

MODIFICATION

State of Maine**Master Agreement****Effective Date:** 08/01/16**Expiration Date:** 07/31/19**Master Agreement Description:** Master Agreement for License Renewal Postcards**Buyer Information**

Debbie Jacques 207-624-7890 ext. DEBBIE.JACQUES@MAINE.GOV

Issuer Information

MARC THEBERGE 207-624-9007 ext. Marc.Theberge@maine.gov

Requestor Information

Marc Theberge 207-624-9007 ext. Marc.Theberge@maine.gov

Agreement Reporting Categories

1. Recycled

Authorized Departments

29B MOTOR VEHICLES

Vendor Information**Vendor Line #: 1****Vendor ID**

VS0000019615

Vendor Name

Harvard Pinnacle Group Corporation

Alias/DBA

HPGprint

Vendor Address Information

179 Bear Hill Road

Waltham, MA 02451

US

Vendor Contact Information

Greg Wallace

781-466-8400 ext. 1

greg@hpg-print.com

Payment Discount Terms

Discount 1:	1.0000 %	10 Days
Discount 2:	%	Days
Discount 3:	%	Days
Discount 4:	%	Days

Commodity Information**Vendor Line #:** 1**Vendor Name:** Harvard Pinnacle Group Corporation**Commodity Line #:** 1**Commodity Code:** 96600**Commodity Description:** License Renewal Postcards -Printing, Addressing, Preparation**Commodity Specifications:**

Commodity Extended Description: To establish a Master Agreement for License Renewal Postcards - Printing, Addressing, Preparation and Delivery. The initial agreement will cover a period of 1 year (8/1/2016 - 7/31/2017) with an option for renewals. First Renewal Period: 8/1/2017 - 7/31/2018. Second Renewal Period: 8/1/2018 - 7/31/2019. All specifications, terms and conditions are attached and made a part of this Master Agreement.

Quantity	UOM	Unit Price
0.00000		\$0.00
Delivery Days	Free on Board	
0	FOB Dest, Freight Prepaid	
Contract Amount	Service Start Date	Service End Date
\$0.00	08/01/16	07/31/19
Catalog Name	Discount	
	0.0000 %	
	Discount Start Date	Discount End Date

**License Renewal Postcards
 Printing, Addressing, Preparation and Delivery
 8/1/2016 to 7/31/2019
 MA 18P 1607250000000000009**

Commodity: License Renewal Postcards – Printing, Addressing, Preparation and Delivery

Scope: To establish an annual contract for the Printing, Addressing, Preparation and Delivery of License Renewal Postcards.

Contract Period: August 1, 2016 to July 31, 2017 (Initial Contract)
 August 1, 2017 to July 31, 2018 (1st Renewal)
 August 1, 2018 to July 31, 2109 (2nd Renewal)

Delivery: State Postal Center, 85 Leighton Road, Augusta, Maine 04330

Size: 4-1/4" x 6"

Stock: To be printed on stock that meets the USPS minimum standards of .007" thickness or greater. **Stock should be non-glossy.**

Ink: Printed two sides, 4/1 (4 color process/black)

Specifications: To be printed and delivered as per the attached requirements sheet.
Vendor must meet all requirements as outlined in the attached files.
 Estimated monthly quantities on requirements sheet are based on previous orders, and amounts may vary.

Contract Prices: Prices are as follows:

Quantity	Price/M
5000-5999	81.80
6000 - 6999	78.10
7000 - 7999	77.33
8000 - 8999	75.00
9000 - 9999	73.28
10000 - 10999	73.20
11000 - 11999	71.81
12000 - 12999	70.82
13000 - 13999	70.37
14000 - 14999	69.97
15000 - 15999	69.69
16000 - 16999	69.39
17000 - 17999	69.18
18000 - 18999	68.92
19000 - 19999	68.37
20000 - 20999	68.27

Delivery: Postcards are to be printed as requested, addressed, prepared and delivered to the State Postal Center for mailing bi-weekly, and all charges are to be included in the price.

