



Missouri Department of Transportation
Kevin Keith, Director

573.751.2551
Fax: 573.751.6555
1-888 ASK MODOT (275.6636)

**REQUEST FOR PROPOSALS
PRODUCTION AND ADVERTISING SERVICES FOR THE 2013-2014 MISSOURI
STATE HIGHWAY MAP
RFP 6-120716LK
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LIST OF ACRONYMS

MHTC	Missouri Highways and Transportation Commission
MoDOT	Missouri Department of Transportation
RFP	Request for Proposals

INTRODUCTION

This Request For Proposals (**RFP**) seeks proposals from qualified organizations (**Offeror**) to furnish the described services to the Missouri Highways and Transportation Commission (**MHTC**). One original and five (5) copies of each proposal must be mailed in a sealed envelope to Ms. Leann Kottwitz, Missouri Department of Transportation, Post Office Box 270, Jefferson City, Missouri 65102, or hand-delivered in a sealed envelope to the General Services Procurement Office, Attention Leann Kottwitz in the Highway and Transportation Building at 830 MoDOT Drive, Jefferson City, Missouri, 65109. Proposals must be returned to the offices of General Services Procurement no later than 2:00 p.m., July 16, 2012.

MHTC reserves the right to reject any and all proposals for any reason whatsoever. Time is of the essence for responding to the RFP within the submission deadlines.

PROPOSAL

(1) The Offeror shall provide a fee proposal to MHTC on the **PRICE PAGE** in accordance with the terms of this RFP.

(2) The Offeror agrees to provide the services at the fees quoted, under the terms of this RFP.

Authorized Signature of Offeror: _____

Date of Proposal: _____

Printed or Typed Name: _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Electronic Mail Address: _____

ACCEPTANCE

This proposal is accepted by MHTC.

(Name and Title)

Date

**SECTION (1):
GENERAL DESCRIPTION AND BACKGROUND**

(A) **Request for Proposal:** This document constitutes a RFP from qualified organizations to provide Production and Advertising Services for the 2013-2014 Official Missouri State Highway Map (hereinafter referred to as “map”) on behalf of MHTC and the Missouri Department of Transportation (**MoDOT**).

(B) **Background:** MoDOT distributes approximately 2,500,000 highway maps in a two year period at no charge to various state agencies, the Division of Tourism, legislative offices, rest areas/welcome centers throughout the state, and to customers across the state and nation.

The state highway map is the Department’s most visible and widespread publication and demand remains high despite the growing use of electronic maps and devices.

The current full-color, two-sided map measures approximately 29” by 39.5” and shows the state’s highways, cities, state parks, and other sites of interest. The reverse side shows enlargements of the state’s eleven largest metropolitan areas and other information. The map also includes a greeting from the governor and a listing of the current members of the Missouri Highways and Transportation Commission.

MoDOT is interested in proposals that would provide revenue-generating advertising on the map, specifically to offset or completely subsidize the production and distribution of the document. The department is also interested in finding a vendor that would perform certain services associated with the map, including advertising sales, production, storage and distribution.

The 2010-2012 map is available for review at <http://www.modot.mo.gov/missourimap>.

(C) **Fiscal Year:** The fiscal year runs from July 1-June 30.

(D) **Contract Period:** The original contract period shall be from August 1, 2012 through June 30, 2014.

(E) **Clarification of Requirements:** Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to Leann Kottwitz, Missouri Department of Transportation, P. O. Box 270, Jefferson City, Missouri, 65102, (573) 751-3685 (phone) or Leann.Kottwitz@modot.mo.gov (Email.) All written questions must be addressed to Leann Kottwitz no later than **10:00 a.m., Local Time, June 22, 2012**. Once all the questions are gathered, MoDOT will issue an addendum and post the responses to all questions on-line for vendors to retrieve. Responses to the questions will be posted on MoDOT’s website at: http://www.modot.org/business/contractor_resources/gs_bidding/CO/COcommodities.htm in the form of a written addendum. **It is anticipated this addendum will be issued on**

June 26, 2012. It is the sole responsibility for all Offerors to check this website for any and all addendums throughout the procurement process.

- (F) **RFP Schedule Of Events:** The following RFP Schedule of Events represents MoDOT's best estimate of the schedule that shall be followed. Unless otherwise specified, the time of day for the following events shall be between 7:00 am and 3:30 pm, Local Time.

MoDOT reserves the right at its sole discretion to expand this schedule, as it deems necessary, without any notification except for the deadline date for submitting a proposal.

Event	Date	Time
MoDOT Issues RFP	June 14, 2012	3:30 pm
Deadline for Written Comments	June 22, 2012	10:00 am
Deadline for MoDOT Issuing Responses to Written Comments	June 26, 2012	2:00 pm
Deadline for Submitting a Proposal	July 16, 2012	2:00 pm
Recommendation of Award	July 20, 2012	2:00 pm
Notification to Non-Awarded Vendors	July 25, 2012	2:00 pm
Contract Effective Date	August 1, 2012	10:00 am

**SECTION (2):
SCOPE OF WORK**

- (A) **Services:** The Offeror shall provide the following professional services:

Production and Advertising Services for the official Missouri State Highway Map.

1) **General Requirements:**

The Offeror will provide to MoDOT's General Services Unit one original and five copies of a program proposal to produce the 2013-2014 Official Missouri Highway Map, which will include the following:

The Offeror will provide revenue-generating advertising content that is expected to completely or significantly offset the cost of production to MoDOT. All advertising sales, art, and expenses are the responsibility of the Offeror.

The Offeror must, at all times, represent the best interests of and provide the most competitive compensations to MoDOT in regard to advertising on the official state map.

(B) **Specific Requirements:**

MoDOT is open to and encourages Offerors to create partnerships between corporate advertiser(s), media firms, printing outlets, and others which will maximize the use of all available advertising space on the official state highway map.

The Offeror represents and warrants that all advertising will comply with all applicable federal, state, and local laws and regulations.

