

Illinois Association for College Admission Counseling RFP for Annual Conference Registration and Promotion Materials

Summary

The Illinois Association for College Admission Counseling (IACAC) seeks proposals for the graphic design and typesetting of the 2010 Annual Conference Registration and Promotion Materials. Responsive bids must be received by 3:00 p.m. CDT on October 23, 2009.

About the Association

IACAC is a 1,900-member association dedicated to serving students and families as they transition from high school to postsecondary education. Our members are high school counselors, college admission and enrollment professionals, financial aid officers, and individuals who are involved in the college admissions process. As an affiliate of the National Association for College Admission Counseling, IACAC promotes and upholds ethical practices throughout the process. IACAC qualifies as an exempt organization under section 501[c][3] of the Internal Revenue Code.

Requirements

1. The materials shall be as follows:
 - a. Two postcards; one for "Save the Date", one for notification of web registration
 - b. Conference registration materials to be posted on the Association web site including 8" X 11½" pdf's of the following:
 - i. Registration Form including hotel and membership information
 - ii. Schedule of sessions
 - iii. Conference – At – A Glance schedule
 - iv. Welcome by president-elect
 - v. Featured Speakers and Entertainment
 - c. A conference program, which shall include a conference schedule, session descriptions, room locations and other pertinent information
 - d. A Mini-Program which includes the conference schedule from program (item c.)
2. The materials shall also contain some camera-ready art and/or logos, which will be provided by the Association.
3. To view the 2009 registration brochure, go to the following link:
http://iacac.org/conference/2009/registration/IACAC_Conference_Registration_2009.pdf
To request a copy of the 2009 Program and Mini-Program, contact Linda Haffner at address below.

Specifications

Quantity: Postcards: Not to exceed 2,500 copies each.
Programs and Mini-Programs: Not to exceed 900 copies

Postcards Specs: Size and card stock to be determined with vendor recommendation
Ink Color for Postcards: Four Color

Program: The 2009 Conference Program was 11" x 6" with 40 pages with 2 staples, including the cover and 10 pages of advertisement. The 2010 program will exclude 6 of these pages listing committee volunteers. The size, paper stock, and layout may be altered from 2009 for a more cost-effective design.

Mini Program: Approximate size is 11" X 4½" with double fold, final size approximately 4½" X 2 ¾". The paper stock and layout may be altered for a more cost effective design.

Ink Color for Program Cover: Four Color
Ink Color for Body for Program & Mini-Program: Two Color

Paper Quality: Program, 2009 program cover was 100# altima satin, inside pages were 80# altima satin
Paper Quality: Mini-Program, 2009 was 65# accent opaque

Copy for all documents listed above: Will be provided by the Association in Word.

Production: This bid may also, at the bidder's discretion, include costs for printing, assembly and mailing.

Finished product remains the property of the Illinois Association for College Admission Counseling.

Selection Criteria

The winning bid, if any, will be selected solely by the judgement of the Illinois Association for College Admission Counseling no later than October 30, 2009.

Bids must include the attached Vendor Contact Form. Samples of previous work are encouraged.

Timeline

The selection committee will review all bids on October 27, 2009 in order to select a winning bidder and an alternate.

Negotiations with the winning bidder are expected to result in a contract award by October 30, 2009.

Copy will be available no later than December 11 for "Save the Date" postcard. Proof to Linda Haffner by December 18. Proof returned with any corrections by December 28 or five business days from the receipt of proof, whichever is sooner. Post card shall be mailed no later than January 8, 2010.

Copy will be available no later than January 11 for "Registration" postcard. Proof to Linda Haffner by January 18. Proof returned with any corrections by January 25 or five business days from the receipt of proof, whichever is sooner. Post card shall be mailed no later than February 5, 2010.

Copy will be available no later than January 11 for Registration pdf's. Proof to Linda Haffner by January 18. Proof returned with any corrections by January 25 or five business days from the receipt of proof, whichever is sooner. Pdf's shall be finalized to be posted on Association web site no later than February 5, 2010.

Copy will be available no later than March 15 for Conference Program and Mini-Program. Proof to Linda Haffner by April 2. Proof returned with any corrections by April 9 or five business days from the receipt of proof, whichever is sooner. Final copy must be available for the printer no later than April 16, 2010

Submit Proposal To:

Linda Haffner
Executive Assistant, IACAC
P.O. Box 279
Mount Prospect, IL 60056-0279
Fax: (847) 577-3712

You may submit proposals electronically to Linda Haffner at lhaffner@iacac.org

For Additional Information or Clarification:

Linda Haffner
Executive Assistant, IACAC
(847) 577-2943

Vendor Contact Information

Requesting Company: _____

Contact Name: _____

Address: _____

City, St. and Zip: _____

Phone: _____ Fax: _____

E-mail: _____