License Renewal Postcards
Printing, Addressing, Preparation and Delivery
8/1/2016 to 7/31/2019
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Ordering Procedure: Delivery Orders (DO) will be created in AdvantageME for all orders against Master Agreements (MA), unless the State of Maine Procurement Card is used for payment. Orders in the amount of \$5000.00 or less will be e-mailed by the using agency to the Vendor as a PDF file. Delivery Orders in amounts greater than \$5000.00 will workflow to the Division of Purchases' Buyers for approval and encumbrance. The Division of Purchases will e-mail the PDF order to the Vendor.

Billing: Vendor to bill agency monthly referencing DO numbers on all invoices.

Monthly Report: Vendor will be responsible for generating a "**Monthly Report**" to be submitted to the Division of Purchases **no later than the 5th of each month** for the previous month's activities.
Each report should include each order received for the month and include: **Item, Quantity and Dollar Amount.**

Procurement Card: State policy requires vendors to accept the State of Maine Procurement Card as a form of payment, with very rare exceptions. Your company will be required to accept these cards. The pricing offered to the State of Maine shall be the final cost to the State of Maine regardless of payment method. No surcharge or other compensation will be allowed. The State of Maine reserves the right to reject your bid if you are unwilling to accept this condition.

Contract Renewals: Following the initial term of the contract, the Department may exercise optional contract renewal periods for up to three (3) additional years, subject to continued availability of funding and satisfactory performance.

Requirements

1	Produce 4-1/4" x 6" postcards that meets the USPS minimum standards of .007" thickness or greater.
2	Print 4 color process on one side and black and white on the other.
3	<p style="text-align: center;">Estimated (amounts may vary) monthly renewals:</p> <p>Currently the bimonthly down loads are in the area of 7000 to 8000. This will vary due to the license renewal date cycles.</p>
4	<p>Vendor must provide a Secure FTP site (SFTP) for BMV to deliver the bi-weekly address file. BMV must be able to authenticate to that site using digital keys. BMV will provide a public key for SFTP authentication. If a Secure FTP site is unavailable then a standard FTP site may be provided but all files must be encrypted using the OpenPGP standard (RFC4880) and the vendor must provide their public encryption key.</p> <p>If the file is not being transferred to a vendor controlled server or if the transferred files may be exposed to any other users they must be encrypted following the OpenPGP standard referenced above.</p> <p>No other file transfer method may be used.</p> <p>We must be notified immediately if a breach to this site is discovered. The file must be deleted within three (3) business days from completion of print & mail job.</p>
5	Deliver the postcards to State Postal Center, in Augusta, Maine, biweekly in zip code order (our batch file will be in zip code order) within four (4) business days from receipt of secure electronic FTP file.
6	Information on the postcard may or may not change for each mailing. A copy of any changes will be supplied to vendor at least 30 days in advance. Due to legislative changes and change of postal regulations the postcards shall be printed as processed at the time of mailing. The postcards shall not be printed ahead of time and stored.
7	Ancillary service endorsement "Address Service Requested" and Indicia will be part of the postcard design file, which is a Microsoft Publisher document.
8	Please provide a proof postcard to the Bureau of Motor Vehicles initially and every time a change is made.
9	A proof must be provided to State Postal Center and any changes thereafter can be sent as a PDF file. This will ensure the post card is regulation compliant. Vendor must notify the bureau immediately if the job is rejected by the State Postal Center for any reason.
10	Vendor must provide biweekly confirmation statement regarding the number of postcards printed and mailed bi-weekly within two (2) business days from completion of job. This statement should include any errors encountered. This statement can be sent via e-mail.
11	Any documents or materials that do not meet all specifications will be unacceptable and returned for credit once deviations from the specifications are discovered.
12	Vendor must provide a monthly invoice for billing.
13	Due to State and Federal Laws and Regulations, the vendor cannot retain, store, sell or use the names and addresses provided for any purpose other than printing a driver license renewal notification.

