

**Specifications for Invitation to Bid
Graphics Arts Services
State Employees' Insurance Board (SEIB)**

The State Employees' Insurance Board (SEIB) seeks to contract for graphics arts services used in the production of newsletters, promotional materials, forms and other printed and electronic media.

This set of bid specifications, together with any addendums issued by the State of Alabama Department of Finance, Division of Purchasing (Purchasing) represents all requirements for this bid. Any exceptions to these specifications made by SEIB or Purchasing must be in writing. Oral exceptions will not be honored.

Graphics Arts Services – Design, illustration, typesetting, mechanicals, color separation-both process and mechanically separated to produce color indicated film, prepare four composite-plate ready negatives and color key. The nature of the work requires that consultation personnel be available to meet in person at the SEIB office in Montgomery, AL.

Separate hourly rates are required for the following services:

1. **Graphics design** – Integration of text, typography, and illustrations in the production of printed and electronic media.
2. **Layout and printer's ready art** – Preparation of graphic design and associated text for publication.
3. **Copy prep and layout revisions** – Necessary modifications to layout and printer's ready art.

Hourly rates shall include all costs incurred in completing specified services including film, supplies, processing and other miscellaneous charges. No other charges are allowed unless agreed to in advance and separately invoiced referencing a valid purchase order.

The successful vendor must provide a first draft of graphics design and text layout within four (4) business days of submission to the vendor by the SEIB. Communications/submissions to and from the successful vendor shall be accomplished using e-mail.

Services specified above shall be to furnish production ready material to printing contractors specified by the SEIB. Examples of work required are available upon request from Susan Sheppard, Public Information Manager at 334.263.8401. All examples will be representative but not a guarantee of work to be performed.

This contract requires the following additional agreement:

HIPAA REQUIREMENT: Due to the fact that the SEIB maintains Protected Health Information, as defined under the Health Insurance Portability and Accountability Act (HIPAA) on the premises, the winning bidder will be required to execute a separate HIPAA Business Associate Agreement with the SEIB.