

July 21, 2025

26DIRCOMJTACK-0003 Questions & Answers

Question: Prime Contractor Structure Can a TSB serve as prime contractor while subcontracting printing services? Our structure: Midland handles all DNR communications, coordination, and compliance; subcontractor handles printing/fulfillment.

Answer: Yes, a Targeted Small Business (TSB) may serve as the prime contractor and subcontract printing and fulfillment services, provided the prime contractor (in this case, Midland) retains responsibility for all DNR communications, coordination, and contract compliance. The RFP does not prohibit subcontracting, and Section 3.2.3.8 explicitly requests that Respondents identify any subcontractors involved and describe the nature of the goods and/or services they would perform. To comply, Midland should clearly disclose its subcontractor relationship in the Technical Proposal and ensure that all contractual obligations, quality assurance, and performance standards outlined in the RFP (especially in Section 4: Statement of Work) are fulfilled. The DNR will evaluate the full team's capacity and experience, including subcontractors, during the selection process.

Question: Payment Methods Are milestone-based Pcard payments acceptable (e.g., proof approval, printing completion, delivery) or only upon final quarterly completion?

Answer: The contract provided to the successful contractor will outline the dates in which tasks are to be completed, and the Contractor is then responsible for submitting an invoice to the DNR within 30 days of task completion. Each invoice submitted to the DNR must itemize work performed by Task completed, and completion date/and or service period covered pursuant to the Contract. Each invoice must comply with all applicable rules concerning payment of such claims and must contain appropriate documentation necessary to support the fees or charges included in the invoice. DNR has the right to dispute any invoice item submitted for payment and to withhold payment of any disputed amount if DNR reasonably believes the invoice is inaccurate or incorrect in any way.

Question: Budget Guidance Can you provide historical budget ranges or previous contract values to ensure competitive pricing?

Answer: The value of the previous contract was \$150,000.00.

Question: Bonus Question Should our print sample match Iowa Outdoors specs exactly (8.5x11, 64 pages, saddle-stitched) or demonstrate general magazine capabilities?

Answer: The print sample should demonstrate your general magazine printing capabilities and overall quality but does not need to match the Iowa Outdoors specifications exactly. However, to be most effective in the evaluation process (Section 6.3.4), the sample should be comparable in format and complexity—ideally showcasing similar elements such as four-color printing, saddle-stitch binding, high-quality imagery, and registration across spreads. While an exact match to the 8.5x11, 64-page, saddle-stitched format is not explicitly required, submitting a sample close to those specifications will best illustrate your ability to meet the expectations outlined in the Statement of Work (Section 4.1).

Question: There aren't a lot of longer cut off presses out there, so I'm curious if you're open to an 8 3/8 x 10 7/8 trim size?

Answer: We are open to considering an 8 3/8 x 10 7/8 trim size if needed; however, our preference is to maintain the longer cut-off press.

Question: The RFQ sheet specifies 10% PCW for the 60# text, but not for the cover. Should I assume it's for both?

Answer: That is correct.

Question: Regarding soy inks, we have vegetable based inks with a small amount of soy oils in them, but not enough to be classified as soy inks. Is that a deal breaker?

Answer: It is not.

Question: Is the initial term of the agreement one year?

Answer: It is.

Question: Is the printer selected required to have fixed pricing for that one-year term including manufacturing and material costs like paper, ink, cartons, etc? We normally guarantee our manufacturing prices for one year but material costs are subject to changes in market price on a quarterly basis.

Answer: Yes. We require fixed pricing for that first year. If you expect any sort of market movement then that should be averaged out in the proposal. I understand this may be difficult, but we have to do this to keep the solicitation competitive.

Question: Further in Section 7.2 it says you have the ability to execute up to five additional annual renewals. If you choose to renew, will there be an opportunity for the printer to include an annual CPI increase in the new term and/or to pass along any quarterly material cost increases? Or, are you expecting the prices paid in the initial term to be fixed for any additional annual renewals after the initial term??

Answer: If we choose to renew the contract, we will negotiate pricing prior to execution. If both parties can't come to an agreement on an increase/decrease then we will terminate the contract at the end of term and we will go to solicitation again. During that negotiation we would expect fixed pricing for the new term.

Question: We are requesting clarification on section 3.2.2 – Mandatory Specifications and Scored Technical Specifications. In 3.2.2 of the RFP it is asking for the completion of Section 5 of the RFP in detail greater than yes and no and may be considered non-responsive and result in the rejection of the proposal if not completed. However, Section 5 is blank in the RFP that is posted on the procurement site. Page 11 ends with the start of Section 4, page 16 is blank except for a header of Section 5 – Specifications (Reserved), Page 17 starts with Section 6 – Evaluation and Selection. How should we proceed with Section 5?

Answer: You are correct that Section 5 is currently marked as "Reserved" and contains no content in the posted RFP. As such, there is no action required for that section, and you may leave it blank in your proposal submission.