General Rules and Restrictions for Advertising– MoDOT is committed to monitoring and maintaining goodwill with the traveling public, and all advertising will be in the best interest of MoDOT and the State of Missouri solely determined by MoDOT as follows:

The Offeror shall not align itself with advertisements on behalf of MoDOT that would in any way have a negative impact, dishonor or discredit the state of Missouri. Advertising for tobacco, alcohol, political activity, or that suggests unsafe activities, or contains content inconsistent with MoDOT's mission and public image shall not be accepted.

The Offeror shall not state or imply that MoDOT endorses a vendor's product or service.

The Offeror shall agree and understand that MoDOT will have final approval of all advertising prior to publication.

Any advertising contracts for content in state map should not be issued without consent of MHTC representative.

(C) **Specific Requirements for the Production of the State Map:**

The Offeror shall produce and deliver the map in both color and black and white format for the Missouri Department of Transportation in accordance with the provisions and

requirements stated herein. Unless otherwise stated, the Offeror shall not deviate from the production requirements stated herein.

Immediately after the issuance of the Notice of Award, MoDOT shall identify a contact person and provide the telephone number and email address of the contact person for the Offeror. The Offeror must obtain the contact person's approval for production of the map as specified herein. In addition, within five (5) days of the issuance of the Notice of Award, the Offeror shall provide MoDOT with name, address, telephone number, and email address of the Offeror's representative servicing the contract.

The Offeror shall provide all services to the sole satisfaction of MoDOT.

Unless otherwise specified herein, the Offeror shall furnish all material, labor, facilities, equipment, and supplies necessary to perform the services required herein.

1) Color Map Prepress Material:

MoDOT will provide Offeror map files containing a general layout of the front and back of the map and other content no later than September 1, 2012. MoDOT shall make available to the Offeror files transferred via FTP site. Editorial changes, graphics, written copy, and other information shall be furnished and transferred via e-mail and FTP site. The files shall contain copies of digital information as produced in Microstation or ArcGIS for the 2013-2014 map.

MoDOT will provide the Offeror a layout sample of the map front 39" wide 28" high showing the area used for the Official State Highway Map 35 5/8" wide by 28" high, governor information currently 3 3/4" wide by 9 1/2" high, and blank panel currently 3 3/4" wide by 9 1/2" high, and cover panel currently 3 3/4" wide by 9 1/2" along with the sample layout of the map back showing insets of cities and important numbers arranged in draft format. The map back format could be arranged in a different layout if needed to assist in the sale of advertising of this product.

Within eight (8) weeks of receipt of the color map prepress material, the Offeror shall provide MoDOT with five (5) sets of proofs of each side (front and back) of the composite color map, for a total of ten (10). In addition, the Offeror must provide MoDOT with one (1) set of proofs of each side (front and back) of the six (6) map color separations, for a total of twelve (12).

The Governor's photo and letter shall be provided as soon as it is made available, potentially in February or March 2013. Production of the map cannot occur until this information is provided to the Offeror by MoDOT

The Offeror shall make all revisions, changes, and alterations requested by MoDOT. In addition, the Offeror shall make corrections and revisions to the proofs if necessary due to Offeror's error. The Offeror shall submit the revised proofs to MoDOT.

The proofs will be overnighted to MoDOT for review.

The Offeror must receive written approval from MoDOT prior to printing the map.

2) **Black and White Map Prepress Material:**

By no later than February 1, 2013 after issuance of the Notice of Award, MoDOT shall provide the contractor with an original set of 2013-2014 CDs of the black and white maps.

Within five (5) working days of receipt of the black and white map prepress material, the Offeror shall provide MoDOT with one (1) set of proofs of each black and white composite map.

MoDOT shall return the proofs to the Offeror within five (5) working days as approved or marked with required revisions/corrections.

The Offeror shall make all revisions, changes, and alterations requested by MoDOT. In addition, the Offeror shall make corrections and revisions to the proofs if necessary due to Offeror's error. The Offeror shall submit the revised proofs to MoDOT.

The proofs will be overnighted to MoDOT for review.

The Offeror must receive written approval from MoDOT prior to printing the map.

3) **Specific Production Requirements:** Upon receipt of the state agency's approval of the proofs, the contractor shall produce the map as specified below:

4) **Color Maps:**

Press: The Offeror shall use a press capable of printing the map with CMYK process color.

Front Side: The front side shall include a map of the state, its highways, cities, etc., a north point, legend, city and county index, a panel showing the state parks, and a mileage chart. Along one (1) side shall be the cover and photo of the Governor and his greeting. The entire front side of the map shall be CMYK process color.

Back/Inset Side: The back side of the map shall show an enlargement of the Kansas City and St. Louis downtown insets along with the cities of Kansas City, St. Louis, Sedalia, Joplin-Webb City, Springfield, St. Joseph, Columbia, Jefferson City, Cape Girardeau, Lake of the Ozarks, and Branson. Also included shall be a listing of the State Highway Patrol Headquarters, Department of Transportation Districts, Missouri Highways and Transportation Commissioners, Katy Trail map, and miscellaneous images. The entire back side of map shall be CMYK process color. All incorporated places contiguous to the named insets shall be multi-colored.

Quantity: MoDOT estimates, but cannot guarantee, needing 2 -2.5million folded, double sided (front side and inset/back side), 200 flat (unfolded) front side only, and 200 flat (unfolded) inset/back side only, color maps. MoDOT shall not accept underruns.

Size: The trimmed size of the color map at a minimum shall be 29" x 39".

Folding: The finished map shall be folded ten (10) times, accordion-style, then folded into thirds to result in a finished, folded dimension of approximately 4" x 9-1/2". Folding dimensions may change depending on final map size. When map is folded the cover photo should be visible.

Paper: The Offeror shall use 50-pound #2 white opaque offset, with a minimum brightness of 86 and opacity of 90 or MoDOT approved equivalent or better recycled material is preferred, please indicate symbol on map.

