, 30mil thickness
 - b. Printed – 3/2
 - i. 3 colors on front, 2 colors on back
 - 1. 2 or more sponsors logos on back
 - c. Personalized
- IV. Letterhead
 - a. 60lb Offset
 - b. Printed – 2/0
 - i. 2 colors on front, 0 colors on back
 - c. Personalized

V. Envelope

- a.** #10 / 24# White Wove Window
- b.** Printed – 2/0
 - i.** 2 colors on front, 0 colors on back

VI. Inserts

- a.** Two or more pre-printed and provided inserts.
 - i.** Inserts are buck slips or pre-folded 8.5 x11.

Additional Info

1. Please outline your “Address Scrubbing” procedures.
 - a. What additional fees are associated with this process?
2. Please describe any start-up costs associated with producing the New York State Snowmobile Association Membership ID Kits.
3. What security features does your company utilize for both facility and data transfer protection?
4. What quality Assurance measures are in place to ensure accuracy on the New York State Snowmobile Association project?
5. Please outline your project plan.
6. Please give a detailed description of your Statement of Work.
7. Please outline your company’s Disaster Recovery Plan.
8. What type of reporting services can your company provide?
9. Please include resumes of all parties who will be associated with the New York State Snowmobile Association project.
10. Does your company hold any industry certifications?
11. How long has your company been in business?
12. Where is your organization located, and what other facilities does your company operate?
13. Does your company complete employee background checks and if so, to what extent?
14. How does your company handle the postage payments for the mailing services?
 - a. Is the New York State Snowmobile Association billed per mailing or billed for all postage up front?