



REQUEST FOR PROPOSAL

December 22, 2015

DESIGN, PRINT AND DIGITAL PUBLISHING OF THE 2016 BUSINESS, PROFESSIONAL AND COMMUNITY DIRECTORY

Head of the CSCC Directory Committee:

Michael Luzar

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CSCC Executive Director:

Simon Pribac

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416-580-9052

1. Introduction & Background

The Canadian Slovenian Chamber of Commerce is publishing its traditional directory in 2016. The directory will include **businesses, professionals, sole proprietors and community organizations** from Canada, Slovenia and the United States.

The **2016 CSCC Business, Professional and Community Directory** marks the **25th anniversary of Slovenian independence**, thus special care will be dedicated to graphics and some of the content to reflect that.

The CSCC Directory has been published on regular basis every few years since the establishment of the Chamber in 1990.

Goals:

1. To provide a comprehensive directory of all Canadian Slovenian businesses, professionals and community organizations
2. To provide a list of Slovenian related businesses, professionals and community organizations in the United States
3. To provide a list of Canadian related businesses, professionals and other organizations in Slovenia
4. To enable all above mentioned entities to further connect with each other
5. To include strong editorial content, provided by the CSCC, its members and partners
6. To mark the 25th anniversary of independence of the Republic of Slovenia

The objective of this Request for Proposal is to locate a source that will provide the best overall value to the Canadian Slovenian Chamber of Commerce. While price is a significant factor, other criteria will form the basis of our award decision as more fully described in the Evaluation Factors section of this Request for Proposal below.

2. Submission Guidelines & Requirements

The following submission guidelines & requirements apply to this Request for Proposal:

1. Individuals or firms with prior experience on design and publishing projects should submit a response to this Request for Proposal.
2. The proposal must follow the guidelines outlined in this document. Any deviation must be discussed with the head of the CSCC Directory Committee.
3. It is a beneficial factor if the bidders have prior experience in working with the Slovenian community organizations in Canada and/or the United States.
4. Proposals must be received prior to January 19th, 2016 at 4pm.
5. The proposals must be sent in via e-mail to both of the following addresses: micael@delviro.com and simon@canslo.com . If you do not receive a confirmation email in return please, contact Simon Pribac on 416-580-9052
6. The Canadian Slovenian Chamber of Commerce anticipates selecting at least two individuals or firms to have more in-depth discussions with and will make an award to one of these “down-selected” individuals or firms.
7. The selection process is public and will be promptly published on CSCC website and social media.

3. Project Timeline

Request for Proposal Issuance:	December 28, 2015
Application Deadline:	January 19, 2016 at 4pm
Selection of Top Bidders:	January 20, 2016
Contract Award:	January 28, 2016
Print date:	May 10, 2016
Delivery date:	May 31, 2016

4. Directory Technical Specifications

- 2000 hard copies
- Full Colour
- Size: 6 ¾ x 9 (13 ½ x 18 sheets)
- Length: 50-56 pages long (including cover)
- Please, also give us a price for each additional sheet
- Number of ads: Approximately 80 ads
- Hard cover (card stock –to be minimum of 32 for internal, min 65 for cover)
- Glossy paper
- Computer flip-book version that works across platforms (ipod, computer, android, iphone, kindle...)

5. Pricing Provided

The bidder must provide complete pricing broken down in the following sections:

- **Design of the Directory**
- **Set up for print**
 - Additional pricing options if our members need their Directory Ad or Logo designed.
- **Printing of 2000 hard copies**
 - Additional options for more copies
- **Publishing in the Computer flip book format** that works across platforms

6. Other information to be provided by the bidder

- Exact graphic format for the ads to be submitted to the designer