Ink: The Offeror must use soybean-based ink.

5) **Black and White Maps:**

Quantity: MoDOT estimates, but cannot guarantee, needing 400 flat (unfolded) black and white maps with no advertising. MoDOT shall not accept an underrun.

Size: The trimmed sizes for the black and white maps shall be 42-1/2" x 54".

Paper: The Offeror shall use 80-pound basis coated paper one (1) sided, #2 blue-white opaque with a gloss finish and a minimum brightness of 84 and approximate caliper of .004, or MoDOT approved equivalent or better recycled material is preferred please indicate symbol on map.

Ink: The Offeror shall use soybean-based ink.

6) **Color Maps:**

Packaging Requirements: The Offeror shall pack the maps in new 200-pound test cases. Each case shall contain the same number of maps. The total weight per case shall not exceed 40 pounds. Maps should be shrink-wrapped in bundles of 25. The Offeror shall wrap the folded color maps in plastic shrink-wrap with 25 maps per bundle and approximately 12 bundles per sealed case. The Offeror shall place the unfolded maps (both color and black and white) flat in cases.

Black and White Maps: The contractor shall place all of the black and white maps flat (unfolded) on a separate pallet.

The Offeror shall label two (2) opposite sides or ends of each case with the quantity per case and description of the map.

7) **Delivery Requirements:**

The Offeror shall deliver the shipments of folded color maps to each location on the schedule in Exhibit A. In the event that the Offeror wishes for the opportunity to complete two or three separate print runs, allowing for the opportunity to gather new or alternate advertising, the initial print run of the folded color maps shall equal the quantities listed in Exhibit A. MoDOT reserves the right to update the Missouri Highway and Transportation Commissioners listed on the map should a separate print run occur for the second or third delivery dates. Addresses for the exact delivery locations are listed in Exhibits B & C. The flat color maps and flat black and white maps should be delivered in their entirety to Central District Office at the same time as the first shipment of folded color maps.

The Offeror shall have the option to propose an alternative to store the printed maps and ship as needed. The pricing should be indicated in Section G of the Price Page.

(D) Administration of Program: The Offeror will consult MHTC's representative regarding any problems involved with the administration of the services provided pursuant to this RFP.

**SECTION (3):
AGREEMENT REQUIREMENTS**

This RFP shall be governed by the following contract provisions. The award of this RFP is subject to a post-award negotiated contract. These same contract provisions will appear in the post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, MHTC shall reserve the right to cancel the award of the RFP and contract and select a different offeror.

- (A) MHTC's Representative:** MoDOT's Transportation Planning Director is designated as MHTC's representative for the purpose of administering the provisions of the Agreement as defined in Paragraph (E) of this section. MHTC's representative may designate by written notice other persons having the authority to act on behalf of MHTC in furtherance of the performance of the Agreement. The Offeror shall fully coordinate its activities for MHTC with those of Transportation Planning. As the work of the Offeror progresses, advice and information on matters covered by the Agreement shall be made available by the Offeror to Transportation Planning Division throughout the effective period of the Agreement.
- (B) Release to Public:** No material or reports prepared by the Offeror shall be released to the public without the prior consent of MHTC's representative.
- (C) Assignment:** The Offeror shall not assign or delegate any interest, and shall not transfer any interest in the services to be provided (whether by assignment, delegation, or novation) without the prior written consent of MHTC's representative.

- (D) **Status as Independent Contractor:** The Offeror represents itself to be an independent contractor offering such services to the general public and shall not represent itself or its employees to be an employee of MHTC or MoDOT. Therefore, the Offeror shall assume all legal and financial responsibility for taxes, FICA, employee fringe benefits, workers' compensation, employee insurance, minimum wage requirements, overtime, or other such benefits or obligations.
- (E) **Components of Agreement:** The Agreement between MHTC and the Offeror shall consist of: the RFP and any written amendments thereto, the proposal submitted by the Offeror in the response to the RFP and the post-award contract agreement signed between the parties. However, MHTC reserves the right to clarify any relationship in writing and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the Offeror's proposal. The Offeror is cautioned that its proposal shall be subject to acceptance by MHTC without further clarification.
- (F) **Amendments:** Any change in the Agreement, whether by modification or supplementation, must be accompanied by a formal contract amendment signed and approved by the duly authorized representative of the Offeror and MHTC.
- (G) **MBE/WBE Participation Encouraged:**
1. Offerors are encouraged to submit copies of their existing affirmative action programs, if any. Offerors are also encouraged to directly hire minorities and women as direct employees of the Offerors.
 2. Offerors are encouraged to obtain minority business enterprise (MBE) and women business enterprise (WBE) participation in this work through the use of subcontractors, suppliers, joint ventures, or other arrangements that afford meaningful participation for M/WBEs. Offerors are encouraged to obtain 10% MBE and 5% WBE participation.
 3. Regardless of which persons or firms, if any, that the Offeror may use as subcontractors or suppliers of goods or services for the services to be provided, the Offeror ultimately remains responsible and liable to MHTC for the complete, accurate and professional quality/performance of these services.
- (H) **Nondiscrimination:** The Offeror shall comply with all state and federal statutes applicable to the Offeror relating to nondiscrimination, including, but not limited to, Chapter 213, RSMo; Title VI and Title VII of Civil Rights Act of 1964 as amended (42 U.S.C. Sections 2000d and 2000e, *et seq.*); and with any provision of the "Americans with Disabilities Act" (42 U.S.C. Section 12101, *et seq.*).
- (I) **Executive Order:** The Offeror shall comply with all the provisions of Executive Order 07-13, issued by the Honorable Matt Blunt, Governor of Missouri, on the sixth (6th) day of March, 2007. This Executive Order, which promulgates the State of Missouri's position to not tolerate persons who contract with the state engaging in or supporting illegal activities of employing individuals who are not eligible to work in the United States, is incorporated herein by reference and made a part of this Agreement.

