

RFP #20250428
ISU Teacher Kits FALL 2025
ATTACHMENT 2 - SPECIFICATIONS

1. Idaho State University (“ISU” or “University”) is requesting proposals from qualified vendors to create K-12 teacher kits that include promotional items, printed materials, and product fulfillment services. This proposal should include all-inclusive pricing for 10,000 teacher kits, valued between \$50 -\$100 each.
2. Items in each kit will be branded by the ISU Albion Center for Professional Development and may include apparel (shirt, socks, hats, backpack, etc.) and classroom items (crayons, notepads, mousepad, sticky notes, stickers, headphones, scissors, speaker, etc.). Proposals should include items geared toward the K-12 teacher and classroom with the primary focus being on high-quality, durable, and useful items, including at least one item that is wearable.
3. Delivery time is extremely important.
 - Deliver to the USPS.
 - The delivery schedule will be during the first three weeks of September.
4. ISU reserves the right to reject any and all proposals and to waive any irregularities.
4. All imprinting and printing must be clear and legible. No swelling, illegible printing, or blemishes will be accepted. If this is not achieved, the University reserves the right to reject the printed materials and promotional items.
5. ISU requires certain quality assurance measurements throughout the entire process which may include, but not be limited to, ISU visiting the print site and submission of samples of materials to ISU prior to fulfillment and delivery. The University may also request photos of items and printed materials throughout the entire process. The vendor that is offered a contract will be contacted with further details.
6. All originals, negatives, PDF files, InDesign files, artwork or mechanicals remain the property of the University, and shall be returned upon completion of campaign.
7. Proposals are due by **June 10, 2025, 4:00 PM MST**.

Specifications:	Create K-12 teacher kits that include ISU Albion Center for Professional Development promotional items, printed materials, and product fulfillment services, including mailing and all-inclusive pricing. <i>Sample kits are encouraged that ISU may choose individual items from, if desired, to comprise a kit.</i>
RFP Issue Date:	April 28, 2025
Printed Items:	5x7 card, 100# gloss, color
Apparel:	High-quality apparel items (not synthetic), 2-3 color imprint, custom branded tags
Items:	High-quality items, 2 color imprint, custom branding
Quantity:	Quantities may vary, but may be up to 10,000 teacher kits

Other:	<ol style="list-style-type: none"> 1. Vendor must be available for problem resolution during regular ISU business hours to resolve issues. 2. Vendor must be compatible with Canva, InDesign, and PDF formats. 3. All printing must be clear and legible, no swelling, illegible printing or blemishes will be accepted. 4. Vendor will sort all pieces, calculate mailing costs using the ISU Non-profit postage permit #42, and deliver to an agreed upon USPS location. The printing and promotional item proofs will be reviewed by ISU employees for quality assurance before ordering and shipment. 5. Vendor must disclose ahead of time if project will be outsourced to a third-party vendor. 6. Vendor must provide samples of items, preferably mailed to: <i>Idaho State University College of Education 921 S. 8th Ave., Stop 8059 Pocatello, ID 83209 Attention: Aubi Moon Samples must be received by June 3, 2025</i>
Purchase Order Date:	Purchase Order will be issued approximately July 1, 2025 unless awarded sooner.
Preview Date:	Electronic copy(s) will be sent to vendor approximately July 1, 2025. The printer is to determine the exact date. Vendor will have electronic proof(s) to ISU on or before _____. (Vendor to fill in date.) ISU will return corrections electronically to vendor on _____ (Vendor to fill in date.)
Deliver Date:	Kits to be built, printed, and received by teachers by mailing via USPS. Shipment during the first three weeks of September.
Deliver to:	Up to 10,000 K-12 teachers nationwide
Bill to:	Email invoice to: albionmarketing@isu.edu
Comments:	Contacts: Shelbi Burget (shelbiburget@isu.edu) Aubi Moon (aubicrabtree@isu.edu)
Term of Contract:	<p>One campaign with the option of four (4) additional campaigns through June 30, 2026.</p> <p>This contract will also include the option of a one (1) year renewal after June 30, 2026, upon mutual agreement.</p>

The following questions must be answered and a signature provided with your quote.

Are you able to meet this delivery schedule and meet all the requirements in the specifications (Attachment 2)? Yes No

Unless otherwise allowed by the University in the Request For Proposal, the Contractor shall not, without approval from the University, enter into any subcontract relating to the performance of this Contract. Approval by the University for a Contractor to subcontract, or acceptance of or payment for subcontracted work by the University, shall not in any way relieve the Contractor of responsibility for the professional and technical accuracy and adequacy of the work. The Contractor

shall be responsible for all work performed under this contract, shall be the sole point of contact for the agency and shall be and remain liable for all damages to the State caused by negligent performance or non-performance of work under the Contract by the Contractor's subcontractor.

Will any portion of this project be subcontracted? Y _____ N _____

If a subcontractor is to be utilized, identify by subcontractor name and function below:

Subcontractor:	Function:
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