



**New Brunswick Sports Hall of Fame/  
Temple de la renommée sportive du Nouveau-Brunswick**

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## **REQUEST FOR PROPOSAL**

### **Materials Design/Printing**

The New Brunswick Sports Hall of Fame (NBSHF) is seeking a proposal from qualified individuals or companies to provide design & printing services for the New Brunswick Sports Hall of Fame's signature event. The 50<sup>th</sup> annual Induction Gala will take place at the K.C. Irving Regional Centre on June 1, 2019.

The Induction Gala brings together Hall of Famers, sports enthusiasts, and distinguished guests to celebrate and honour the tradition of adding new members to the NBSHF.

This is a request for proposal (RFP) and not an invitation to tender. The reader is hereby advised that the NBSHF reserves the right to:

- a. Accept a proposal without negotiation
- b. Negotiate changes to the technical or financial content of the successful proposal
- c. Cancel or reissue this RFP at any time

The contact for the purposes of response to this request for proposal is:

James Matthews  
Communications and Operations Officer  
506-453-3747  
communications@nbshf.ca

**Proposal Deadline:** Proposals should be submitted in PDF format by email to [communications@nbshf.ca](mailto:communications@nbshf.ca) no later than 5:00PM on November 30, 2018.

#### **ITEMS TO INCLUDE IN YOUR PROPOSAL:**

- ✓ Detailed costing of all services broken down by item
- ✓ Confirmation that your business is capable of delivering the services as identified and by the posted deadlines
- ✓ Confirmation if your business would provide a price discount in exchange for recognition as an event sponsor (quantify the discount)
- ✓ References from at least **three** organizations or businesses that have used your company or business to deliver similar services during the last 18 months
- ✓ Any other items you feel would help demonstrate your company's ability to provide very high quality & professional service.

**Printing services are required as follows:**

- A. Design and Printing 1,000 “Save The Date” Business Cards – Production Deadline December 21, 2018
- Standard business card size
  - Two sides – full color
- B. Design and Printing 600 Tickets – Production Deadline February 15, 2019
- 2.75” x 8.5” or similarly sized
  - Printed on 12pt Tango
  - One side – full color
  - Perforated (75 – 25) & sequentially numbered on both parts
- C. Design and Printing 200 Induction Posters – Production Deadline February 15, 2019
- 12” x 18”
  - Printed on 12pt card
  - One side – full color
  - Final hi-rez versions to be provided in both PDF and JPEG formats
  - Provide hi-rez PDF versions of the posters to be also be formatted landscaped as 2 per page and as 3 per page on 8x11.
- D. Design and Printing 6 sets of 500 Induction Player Cards – Production Deadline April 1, 2019
- 2.5” x 3.5”
  - Printed on 12pt gloss cover
  - Coated one side
  - Printed both sides – full color
- E. Design of Souvenir Program – Deadline May 24, 2019
- Electronic copy of 2018 program will be provided by customer
  - Layout & production of approximately 48 pages
  - First draft of mock-up for approval must be submitted by April 19, 2019
- F. Printing 600 Souvenir Programs – Production Deadline / Delivery May 31, 2019
- 11” x 17” folded to 8.5” x 11”, staples in center
  - 48 pages (inside and cover)
  - Cover printed on 12 pt Tango
  - Inside printed on 100lb gloss text, both sides
  - 16 pages in color, 32 pages in black ink