1. By signing this Agreement, the Offeror hereby certifies that any employee of the Offeror assigned to perform services under the contract is eligible and authorized to work in the United States in compliance with federal law.
2. In the event the Offeror fails to comply with the provisions of the Executive Order 07-13, or in the event the Commission has reasonable cause to believe that the Offeror has knowingly employed individuals who are not eligible to work in the United States in violation of federal law, the Commission reserves the right to impose such contract sanctions as it may determine to be appropriate, including but not limited to contract cancellation, termination or suspension in whole or in part or both.

(J) Incorporation of Provisions: The Offeror shall include the provisions of Section (3), paragraph I of this Agreement in every subcontract. The Offeror shall take such action with respect to any subcontract as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance.

(K) Non-employment of Unauthorized Aliens: Pursuant to Section 285.530, RSMo., no business entity or employer shall knowingly employ, hire for employment, or continue to employ an unauthorized alien to perform work within the State of Missouri. As a condition for the award of any contract or grant in excess of five thousand dollars by the State or by any political subdivision of the State to a business entity, or for any business entity receiving a state-administered or subsidized tax credit, tax abatement, or loan from the state, the business entity shall:

1. By sworn affidavit and provision of documentation, affirm its enrollment and participation in a federal work authorization program with respect to the employees working in connection with the contracted services. E-Verify is an example of a federal work authorization program. The business entity must affirm its enrollment and participation in the E-Verify federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by providing acceptable enrollment and participation documentation consisting of **completed** copy of the E-Verify Memorandum of Understanding (MOU). For business entities that are not already enrolled and participating in a federal work authorization program, E-Verify is available at http://www.dhs.gov/xprevprot/programs/gc_1185221678150.shtm.
2. By sworn affidavit, affirm that it does not knowingly employ any person who is an unauthorized alien in connection with the contracted services. A copy of the affidavit referenced herein is provided within this document, attached as Exhibit D.

(L) Proof of Lawful Presence For Sole Proprietorships and Partnerships: If the business entity is a sole proprietorship or partnership, pursuant to Section 208.009, RSMo., each sole proprietor and each general partner shall provide affirmative proof of lawful presence in the United States. Such sole proprietorship or partnership is eligible for temporary public benefits upon submission by each sole proprietor and general partner of a sworn affidavit of his/her lawful presence on the United States until such lawful

presence is affirmatively determined, or as otherwise provided by Section 208.009, RSMo. A copy of the affidavit reference herein is provided within this document, attached as Exhibit E.

- (M) **Bankruptcy:** Upon filing for any bankruptcy or insolvency proceeding by or against the Offeror, whether voluntarily, or upon the appointment of a receiver, Offeror, or assignee, for the benefit of creditors, MHTC reserves the right and sole discretion to either cancel the Agreement or affirm the Agreement and hold the Offeror responsible for damages.
- (N) **Law of Missouri to Govern:** The Agreement shall be construed according to the laws of the state of Missouri. The Offeror shall comply with all local, state and federal laws and regulations relating to the performance of the Agreement.
- (O) **Cancellation:** MHTC may cancel this Agreement at any time for a material breach of contractual obligations or for convenience by providing the Offeror with written notice of cancellation. Should MHTC exercise its right to cancel the contract for such reasons, cancellation will become effective upon the date specified in the notice of cancellation sent to the Offeror.
- (P) **Venue:** No action may be brought by either party concerning any matter, thing or dispute arising out of or relating to the terms, performance, nonperformance or otherwise of the Agreement except in the Circuit Court of Cole County, Missouri. The parties agree that the Agreement is entered into at Jefferson City, Missouri, and substantial elements of its performance will take place at or be delivered to Jefferson City, Missouri, by reason of which the Offeror consents to venue of any action against it in Cole County, Missouri.
- (Q) **Ownership of Reports:** All documents, reports, exhibits, etc. produced by the Offeror at the direction of MHTC's representative and information supplied by MHTC's representative shall remain the property of MHTC.
- (R) **Confidentiality:** The Offeror shall not disclose to third parties confidential factual matters provided by MHTC's representative except as may be required by statute, ordinance, or order of court, or as authorized by MHTC's representative. The Offeror shall notify MHTC immediately of any request for such information.
- (S) **Nonsolicitation:** The Offeror warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Offeror, to solicit or secure the Agreement, and that it has not paid or agreed to pay any percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of the Agreement. For breach or violation of this warranty, MHTC shall have the right to annul the Agreement without liability, or in its discretion, to deduct from the Agreement price or consideration, or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift or contingent fee.
- (T) **Conflict of Interest:** The Offeror covenants that it presently has no actual conflict of interest or appearance of conflict of interest and shall not acquire any interest, directly or indirectly, which would conflict in any manner or degree with the performance of the services under this Agreement. The Offeror further covenants that no person having any

such known interest shall be employed or conveyed an interest, directly or indirectly, in this Agreement.

(U) Maintain Papers: The Offeror must maintain all working papers and records relating to the Agreement. These records must be made available at all reasonable times at no charge to MHTC and/or the Missouri State Auditor during the term of the Agreement and any extension thereof, and for three (3) years from the date of final payment made under the Agreement.

1. MHTC's representative shall have the right to reproduce and/or use any products derived from the Offeror's work without payment of any royalties, fees, etc.
2. MHTC's representative shall at all times have the right to audit any and all records pertaining to the services.

(V) Indemnification: The Offeror shall defend, indemnify and hold harmless the Commission, including its members and department employees, from any claim or liability whether based on a claim for damages to real or personal property or to a person for any matter relating to or arising out of the Offeror's performance of its obligations under this Agreement.

