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Founded 1935

Printing and Distributing the 2022 Missouri Archaeology Month Poster

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The Missouri Archaeological Society (MAS) was founded for the purposes of: uniting those interested in the archaeology of Missouri; promoting the study, investigation, and interpretation of prehistoric and historic remains of Missouri; providing for the dissemination of knowledge and research in archaeology and related disciplines; and supporting educational use of such information. Since 1996, part of fulfilling those purposes involves the creation and distribution of an annual Archaeology Month (September) poster for use by educators and other entities.

The MAS is seeking the services of a printing company for the purposes of printing and distributing 6,000 full-color, 2-sided, 18-x-24-inch Archaeology Month posters, with a portion to be folded for USPS distribution using MAS Permit No. 120 and a portion left flat for bulk distribution using the MAS UPS Collect account.

- The MAS will deliver print-ready files in either InDesign or PDF format to the chosen printer no later than June 10, 2022.
- The printer will produce a full-size proof for in-person review by Lisa Haney and Neal Lopinot prior to the final print run.
- Once the proof is approved by the MAS, the full print run will be completed by July 12, 2022.
- The remaining posters for mailing and bulk distribution will be sent immediately after completing printing so that all billing is received and paid to the printer by the MAS prior to July 25.
- The printer will send 50 copies of the finished poster (flat) to the State Historic Preservation Office, Missouri Department of Natural Resources to be received no later than July 30, 2022.
- These deadlines are non negotiable.
- The remaining posters will be packaged in boxes containing no more than 200 per box and delivered to the MAS office in Springfield, Missouri by September 1, 2022.

To be considered, submitted proposals should include:

- A brief description of the business.
- A narrative outlining previous experience with creating product(s) similar to the poster.
- The competitive cost of the requested services.

Responses to this RFP must be received no later than May 12, 2022. Responses should be clearly marked and emailed to mas@missouristate.edu.

Due to the constraints of the schedule, the necessity for a physical viewing of a hard-copy proof, and the required delivery of extra posters to the MAS office, the chosen printer must be willing to meet within a 50 miles of Springfield, Missouri for approval of the hard-copy press proof and to deliver any extra posters.

