

**Caswell County Partnership for Children
Request for Proposals
Postage Meter Lease**

The Caswell County Partnership for Children is soliciting three year proposals to establish a postage meter lease through competitive negotiations.

RFA Release Date:	March 7, 2019
Deadline for Questions:	April 4, 2019
Submit Questions to:	Bridget Bernal Email: ccpfcfinance@esinc.net
Response to Questions:	Will be posted at www.caswellchildren.org by April 11, 2019
Deadline for Proposals:	Must be Received by April 23, 2019 by 4 PM
Submit to: 1084 NC Hwy 86 N PO Box 664 Yanceyville, NC 27379 (Mailed or delivered in person)	Bridget Bernal Caswell County Partnership for Children
Electronic Submission:	Bridget Bernal ccpfcfinance@esinc.net
Award Notification:	May 28, 2019

Proposals may be submitted electronically or in hard copy format no later than the date and time listed above. Late and faxed proposals will not be accepted.

I. GENERAL INFORMATION

Introduction

The Caswell County Partnership for Children (hereinafter referred to as the "Local Partnership") is soliciting proposals from qualified vendors to provide a postage meter lease and associated services for a three year period. The Local Partnership seeks to establish a lease through a competitive process. The purpose of this Request for Proposals (RFP) is to acquire the services of a qualified Vendor (hereinafter referred to as the "Vendor") to provide a postage meter lease.

The Caswell County Partnership for Children unites the community to provide families with resources and services to enable all children to reach their fullest potential. Additional information regarding CCPFC can be located at www.caswellchildren.org.

Proposals should cover the time period of August 1, 2019-August 1, 2022. Smart Start funding is contingent on the approval of funding by the North Carolina General Assembly and the North Carolina Partnership for Children (NCPC). This is a three year Request for Proposals.

Purpose of the Request

The purpose of the request for proposals is to obtain a Vendor to provide a postage meter lease and associated services for a three year period.

II. AVAILABLE FUNDING AND ELIGIBILITY REQUIREMENTS

Award Term and Requirements

Funding for this project is provided for a three year term and is contingent on funding availability and adherence to the requirements of the contract. The term of any resulting award is anticipated to be for three fiscal years, from August 1, 2019-August 1, 2022. Vendor must submit cost for each year of the three year proposal.

Eligibility

PROPOSAL REQUIREMENTS

-A proposed lease agreement that contains all elements under Section III Lease Terms.

-A cover letter signed by the individual authorized to legally bind the Vendor. The cover letter should contain the name, address, email address, and telephone number of the person with authority to legally bind the Vendor and answer questions or provide clarification concerning the Vendor's proposal. The cover letter must also contain a statement that the person signing the proposal is a legal representative of the contractor and is authorized to bind the contract.

-Information on the company's experience and history as it relates to the performance of work in this request for proposals.

-The prospective Vendor must provide details of any pertinent judgment, criminal conviction, investigation or litigation pending against the prospective Contractor or any of its officers, directors, employees, agents or subcontractors of which the contractor has knowledge, or a statement that there is none. The Local Partnership reserves the right to reject a proposal based on this information.

Selection Process

All proposals received by the required deadline will be reviewed to ensure all necessary attachments and documentation are complete and included. Award notices will be provided by May 28, 2019. All proposals are subject to the terms and conditions outlined herein. The prospective Vendor specifically agrees to the conditions set forth by signature to the proposal. Proposals will be evaluated by CCPFC based on the requirements within this document, the Vendor's capacity to deliver services, the cost effectiveness of the services provided, and ability to comply with the Caswell County Partnership for Children's fiscal policies and procedures.

III. LEASE TERMS

Responses to the RFP must include:

Proposal:

1. Cover Letter
2. Proposed Lease Agreement
3. A response to the following:
 - Total cost per year of the three year lease term
 - Cost per month (Note that this is a three year lease; note that cost information provided in the proposal shall remain in effect for the three year lease as stated in the proposal)
 - Cost of regular updates/downloads to meter are no charge
 - Type of meter to be provided
 - Detailed Billing options and information
 - Cost and type of technical assistance provided
 - Cost of ink and life of ink cartridges
 - Options available for refilling postage, including fees and processing time
 - Cost of initial meter shipping and returning meter
 - Payment terms
 - Any discounts provided if any
 - A brief summary of its history and the services it has provided in the past and to whom.
 - Statement of no criminal conviction and/or otherwise as noted under Section II

IV. SUBMISSION INSTRUCTIONS

Proposal Format

Proposals must include the following components to be considered complete and responsive for funding. Incomplete proposals will not be reviewed or scored:

- Cover Letter
- Proposed Lease Agreement
- Response to bulleted items in Section III

Additional Requirements Upon Selection

Upon selection, the Local Partnership will obtain the following from the Vendor:

- Completed Internal Revenue Service (IRS) Form W-9.
- A signed, official lease. A lease must be executed prior to the start of services and incurring any expenses.

Application Deadline

All proposals must be received by 4 PM on April 23, 2019.

- Late and/or incomplete proposals will not be accepted.
- Signed, emailed or scanned electronic copies sent to the named person on the proposal cover sheet are acceptable. Faxed copies are not accepted.
- For Vendors without scanning capability, an original with required signatures must be mailed or hand-delivered and received by the Local Partnership office by 4 PM on the application due date of April 23, 2019.
- If all proposals are rejected, prospective Vendors will be notified promptly by the Local Partnership.

Submit proposals to:

Bridget Bernal
Caswell County Partnership for Children
1084 NC Hwy 86 N
PO Box 664
336-694-1538
ccpfcfinance@esinc.net