(W) Insurance:

(1) Prior to contract signing, the Offeror may be asked about its ability to provide certificates of insurance which meet, or approach, the following coverages:

- | | |
|---|---|
| a. General Liability | Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence; |
| b. Automobile Liability | Not less than \$500,000 for any one person in a single accident or occurrence, and not less than \$3,000,000 for all claims arising out of a single occurrence; |
| c. Missouri State Workers Compensation policy or equivalent in accordance with state law. | |

**SECTION (4):
PROPOSAL SUBMISSION INFORMATION**

(A) SUBMISSION OF PROPOSALS

1. **Pricing and Signature:** Proposals should be priced, signed and returned (with necessary attachments) to Ms. Leann Kottwitz, General Services Procurement as provided in this RFP. Specifically, any form containing a signature line in this RFP and any amendments, pricing pages, etc., must be manually signed and returned as part of the proposal.
2. **Submission of All Data Required:** The Offeror must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
3. **Public Inspection:** The Offeror is hereby advised that all proposals and the information contained in or related thereto shall be open to public inspection and that MHTC does not guarantee nor assume any responsibility whatsoever in the event that such information is used or copied by individual person(s) or organization. Therefore, the Offeror must submit its proposal based on such conditions without reservations.

(B) REQUIRED ELEMENTS OF PROPOSAL

1. **Experience.** The proposal must clearly identify the Offeror's experience in offering the services requested in this RFP during the past three (3) years. The description should include a list of the agencies which your institution has served or currently serves.
2. **Personnel.** Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Offeror. Information presented in this section should highlight the previous Offeror experience, as well as any work with other state agencies or local governments in Missouri. Offeror must furnish a complete listing of each subOfferor, if any, and complete contact information for that subOfferor.
3. **References.** Proposals should indicate the name, title and telephone number of at least three officials of clients within the past three years.

(C) EVALUATION CRITERIA AND PROCESS

1. **Evaluation Factors:** Any agreement for services resulting from this RFP shall be awarded to the Offeror providing the best proposal to MHTC. After determining

responsiveness, proposals will be evaluated in accordance with the following criteria:

- A. Proposed Method of Performance;..... 20 pts
- B. Experience, Expertise and reliability;.....20 pts
- C. Cost, Fees and Expenses;.....50 pts
- D. Recycled paper/environment friendly products used in map production..... 2 pts
- E. Percent of revenue generated above all cost associated with production of map given to MHTC, and..... 8 pts

Proposed Method of Performance - Any Offeror submitting a proposal shall provide a detailed description how the Offeror will meet the requirements identified in the scope of work of this request for proposal. The Offeror shall also submit any and all additional information concerning the quality of the services included with the proposed method of performance. **Offeror should provide samples of previous work with their response.**

Experience, Expertise and Reliability - Experience and reliability of the Offeror's organization is considered in the evaluation process. Therefore, the Offeror is advised to submit any information which documents successful and reliable experience in past performances, especially those performances related to previous contracts of this nature. The Offeror shall identify the principal person responsible for this engagement. The Offeror shall also identify all other individuals who will be involved in this project. The qualifications of all personnel shall be included.

- (a) The Offeror should provide the following information related to previous and current contracts which are considered identical or similar to the requirements of this RFP.
 - 1. Name, address and telephone number of contracting agency and a contact person who may be contacted for verification of all data submitted.
 - 2. Dates of the Contract.
 - 3. A brief, written description of the specific prior services performed and requirements thereof.
- (b) The qualifications (expertise) of the personnel proposed by the Offeror to perform the requirements of the RFP will be considered in the evaluation. Therefore, the Offeror should submit detailed information related to the expertise and qualification of the staff proposed.

- (c) The Offeror should provide a resume, including references, detailing educational qualifications and previous work assignments as they may relate to this RFP for key personnel to be assigned to these services.
- (d) If the staff is not yet hired, the Offeror should provide:
 - 1. detailed descriptions of the required employment qualifications, and
 - 2. detailed job descriptions of the positions to be filled, including the type of individuals proposed to be hired.

Cost, Fees, and Expenses -The objective evaluation of cost shall be conducted based upon the original contract period for low cost determination.

- (a) Cost points shall be determined using a scale of fifty (50) possible points and the following formula:

$$\frac{\text{Lowest Responsive Offeror's Price}}{\text{Compared Price}} \times 50 = \text{Cost score points}$$

- 2. **Historic Information:** MHTC reserves the right to consider historic information and facts, whether gained from the Offeror's proposal, question and answer conferences, references, or other sources, in the evaluation process.
- 3. **Responsibility to Submit Information:** The Offeror is cautioned that it is the Offeror's sole responsibility to submit information related to the evaluation categories and that MHTC's representative is under no obligation to solicit such information if it is not included with the Offeror's proposal. Failure of the Offeror to submit such information may cause an adverse impact on the evaluation of the Offeror's proposal.

(D) PRICING

- 1. **Fee Schedule:** The Offeror must submit a proposed fee for all services defined in the Scope of Work. This fee must be shown on Section (5), Price Page, of this proposal which must be completed, signed and returned with the Offeror's proposal.

**SECTION (5):
PRICE PAGE**

(A) FEE SCHEDULE: The Offeror shall indicate below all fees for providing services in accordance with the provisions and requirements stated herein:

If the obtained advertising revenue is not sufficient to produce the map, please indicate the cost below.

A. Missouri Official Highway Map-Color, Folded, Double Sided Option 1 – As Shown on EXHIBIT A	\$ _____ Per 1,000 Maps
B. Missouri Official Highway Map-Color, Folded, Double Sided Option 2 - As Shown on EXHIBIT A	\$ _____ Per 1,000 Maps
C. Missouri Official Highway Map-Color, Folded, Double Sided Option 3 - As Shown on EXHIBIT A	\$ _____ Per 1,000 Maps
D. Missouri Official Highway Map-Color Front Side Only. Estimated -200	\$ _____ Total
E. Missouri Official Highway Map-Color Inset/Backside Only Estimated- 200	\$ _____ Total
F. Missouri Official Highway Map-Black and White. (No Advertising) Estimated -400	\$ _____ Total
G. Missouri Official Highway Map-Color, Folded, Double Sided (Shipped as specified in Section 2 (C) (8) Delivery Requirements as an alternative)	\$ _____ Per 1,000 Maps

Percent of revenue generated above all cost associated with production of the map given to MHTC.

