



Annual Report (Submission deadline is noon CDT on March 28, 2025)

Purpose

Colby Community College (CCC) is seeking proposals from qualified vendors to design and print our Annual Report for the 2024-25 academic year. The selected vendor will be responsible for ensuring a high-quality, visually appealing, and professional publication that aligns with our branding and messaging objectives.

Overview

The Colby Community College Annual Report is a comprehensive document that provides an overview of the institution's achievements, financial performance, enrollment, endowment foundation, and key activities over the academic year. It serves as a key communication tool for stakeholders, including students, faculty, alumni, donors, and the broader community. The report is presented to the CCC Board of Trustees each September.

Scope of Work, Specification and Requirements

The selected vendor will be responsible for:

Content and Design

- Incorporating text and images provided by the college. The vendor may be asked to create infographics.
- Formatting the content to enhance readability and engagement.
- Providing layout and design services that reflect the college's brand identity.
- Ensuring accessibility compliance for both print and digital versions.

Format & Specifications

- Estimated page count: 16
- Size: 8.5" x 11"
- Color: Full color (CMYK)
- Paper stock: 80# or 100# matte
- Binding: Staple

Digital Version

- The vendor should provide an interactive, web-friendly PDF.
- The digital version should be optimized for accessibility and mobile viewing.

Printing and Distribution

- Print Quantity: 150
- Delivery to Colby, KS

Project Timeline

The following tentative schedule will apply to this RFP but may change with the organization's needs or unforeseen circumstances. Changes will be communicated by email to all invited bidders.

RFP Issued	March 11, 2025
Questions/Inquiries Due	March 20
RFP Closes	March 28
Award Notification (pending board approval)	April 22
First Draft (excluding financial info.)	July 1
Final Product Delivery	September 15

Elements of Proposal

Interested vendors should submit proposals that include the following:

1. **Company Overview:** Background, years in business, relevant experience.
2. **Proposed Approach:** Explanation of the design and production process.
3. **Portfolio:** Examples of past work (academic pieces preferred).
4. **Cost Breakdown:** Detailed pricing for all services.

Mandatory Disclosures

Tax Exempt

Colby Community College (CCC) is a tax-exempt entity. All bids should reflect that no sales tax is included in the final submission.

Exclusions

If any exclusions exist as a part of this proposal, vendors must clearly define them in a section labeled *exclusions*.

Sub-Contracted Work (if applicable)

If any of the scope of the project will be outsourced to a third party, the vendor's name and the work to be completed must be included in the proposal. CCC reserves the right to request a different subcontracted company.

RFP Questions (if applicable)

Vendors should only direct inquiries and questions to Doug Johnson, Director of Public Relations.

(785) 460-5411
doug.johnson@colbycc.edu.

Proposal Submission

Proposals can be emailed to Doug Johnson, Director of Public Relations, doug.johnson@colbycc.edu, until noon CST on March 28, 2025.

The proposal can be mailed to 1255 S Range, Colby, KS, 67701, Attention: Doug Johnson.

Vendors are required to prepare and submit, at their own cost, one signed original proposal. Submission must include the vendor's complete response, including all attachments, product services, and specifications. Electronic submissions must be in PDF format.

Selection and Notification

The Colby Community College Board of Trustees will meet for its regular meeting on Monday, April 21, 2025, and vote on a vendor recommended by the college. The selected vendor will be notified on or about April 22 after approval by the Board of Trustees.

Statement of Disclosure

The board reserves the right to reject any or all bids, to accept that bid that appears to be in the best interest of the college, to waive any informalities in any part of any bid, and to reject any or all bids received after the date and time specified. Any bid may be withdrawn prior to the scheduled time for the opening of bids. The bidder to whom the award is made may be required to enter into a written contract with the college and provide a performance or public works bond as required by law or the Board of Trustees (where applicable).