

**RFP 4159 – High School Yearbooks, Caps/Gowns/Tassels/Stoles and Diploma Covers/Inserts**

**Vendor Questions/Inquiries and Responses**

**Vendor Conference Meeting Questions**

**April 2nd, 2026**

**Participants: Roxanne Amundson (MMSD), Steve Thorne (Herff Jones), Sherric DuBose (Herff Jones), Jamie Silver (Varsity Yearbooks), Jack Schwartz (Walsworth)**

**1. Does the District use and can sign via DocuSign?**

*Response - Yes*

**2. For yearbooks, as part of our bid can we do a software demo for all of the schools?**

*Response - If vendors would like to make a screencast video that is under 20 minutes, we can watch them. Otherwise, we would need to meet or have a Google Meet, and that would probably have to be after school hours due to different work schedules during the school day.*

**3. How can we look at past bids to compare?**

*Response - Requests to view previous RFP bids need to be submitted via a Public Records Request, and the instructions to do so can be found [here](#).*

**4. Looking at Attachment E for Yearbook specs. Are there specific specs?**

*Response - Please see response to question #1 below*

**5. How do we share pricing breakdowns, is there a specific way to do it or can we send our own?**

*Response - Detailed pricing breakdowns can be submitted by the vendor and need to be shown for each school year: 2026-27, 2027-28, 2028-29, and potentially 2029-30, 2030-31. Additional yearbook pricing information is described below:*

*For Yearbooks: Vendors can send their own, but it must include a detailed breakdown of items such as: base price per book, shipping costs, “add-ons”, or extra fees so a price range is needed.*

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1: 1:Yearbook:Mandatory requirement 5:Samples Requirement #1: Where can I find the specs you note here that I believe might be missing from Attachment E?

**RESPONSE: -**

**East:**

We are 224-pages, hard bound, full color on 100 lb paper.

We ordered 700 copies this year, but the # of copies depends on the year. We generally look at how many books we've pre-sold by December and make a decision then on how many to order.

**West:**

224 pages

Full Color

100# paper (inside and end sheets)

Gloss and/or Matte Finish Cover

Smyth Sewn Binding

Size 9

Allow for last week of April or first week of May for final submissions for a delivery in the last week of May

**Memorial:**

Number of Yearbooks (estimated): 1300

Number of Pages (estimated): 224

Book Size: 9 X 12

Paper: Full Color 100 Pound

Cover: 100# FSC Certified

Cover Processes: Four Color Process with Gloss or Matte Lamination

Board Weight: 160 Point Binders Board

End Sheets: Four Color Process on Standard White Endleaf, different front and back

Binding: Smyth Sewn

Submission: PDF – InDesign to include proofs of all pages

Final Deadline: Last week in April, First week in May

Required Delivery Date: Ship by May 15th - For delivery last week of May

**La Follette:**

Number of Yearbooks (estimated): 850

Number of Pages (estimated): 224

Book Size: 9

Paper: Full Color 100 Pound - Legend Gloss (pages 1-224)

Cover: CS1 Litho Label Cover Gloss - On 160 pt graphic

Cover Processes: Silk screen in Glossy Clear on front cover

Scf Fre matt Lam on full cover  
Decorate skins on full cover  
4-color on full cover  
Board Weight: 160 Point Standard  
End Sheets: Four Color Process on Standard White Endleaf, different front and back  
Binding: Smyth Sewn  
Submission: PDF – InDesign to include proofs of all pages  
Final Deadline: May Deadline after Prom - Mandatory  
Required Delivery Date: Ship by May 15th - For delivery last week of May

2: Will the current specs for each school's yearbook be made available?

**RESPONSE:-** See answer to question 1 above.

3: Page 18, Mandatory Requirement: Does a physical sample cover, envelope plus diploma insert with protective cover need to be shipped to the Purchasing Department on or before April 21, 2026?

**RESPONSE: -** This is a hard deadline. No allowances for samples received after April 21, 2026 at 2:00 pm.

4: Page 18, Mandatory Requirement 2: What “four high schools” does this pertain to when there is a list of seven high schools?

**RESPONSE: -** This requirement would pertain to the 4 comprehensive high schools: East High School, Vel Phillips Memorial High School, La Follette High School, and West High School.

The other 3 schools (Capital High, Innovative High, and Shabazz) would have the *option* of ordering the padded diploma covers and inserts, as they have historically printed their own and placed in a diploma holder that they order. Those 3 schools are included in the list in the event they want to move away from in-house diploma production and order the same ones the 4 comprehensive schools do. Two of the three have already started making that move from in-house to ordering this year.

5: Do you accept digital samples?

**RESPONSE: -** Not ideal but if that's the only way they can submit then yes.

6: Page 19, Mandatory Requirement 5: “Delivery of 2,280 covers, 2,280 envelopes, and 2,130 diploma inserts to be delivered on or before May 1, 2026”, but the estimated date of award is May 22, 2026. Could you please explain how we are expected to fulfill

this mandatory requirement in the event that the bid award, has an estimated date for May 22, 2026, scheduled for a date later than the required ship date?

**RESPONSE:** - The delivery date is a typo; it should be "...to be delivered on or before May 1, 2027".

**7:** Will the current specs for each school's yearbook be made available?

**RESPONSE:** - See answer to question 1 above.