_____ %

Signature

Date

Option One

Location	Delivery Date 1	# Pallets	# Maps	Delivery Date 2	# Pallets	# Maps	Delivery Date 3	# Pallets	# Maps	Grand Total Pallets	Grand Total Maps
NW District	April 2013	6	88,200						0	6	88,200
NE District	April 2013	4	58,800						0	4	58,800
KC District	April 2013	5	73,500						0	5	73,500
Central District	April 2013	1	14,700						0	1	14,700
SL District	April 2013	3	44,100						0	3	44,100
SW District	April 2013	6	88,200						0	6	88,200
SE District	April 2013	10	147,000						0	10	147,000
MODOT Distribution Center	April 2013	16	235,200	August 2013	51	749,700	February 2014	68	999,600	135	1,984,500
Total		51	749,700		51	749,700		68	999,600	170	2,499,000

Option Two

Location	Delivery Date 1	# Pallets	# Maps	Delivery Date 2	# Pallets	# Maps	Delivery Date 3	# Pallets	# Maps	Grand Total Pallets	Grand Total Maps
NW District	April 2013	6	88,200	August 2013	6	88,200	February 2014	6	88,200	18	264,600
NE District	April 2013	4	58,800	August 2013	4	58,800	February 2014	4	58,800	12	176,400
KC District	April 2013	5	73,500	August 2013	5	73,500	February 2014	5	73,500	15	220,500
Central District	April 2013	1	14,700	August 2013	1	14,700	February 2014	1	14,700	3	44,100
SL District	April 2013	3	44,100	August 2013	3	44,100	February 2014	3	44,100	9	132,300
SW District	April 2013	6	88,200	August 2013	6	88,200	February 2014	6	88,200	18	264,600
SE District	April 2013	10	147,000	August 2013	10	147,000	February 2014	10	147,000	30	441,000
MODOT Distribution Center	April 2013	16	235,200	August 2013	16	235,200	February 2014	33	485,100	65	955,500
Total		51	749,700		51	749,700		68	999,600	170	2,499,000

Option Three

Location	Delivery Date 1	# Pallets	# Maps	Delivery Date 2	# Pallets	# Maps	Delivery Date 3	# Pallets	# Maps	Grand Total Pallets	Grand Total Maps
NW District	April 2013	5	73,500	August 2013	6	88,200	February 2014	6	88,200	17	249,900
NE District	April 2013	4	58,800	August 2013	4	58,800	February 2014	4	58,800	12	176,400
KC District	April 2013	5	73,500	August 2013	5	73,500	February 2014	5	73,500	15	220,500
Central District	April 2013	1	14,700	August 2013	1	14,700	February 2014	1	14,700	3	44,100
SL District	April 2013	3	44,100	August 2013	3	44,100	February 2014	3	44,100	9	132,300
SW District	April 2013	5	73,500	August 2013	6	88,200	February 2014	6	88,200	17	249,900
SE District	April 2013	8	117,600	August 2013	10	147,000	February 2014	10	147,000	28	411,600
MO Div. of Tourism	April 2013	10	147,000	August 2013	2	29,400	February 2014	12	176,400	24	352,800
State Fair Grounds	April 2013	2	29,400	August 2013	1	14,700	February 2014	1	14,700	4	58,800
MO Highway Patrol	April 2013	2	29,400	August 2013	2	29,400	February 2014	2	29,400	6	88,200
MO State Capitol	April 2013	2	29,400	August 2013	0	0	February 2014	0	0	2	29,400
MODOT Distribution Center (Surplus)	April 2013	4	58,800	August 2013	11	161,700	February 2014	18	264,600	33	485,100
Total		51	749,700		51	749,700		68	999,600	170	2,499,000

*Delivery dates and quantities are subject to change.

 Send to MODOT Distribution Center (Surplus)

