

**Metropolitan Transportation Commission
Administration Committee**

January 11, 2023

Agenda Item 2d

Consultant Bench: Printing Services Consultant Bench (Advantage Mailing, LLC; Another Dancing Bear Productions; Dakota Press; Unique Image, Inc.)

Subject:

Approval of a pre-qualified bench of consultants to provide as-needed printing services (“Printing Services Bench”), as summarized in Attachment A, for the period of January 11, 2023, through June 30, 2025, with an option to extend for two (2) additional years through June 30, 2027.

Background:

The Metropolitan Transportation Commission (MTC), its affiliated agencies, and other public agencies produce printed materials that are used for a wide variety of purposes, including public events, project development and public information. These printed materials include, but are not limited to, publications, posterboards, brochures, reports, newsletters, branding systems, marketing materials and informational diagrams. Additionally, MTC, its affiliated agencies, and other public agencies produce Geographic Information System (GIS)-based maps for digital and print displays, signage, and wayfinding.

Procurement:

MTC issued a Request for Qualifications (RFQ) on September 7, 2022, to create a pre-qualified bench of consultants (“Printing Services Bench”) from which MTC, ABAG and their related entities may contract on a per-project basis to provide printing services support on a variety of projects and programs.

The RFQ included two service categories: a) traditional (off-set) and digital printing, and b) specialty printing and fabrication. The bench resulting from this RFQ will be used for various agency projects and/or programs falling within the two service categories.

Email notification of the RFQ was sent to over 3,677 individuals and firms. Staff hosted a pre-proposal conference on September 15, 2022, via Zoom, which provided opportunities for printing firms to ask questions about upcoming project opportunities and the procurement process. The pre-proposal conference was attended by two (2) individuals. On October 12, 2022,

MTC received four (4) Statements of Qualifications (SOQs), some of which applied to more than one service category. The table below shows the number of submissions received for each category of the bench contained in the RFQ:

Service Category	Number of Total Applicants
Traditional (off-set) and Digital Printing	3
Specialty Printing and Fabrication	4

An evaluation panel comprised of MTC staff reviewed applicants for each of the two (2) service categories based upon the following evaluation criteria:

Evaluation Criteria	Percentage
Qualifications of the Proposer	60%
Quality of presentation (as evidenced in the written SOQ and work samples)	20%
Competitiveness of rates and other costs	20%
Possible Total Score	100%

For each service category, the firms that the evaluation panel recommends for inclusion on the Translation and Interpreter Services Bench are indicated with a number “1” in Attachment A. All recommended firms demonstrate expertise in the service category(ies) for which they were selected. Firms that did not seek consideration in a service category are left blank in Attachment A. Attachment B includes a list of the recommended firms Small Business Enterprise (SBE) and Disadvantaged Business Enterprise (DBE) status.

Any firms approved will be eligible for work throughout the approved term of the Printing Services Bench, from the date of this Committee approval through June 30, 2025, with an option to extend for two (2) additional years through June 30, 2027. Selection for entry into a contract with one of the pre-qualified consultants may take place by direct selection or via a mini-procurement, pursuant to MTC’s Third-Party Contracting Policies and Procedures. Firms not originally placed on the Printing Services Bench may be added in response to re-issuance of the RFQ in later cycles. Contract periods of performance and amounts will be determined on a per-contract basis based on the projects solicited to the Printing Services Bench. Staff will return to

the Administration Committee for authorization of any contracts exceeding the Executive Director's signature authority.

Issues:

None identified.

Recommendations:

Staff recommends that the Administration Committee approve the pre-qualified consultants identified in Attachment A for the Printing Services Bench to provide printing services on an as-needed basis for the period of January 11, 2023, through June 30, 2025, with an option to extend for two (2) additional years through June 30, 2027.

Attachments:

- Attachment A: List of Pre-Qualified Panel of Consultants for the Printing Services Bench
- Attachment B: Disadvantaged Business Enterprise and Small Business Enterprise Status
- Request for Committee Approval – Summary of Proposed Consultant Bench



Andrew B. Fremier

Attachment A

Printing Services Bench and Services Categories

Firm Name Note: When proposals included teams of firms, only the prime consultant is listed in the table below.	A – Traditional and Digital	B – Specialty and Fabrication
Advantage Mailing, LLC	1	1
Another Dancing Bear Productions		1
Dakota Press	1	1
Unique Image, Inc.	1	1

Attachment B

Disadvantaged Business Enterprise and Small Business Enterprise Status

	Firm Name	Role on Project	DBE* Yes / No	If DBE Yes, List #	SBE** Yes / No	If SBE Yes, List #
Prime Contractor	Advantage Mailing, LLC	Project Lead	No		No	
Prime Contractor	Another Dancing Bear Productions	Project Lead	No		No	
Prime Contractor	Dakota Press	Project Lead	Yes	47093	No	
Prime Contractor	Unique Image, Inc.	Project Lead	No		No	

*Denotes certification by the California Unified Certification Program (CUCP).

**Denotes certification by the State of California.

Request for Committee Approval

Summary of Proposed Consultant Bench

Work Item No.: To be determined on a per-contract basis.

Consultant: See Attachment A to the MTC Administration Committee Summary Sheet for the Printing Services Bench.

Work Project Title: Printing Services Bench.

Purpose of Project: Provide as-needed printing consulting services.

Brief Scope of Work: To provide printing support to MTC projects and programs.

Project Cost Not to Exceed: To be determined on a per-contract basis.

Funding Source: To be determined on a per-contract basis.

Fiscal Impact: No immediate fiscal impact until contracts are awarded. Funds for future fiscal years are subject to agency budgetary approval process.

Motion by Committee: That the consultants listed in Attachment A to the Administration Committee Summary Sheet dated January 11, 2023, be pre-qualified to enter into contracts with MTC to provide printing services on an as-needed basis from January 11, 2023, through June 30, 2025, with an option to extend for two (2) additional years through June 30, 2027, as described above and in the Administration Committee Summary Sheet dated January 11, 2023, subject to applicable contract approval procedures and necessary budget.

Administration Committee: _____
Federal D. Glover, Chair

Approved: January 11, 2023