



## Request for Proposal (RFP)

### Printing Non-Credit Schedule Books

No. CFY270326-04

NOTICE IS HEREBY GIVEN that the Board of Trustees of Carroll Community College (Carroll) seeks printing services for the production, finishing, and delivery of its non-credit course schedule publications. These publications serve as the primary direct-mail and campus-distribution vehicle for promoting non-credit programming to Carroll County, MD households, and campus stakeholders. The resulting contract will be structured as a single, combined, multi-year agreement covering two scheduled print runs per academic year — a Fall publication and a Winter/Spring publication — with renewal options expected beyond the first contract term. Offerors must be capable of managing both print runs under one contract vehicle, showing consistent quality, scheduling compliance, and delivery performance across each run.

Copies of the REQUEST FOR PROPOSAL (RFP) documents may be requested by contacting Carroll's Procurement Office at <https://www.carrollcc.edu/About/Procurement/> or by email to [cbednar@carrollcc.edu](mailto:cbednar@carrollcc.edu).

**Complete, properly named, and endorsed responses will be received and secured up to 2:00:00 pm local time on April 30, 2026.** Improperly packaged responses or those received after the date and time designated cannot be accepted. It is the responsibility of each Offeror to ensure prompt delivery of the response. Withdrawal of a response prior to the designated closing date and time is acceptable. After the designated date and time, all responses are final and may not be withdrawn or canceled within 90 days following the deadline.

Responses to this solicitation will be considered as offers and may be used to form a binding contract with Carroll Community College. Responses will be evaluated, ranked, and scored by Carroll. All responses shall be in the format specified by Carroll in the solicitation document.

This solicitation is being conducted by:

Carroll Community College  
Procurement Office A201A  
1601 Washington Road  
Westminster, MD 21157

Chuck Bednar  
Senior Manager of Procurement  
410-386-8047  
[cbednar@carrollcc.edu](mailto:cbednar@carrollcc.edu)

Carroll Community College's Board of Trustees reserves the right to reject all responses and to waive any formalities, informalities, or technicalities as it considers necessary, proper, or in Carroll's best interest. Final award of contract is subject to availability of funding.

**Carroll Community College is an Equal Opportunity/Title IX/ADA/Title 503/Title 504 compliant institution. Minority-owned, small, and woman-owned businesses are strongly encouraged to offer responses for this project.**