Delivery Locations for Official State Highway Map Option One & Two

Exhibit B

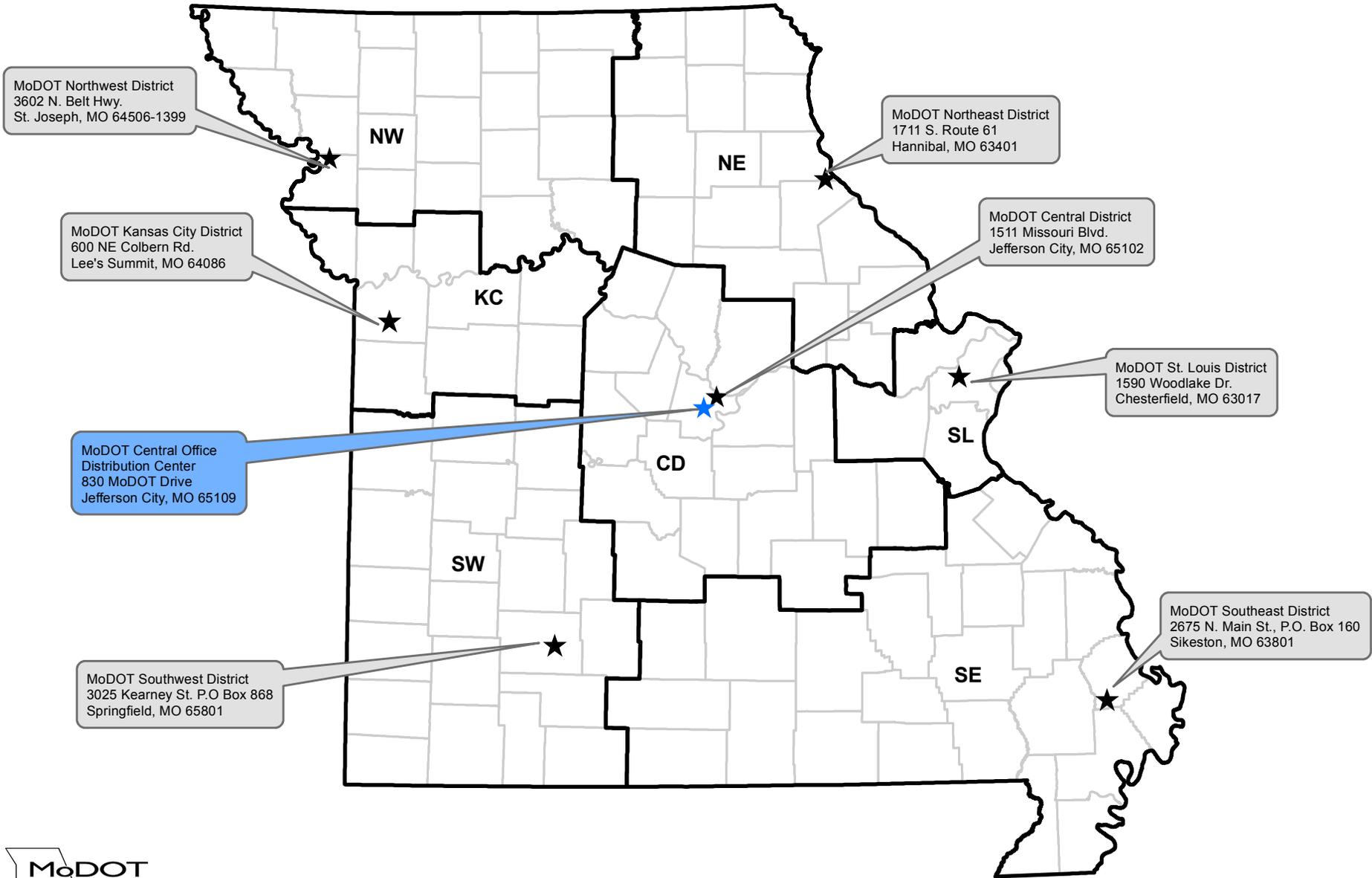


Exhibit C

Delivery Locations for Official State Highway Map Option Three

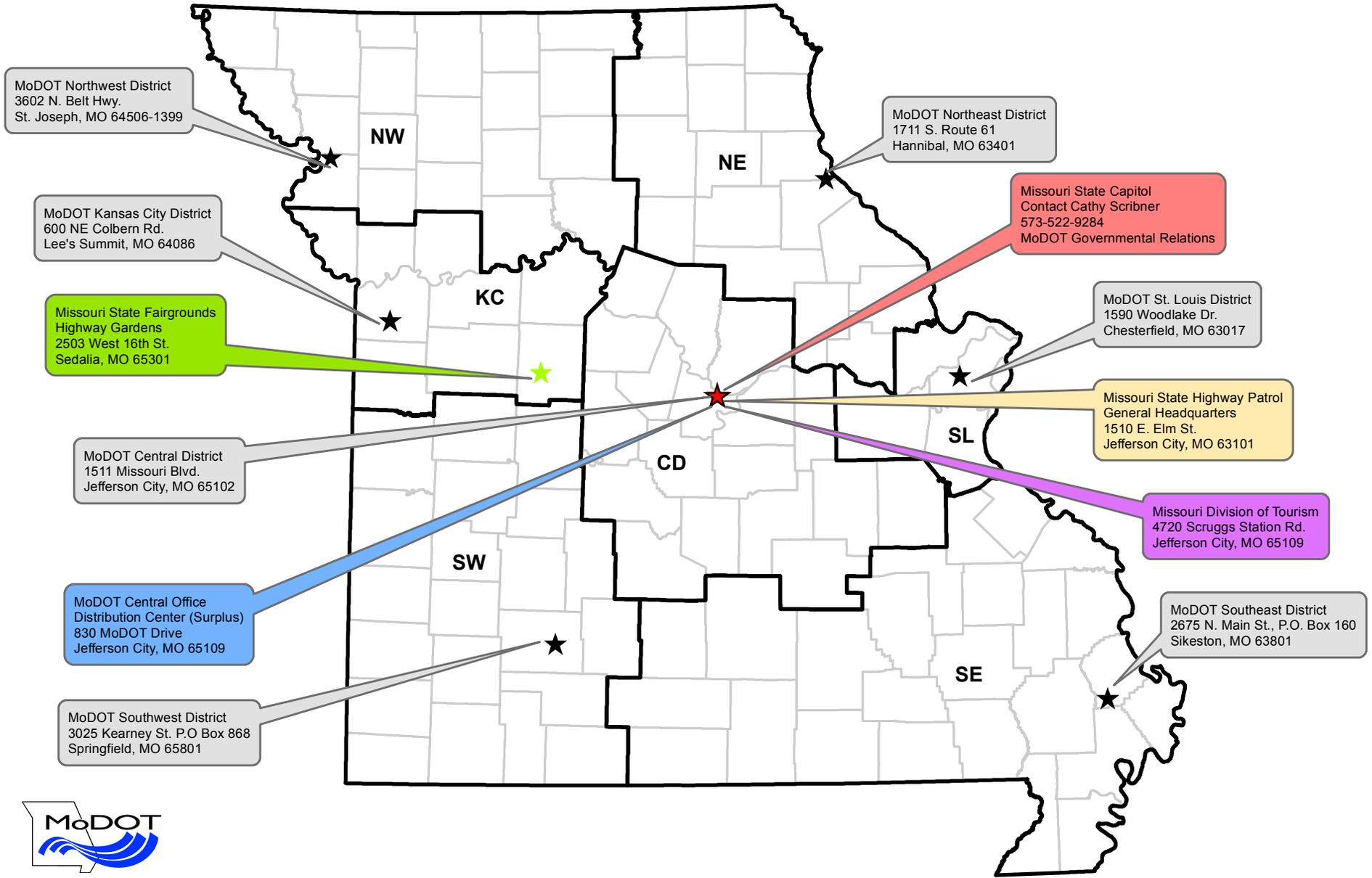


EXHIBIT D

ANNUAL WORKER ELIGIBILITY VERIFICATION AFFIDAVIT
(for joint ventures, a separate affidavit is required for each business entity)

STATE OF _____)
) ss
COUNTY OF _____)

On the ____ day of _____, 20____, before me appeared _____,
personally known to me or proved to me on the basis of satisfactory evidence to be a person whose name is subscribed to this
Affiant name
affidavit, who being by me duly sworn, stated as follows:

- I, the Affiant, am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 285.530, RSMo, to enter into any contract agreement with the state to perform any job, task, employment, labor, personal services, or any other activity for which compensation is provided, expected, or due, including but not limited to all activities conducted by business entities.

