

**NEW JERSEY HIGHER EDUCATION STUDENT ASSISTANCE AUTHORITY (HESAA)
REQUEST FOR QUOTATIONS FOR PRINTING AND DISTRIBUTION**

The New Jersey Higher Education Student Assistance Authority (“HESAA”) seeks quotations for a vendor to print and distribute its publication, “Going to College in New Jersey.” The specifications of the project are as follows:

Printing

- Title: Going to College in New Jersey
- Page Count: 64 pages, plus 8 page wrap (72 total pages)
- Copies: Provide quotes for 75,000; 85,000; and 95,000
- Trim Size: 8.125” x 10.875”
- Pre-Press: Press Ready PDF Files Supplied by HESAA
- Proofs: One Color Proof
- Text (64 pages): 45lb #3 grade text
- Cover (8 pages): 80lb #3 gloss
- Ink: 4CP/4CP, anticipate bleeds all sides
- Binding: Saddle-Stitched
- Packing: High-quality corrugated boxes, approx. 100 magazines per carton
- Samples: 25 samples overnighted to HESAA prior to bulk shipments

Distribution

- 60,000 copies distributed to New Jersey high schools (addresses and quantity breakdown supplied by HESAA);
- Approximately 600 cartons: letter insert, print and apply 4” x 5” label, and UPS label applied and billed to HESAA’s account;
- Arrange for UPS pick up of the 600 cartons;
- Remaining Copies: bulk ship on pallets to HESAA via truck with lift gate.

Timeline

- HESAA to supply the content to the selected vendor no later than July 10, 2023.
- Vendor to deliver samples to HESAA no later than August 21, 2023.
- Vendor to distribute final product no later than August 28, 2023.

In addition to pricing for services, all bids shall include the forms required by the Information Sheet and Checklist for Waivers and Delegated Purchasing Authority (DPA) Transactions found at:

<https://www.nj.gov/treasury/purchase/forms/Waiver%20and%20DPA%20Contract%20Checklist.pdf>.

Any agreement entered into as a result of this Request for Quotations shall be subject to the New Jersey Standard Terms & Conditions found at: <https://www.state.nj.us/treasury/purchase/forms/StandardTermsandConditions.pdf>.

The selected vendor must register with NJSTART at: <https://www.njstart.gov/bso/>

Submit bids to:
Roseann Sorrentino
rsorrentino@hesaa.org
609-588-7121

All bids must be received by **4:00 pm** on **June 21, 2023**.