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
BUREAU OF GENERAL SERVICES
DIVISION OF PURCHASES**

RFQ # 29B 16070600000000000013

Master Agreement for License Renewal Postcards

Quotations/Responses Due: Friday, July 22, 2016, not later than 2:00 p.m. local time

Note: All questions and responses must be provided via the State of Maine's e-Procurement system: AdvantageME / Vendor Self Service (VSS). Questions must be submitted on VSS by Thursday, July 14, 2016. Questions received after this date may not be answered.

General Instructions on Bidder Questions

It is the responsibility of each Bidder to examine the entire RFQ and to seek clarification by submitting questions through the Q & A List tab on the Solicitation page. Any answers to questions will appear there as well. It is the vendor's responsibility to log in to view all questions and answers posted. Additional information obtained any other way will not be valid.

Summary

For this competitive Request for Quotations (RFQ) process, the State of Maine Division of Purchases ("Division") is acting on behalf of the State of Maine Bureau of Motor Vehicles ("Requesting Department"). The Division and the Requesting Department seek quotations (also referred to as "bids" or "responses" herein) to provide the goods/services listed above. This document provides instructions and descriptions of requirements for this competitive process.

PART III APPENDICES

Appendix A

**STATE OF MAINE
DEPARTMENT OF ADMINISTRATIVE AND FINANCIAL SERVICES
DIVISION OF PURCHASES
BID COVER PAGE**

Bidder's Organization Name: <i>Harvard Pinnacle Group Corp.</i>		
Chief Executive - Name/Title: <i>Greg Wallace</i>		
Tel: <i>781-466-8400 x1</i>	Fax: <i>781-466-8887</i>	E-mail: <i>greg@hpg-print.com</i>
Headquarters Street Address: <i>179 Bear Hill Road</i>		
Headquarters City/State/Zip: <i>Waltham, MA 02451</i>		
<i>(provide information requested below if different from above)</i>		
Lead Point of Contact for Bid - Name/Title: <i>Michael Gazzola / Bus. Development Mgr.</i>		
Tel: <i>781-466-8400 x2</i>	Fax: <i>781-466-8887</i>	E-mail: <i>mike@hpg-print.com</i>
Street Address: <i>179 Bear Hill Road</i>		
City/State/Zip: <i>Waltham, MA 02451</i>		

- This bid and the pricing structure contained herein will remain firm for a period of 180 days from the date and time of the bid opening.
- No personnel currently employed by the Department or any other State agency participated, either directly or indirectly, in any activities relating to the preparation of the Bidder's proposal.
- No attempt has been made or will be made by the Bidder to induce any other person or firm to submit or not to submit a proposal.
- The undersigned is authorized to enter into contractual obligations on behalf of the above-named organization.

Debarment, Performance, and Non-Collusion Certification

By signing this document I certify to the best of my knowledge and belief that the aforementioned organization, its principals, and any subcontractors named in this proposal:

- a. Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from bidding or working on contracts issued by any governmental agency.*
- b. Have not within three years of submitting the proposal for this contract been convicted of or had a civil judgment rendered against them for:*
 - i. fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a federal, state or local government transaction or contract.*
 - ii. violating Federal or State antitrust statutes or committing embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;*
 - iii. are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and*
 - iv. have not within a three (3) year period preceding this proposal had one or more federal, state or local government transactions terminated for cause or default.*
- c. Have not entered into a prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies, equipment, or services and this proposal is in all respects fair and without collusion or fraud. The above mentioned entities understand and agree that collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards.*

- Failure to provide this certification may result in the disqualification of the Bidder's proposal, at the discretion of the Department.**

To the best of my knowledge all information provided in the enclosed proposal, both programmatic and financial, is complete and accurate at the time of submission.

Name: <i>Michael Gazzola</i>	Title: <i>Business Development Mgr</i>
Authorized Signature: <i>Michael Gazzola</i>	Date: <i>7/22/2016</i>