- I, the Affiant, am the _____ of _____, and I am duly authorized,
title business name
directed, and/or empowered to act officially and properly on behalf of this business entity.

- I, the Affiant, hereby affirm and warrant that the aforementioned business entity is enrolled in a federal work authorization program operated by the United States Department of Homeland Security, and the aforementioned business entity shall participate in said program to verify the employment eligibility of newly hired employees working in connection with any services contracted by the Missouri Highways and Transportation Commission (MHTC). I have attached documentation to this affidavit to evidence enrollment/participation by the aforementioned business entity in a federal work authorization program, as required by Section 285.530, RSMo.

- I, the Affiant, also hereby affirm and warrant that the aforementioned business entity does not and shall not knowingly employ, in connection with any services contracted by MHTC, any alien who does not have the legal right or authorization under federal law to work in the United States, as defined in 8 U.S.C. § 1324a(h)(3).

- I, the Affiant, am aware and recognize that, unless certain contract and affidavit conditions are satisfied pursuant to Section 285.530, RSMo, the aforementioned business entity may be held liable under Sections 285.525 through 285.550, RSMo, for subcontractors that knowingly employ or continue to employ any unauthorized alien to work within the state of Missouri.

- I, the Affiant, acknowledge that I am signing this affidavit as a free act and deed of the aforementioned business entity and not under duress.

Affiant Signature

Subscribed and sworn to before me in _____, _____, the day and year first above-written.
city (or county) state

Notary Public

My commission expires:

[attach documentation of enrollment/participation in a federal work authorization program]

~ End of Exhibit D. ~

EXHIBIT E

APPLICANT AFFIDAVIT FOR SOLE-PROPRIETORSHIP OR PARTNERSHIP

(a separate affidavit is required for each owner and general partner)

STATE OF _____)
) ss
COUNTY OF _____)

On this _____ day of _____, 20____, before me appeared _____, personally known to me or proved to me on the basis of satisfactory evidence to be the person whose name is subscribed to the within instruments, who being by me duly sworn, deposed as follows:

My name is _____, and I am of sound mind, capable of making this affidavit, and personally certify the facts herein stated, as required by Section 208.009, RSMo, for failure to provide affirmative proof of lawful presence in the United States of America:

I am the _____ of _____, which is applying for a public benefit (grant, contract, and/or loan) administered/provided by the Missouri Highways and Transportation Commission (MHTC), acting by and through the Missouri Department of Transportation (MoDOT).

I am classified by the United States of America as: (check the applicable box)

- a United States citizen.
- an alien lawfully admitted for permanent residence. I am aware that Missouri law provides that any person who obtains any public benefit by means of a willfully false statement or representation, or by willful concealment or failure to report any fact or event required to be reported, or by other fraudulent device, shall be guilty of the crime of stealing pursuant to Section 570.030, RSMo, which is a Class C felony for stolen public benefits valued between \$500 and \$25,000 (punishable by a term of imprisonment not to exceed 7 years and/or a fine not more than \$5,000 – Sections 558.011 and 560.011, RSMo), and is a Class B felony for stolen public benefits valued at \$25,000 or more (punishable by a term of imprisonment not less than 5 years and not to exceed 15 years – Section 558.011, RSMo).

I recognize that, upon proper submission of this sworn affidavit, I will only be eligible for temporary public benefits until such time as my lawful presence in the United States is determined, or as otherwise provided by Section 208.009, RSMo.

I understand that Missouri law requires MHTC/MoDOT to provide assistance in obtaining appropriate documentation to prove citizenship or lawful presence in the United States, and I agree to submit any requests for such assistance to MHTC/MoDOT in writing.

I acknowledge that I am signing this affidavit as a free act and deed and not under duress.

Affiant Signature

Affiant's Social Security Number or
Applicable Federal Identification Number

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My commission expires:

~ End of Exhibit E. ~

EXHIBIT F
Prior Experience of Offeror

The Offeror should copy and complete this form for each reference being submitted as demonstration of the Offeror's prior experience. In addition, the Offeror is advised that if the contact person listed for the reference is unable to be reached, the listed experience may not be considered.

Reference Information (Prior Services Performed For:)

Offeror Name:	
Name of Reference Company:	
Reference Contact Person Name:	
Contact Person Phone#	
Contact Person e-mail address:	
Dates of Prior Services:	
Dollar Value of Prior Services:	
Description of Prior Services Performed:	

As the contact person for the reference provided above, my signature below verifies that the information presented on this form is accurate. I am available for contact by MoDOT for additional discussions regarding the association of me/my company with the Offeror referenced above:

Signature of Reference Contact Person

Date of Signature

EXHIBIT G
Personnel Expertise Summary
(Also attach resumes for key personnel)

Personnel

Background and Expertise of Personnel

1. _____
(Name)

(Title)

2. _____
(Name)

(Title)

3. _____
(Name)

(Title)

4. _____
(Name)

(Title)

5. _____
(Name)

(Title)

6. _____
(Name)

(Title)

7. _____
(Name)

(Title)

EXHIBIT H
Method of Performance

The Offeror may use this form, or any format desired, to present a written plan for performing the requirements specified in this RFP.