



REQUEST FOR PROPOSALS (RFP)

On-Demand Business Card Printing Services

Plaquemines Port, Harbor & Terminal District (PPHTD)

D/B/A Louisiana Gateway Port (LGP)

RFP Release Date: 12/4/2025

Proposal Due Date: 12/20/2025

Point of Contact:

Jhane P. Wilcox

Director of Communications

Louisiana Gateway Port

Email: jhanew@gatewayport.com

1. INTRODUCTION & PURPOSE

The Plaquemines Port, Harbor & Terminal District (PPHTD), doing business as Louisiana Gateway Port (LGP), is soliciting proposals from qualified print service vendors to provide **on-demand, as-needed business card printing services**. LGP will supply a packaged Adobe InDesign file (including fonts, linked assets, and brand specifications). The selected vendor will produce business cards in minimum quantities of **250 units per order**.

The objective is to secure a reliable, high-quality print partner capable of consistent color accuracy, accurate brand reproduction, timely delivery, and adherence to State of Louisiana procurement standards.

2. SCOPE OF WORK

2.1 Production Specifications

The selected vendor shall perform the following services for each business card order:

1. Typesetting & Variable Information Updates
 - a. Enter and format staff-specific information including:
 - i. Name
 - ii. Job title
 - iii. Department (if applicable)
 - iv. Phone number(s)



- v. Email address
 - vi. Physical address (if required)
 - b. Apply LGP-approved paragraph and character styles as specified in the supplied InDesign template.
 - c. Ensure consistent spacing, alignment, kerning, line breaks, and overall typographic hierarchy.
 - 2. Verify that contact information is accurate before proofing.
 - a. Design Fidelity & Template Integrity
 - b. Maintain strict adherence to the LGP business card template and brand standards.
 - c. No design modifications may be made without written approval.
 - d. Vendor must not substitute fonts, adjust margins, or reconfigure layout elements.
 - 3. Production Requirements
 - a. Print double-sided, full-color business cards (CMYK).
 - b. Use premium matte finish, 16–18 pt weight cardstock (required).
 - c. Standard quantity: 250 cards per order, with optional unit pricing for 500 and 1,000 cards.
 - d. Guarantee color-accurate, consistent output across multiple orders.
 - 4. Proofing Requirements
 - a. Provide a PDF soft proof for each new or updated business card.
 - b. Hard proofs available upon request (vendor to provide pricing).
 - c. No job may go into production without LGP written proof approval.
 - 5. Quality Control
 - a. Typesetting must comply with accessibility and readability best practices.
 - b. All orders must be reviewed for spelling, alignment, and uniformity.
 - c. Vendor responsible for correcting typographic errors at no additional cost.
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2.2 Proofing Requirements

Vendor must provide:

- A **PDF soft proof** for each order.
 - A hard proof option upon request (include cost in proposal).
 - Confirmation of any requested changes before printing.
 - Procedures for handling color calibration and quality checks.
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2.3 On-Demand Ordering Process

Vendor must support:

- Order submission via email or a vendor portal.

- Acknowledgment of each order within **one (1) business day**.
- Standard production turnaround of **5–7 business days** upon proof approval.
- Expedited production options (include pricing).

Vendor should outline their quality assurance process and response protocols for reprints or defects.

2.4 Packaging & Delivery

All printed business cards shall be packaged and delivered to:

Louisiana Gateway Port

Attn: Jhane Wilcox

8056 LA-23, 3rd Floor

Belle Chasse, LA 70037

Delivery requirements:

- Orders must be boxed and labeled by employee name and department.
 - Packaging must protect cards from bending, scuffing, or moisture.
 - Tracking information must be provided for all shipments.
 - Vendor must state whether shipping is flat-rate or calculated per order.
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3. PROPOSAL SUBMISSION REQUIREMENTS

Vendors must submit a complete proposal including:

1. Company Profile:

- Years in business, location, primary services, and key contacts.

2. Pricing Structure:

- Unit cost for 250 cards (required).
- Pricing for 500 and 1,000 cards.
- Costs for proofs (soft and hard), setup, color matching, shipping, and expedited services.

3. Production Capabilities:

- Equipment used, color management system, QC process.
- Available matte stocks and optional upgraded finishes.

4. **Quality Samples:**

- At least 2 representative business card samples (recommended but may be mailed separate).

5. **Ordering Workflow Description:**

- How LGP places orders, approves proofs, and receives shipments.

6. **References:**

- At least two government, agency, or corporate clients.

7. **State of Louisiana Vendor Status:**

- Indicate if vendor is already listed as an approved supplier with the State of Louisiana (not required but preferred).

Proposals should be submitted electronically in PDF format.

4. **EVALUATION CRITERIA**

Proposals will be evaluated using the following weighted criteria:

Criterion	Weight
Price Competitiveness	40%
Printing Quality & Consistency	25%
Turnaround Time & Reliability	15%
Vendor Experience & References	10%
Packaging, Delivery, & Customer Service	10%

LGP reserves the right to conduct vendor interviews, request additional information, or negotiate pricing.

5. **CONTRACT TERM**

- **Initial contract term:** 12 months
 - **Optional renewal:** Up to two (2) additional one-year terms
 - Contract is **as-needed** with no guaranteed minimum order volume.
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6. WORK PRODUCT OWNERSHIP & BRAND PROTECTION

All design files, templates, and branding assets supplied by LGP remain the exclusive property of PPHTD pursuant to **Louisiana R.S. 38:2317(A)**. Vendors may not alter templates or use LGP branding in any manner without written approval.

7. QUESTIONS

All questions regarding this RFP shall be submitted via email to:

jhanew@gatewayport.com

Questions submitted after **December 12, 2025** may not receive a response.

8. PROPOSAL SUBMISSION

Submit proposals to:

jhanew@gatewayport.com

Subject Line: **RFP – On-Demand Business Card Printing Services**

Proposals must be received by: December 20, 2025

Late submissions may not be considered.

9. AWARD NOTICE

Selected vendor(s) will be notified by email. A formal purchase agreement or service order will be executed following approval by LGP leadership and legal counsel.