MEMORANDUM

To: All Interested Vendors
From: Dan Jones
Procurement Buyer
Date: June 15, 2022
Subject: Addendum No. 1
RFP 22-019 – Sesquicentennial Commemorative Book
Summary of Pre-Proposal Conference
Question and Answer

Part I. Summary

On Wednesday, June 15, 2022, at 10:00 am, the Columbus Metropolitan Library (“the library”) conducted a pre-proposal conference for the Sesquicentennial Commemorative Book RFP. The conference was held virtually via Microsoft Teams. The following representatives attended on behalf of the library:

Mikalene Guiser, Sesquicentennial Project Manager
Dan Jones, Procurement Buyer
Mona Mawalkar, Procurement Manager

Representatives from the following companies attended:

Jenkins Group, Inc.
Orange Frazer Press

Part II. Question and Answer

Q1: Is the proposer expected to submit a fixed price for production of the physical book?
A1: No. The library is looking for a range based on the proposer’s typical price structure for services. Final production price will be calculated when we decide on the exact specs of the physical book, how many copies will be ordered, etc. A rough idea of cost will help the library determine some of these specifications and quantities.

Q2: Will the Contractor be involved in actually writing the book?
A2: The library will research, outline, draft a rough manuscript and provide all imagery. The role of the Contractor in this regard will be line editing and light content.

Q3: What is a general estimate for finished product quantity?
A3: Initial estimate could be 3,000-5,000 QTY.
Q4: Will the library be managing sales and distribution of the completed book?
A4: Yes. The full run of the book will be shipped to the library.

Q5: What is the estimated timeline for CML to deliver working materials (text and images) to the vendor?
A5: Once a vendor is selected, we'll work collaboratively toward benchmark deadlines in order to have the finished produced in-hands by February 2023.

Q6: Will the library require that the book is printed domestically?
A6: No, we will not.

Q7: At what point does the library want to see physical samples?
A7: We can wait until the interview portion of the selection process to review book samples.

PROPOSERS ARE REQUIRED TO ACKNOWLEDGE THE RECEIPT OF THIS MEMORANDUM (ADDENDUM NO. 1) ON THE ACKNOWLEDGEMENT OF ADDENDA FORM IN THE RFP DOCUMENTS