



University Library System  
3960 Forbes Ave  
Pittsburgh, PA 15260  
PHONE: 412-624-4141

# REQUEST FOR QUOTATION

Request for Quotation Number:	<b>FY2022-0001</b>
Date Issued:	<b>July 1, 2021</b>
Quotation Due Date and Time:	<b>August 2, 2021, at 8:00:00 PM, ET</b>
Send Electronic Quotation to:	<b>Civic Switchboard, civic-switchboard@pitt.edu</b>

## Offeror

<b>Offeror Name:</b>	<b>Civic Switchboard</b>	<b>Contact Name:</b>	<b>Liz Monk</b>
<b>Address:</b>	<b>3960 Forbes Ave</b>	<b>Phone:</b>	
<b>City/State:</b>	<b>Pittsburgh, PA</b>	<b>Email:</b>	<b>civic-switchboard@pitt.edu</b>
<b>Zip Code:</b>	<b>15260</b>	<b>Fax:</b>	

- I. The University of Pittsburgh - Of the Commonwealth System of Higher Education, 4200 Fifth Avenue, Pittsburgh, Pennsylvania 15260, acting through its **University Library System** (hereinafter referred to as "the University"), is accepting Quotations for **Design Services for the Civic Switchboard project**. Offeror shall quote price and delivery for the following:

Item	Description	Qty	Specification	Need Date
1	Design and create a print-ready, stand-alone version of the <a href="#">guide</a> in a digital document format (e.g. PDF	1	Exhibit A – Detailed Specifications Item 1	
2	A derivative, graphical product(s) for a non-invested audience	1	Exhibit A – Detailed Specifications Item 2	

- II. This Quotation must remain firm for 90 calendar days from the date this Quotation is due.
- III. Quotations for **design and products** on Exhibit A should be sent electronically to the Request for Quotation ("RFQ") Administrator:
  - RFQ Administrator Name: Liz Monk
  - RFQ Administrator Email Address: civic-switchboard@pitt.edu
  - Reference: RFQ No. FY2022-0001

## Exhibit A

**Civic Switchboard** - *Connecting Libraries and Community Information Networks* is in search of a designer to support work related to the project.

### Key Dates

RFQ Open: July 1, 2021

RFQ Close: August 2, 2021

Notification of award: August 13, 2021

Project Start: September 1, 2021

Project Close: March 1, 2022

### Overview & Background

Civic Switchboard is an [Institute of Museum and Library Services](#) (IMLS) supported effort that aims to develop the capacity of academic and public libraries in civic data ecosystems. We encourage partnerships between libraries and local data intermediaries that will better serve data users, further democratize data, and support equitable access to information. The project team includes representation from academic libraries, public libraries, Pitt's school of Computing and Information, Pittsburgh's regional open data portal, and the National Neighborhood Indicators Partnership. During the course of our project, we have worked directly with over 14 teams of library workers and civic data partners from a range of cities and regions around the US.

One of our project's main outputs is the creation of a [guide](#) for libraries interested in expanding (or beginning) their role around civic information. Rather than a step-by-step "how to", the guide is meant to give library workers (and their collaborators) a conceptual frame, emphasizing engagement in civic data work through partnerships and strong regional grounding. It also features several case studies from libraries around the country whose work exemplifies the diversity of roles that a library might play around civic data. The guide also includes several tools (prompts, worksheets, workshop materials) to support practical activity. You can learn more at the [project website](#) and [blog](#).

The designer will primarily communicate with the Project Manager and Principal Investigator who will be available to regularly provide feedback.

### Detailed Specifications

Through this RFQ, we are looking for a designer that can:

1. Design and create a print-ready, stand-alone version of the [guide](#) in a digital document format (e.g. PDF). The guide is approximately 60-70 pages, and it is organized into nine sections, some with further sub-sections. The design should include:
  - graphic cover design
  - selection of typography
  - selection of images and/or graphical icons throughout
  - content boxes and pull quotes

2. Develop a second publication, with the Civic Switchboard project team, for a derivative, more graphical product(s) for a non-invested audience that focuses on the most-relatable elements from the Civic Switchboard project, for example, highlighting the potential civic data roles for libraries and the most compelling case studies. Design and execute the resulting product(s) to produce a print-ready digital document.

Designer will deliver a copy of all work files to the client so the client has the ability to modify or update product content in the future.

For both of these products, we anticipate the designer will primarily draw on text and image content already produced by the project.

The primary audience is people working in libraries who are doing, or may do the work our project describes and promotes. Within this audience, we expect the first output (full guide) will be of greater interest to those most directly involved in doing the work, and the second output (high-level highlights) will be of greater interest to administrators and other decision-makers. Secondary audiences are those who may partner with libraries on civic data work, or who have a general interest in civic data. Examples of similar products we have used as inspiration:

“Strategy 2020 - 2022”, The Engine Room <https://www.theengineroom.org/wp-content/uploads/2020/08/TER-Strategy-2020-22-Full.pdf>

“Report to the City”, Monument Lab <https://monumentlab.com/publications/report-to-the-city> (They also printed this in oversized newsprint for distribution)

### **Questions for Response**

We welcome a brief response to each of the following questions.

1. Please state your overall interest in this project and why you/your team would be well suited to provide the specified design work.
2. What previous experience do you have that is relevant to this project, its goals, and its audience?
3. What content and input do you expect to need from us as a client? What is your preferred process for communication?
4. What existing examples, from your own work or others', do you see as reference points for this project? Discuss why you consider these examples relevant and successful with respect to our project.

## Submission Details

Please organize content using the following headers (underlined):

- Basic Company Information: Basic information about your organization/company, including brief bio statements for those who would be directly involved in the work.
- Responses to Questions: Please respond to our three questions in the "Questions for Response" section.
- Project Outline: Based on our specifications and project deadline, please provide a rough project outline for your proposed work, including key dates and milestones, and proposed budget or fee estimate.
- Example Work - Please provide 2-3 examples of previous work. For each example, include a brief description of the project goals and the role of your company. Providing links to examples online is acceptable, as long as they are accompanied by the requested description.

We will only accept electronic submissions in response to this RFQ. Please submit as an email attachment addressed to Liz Monk, at [civic-switchboard@pitt.edu](mailto:civic-switchboard@pitt.edu). Use the subject line "Submission for Civic Switchboard." **Submissions are due by August 1, 2021.** We will confirm receipt via email. No submissions will be reviewed until the submission deadline has passed.

You may contact Civic Switchboard ([civic-switchboard@pitt.edu](mailto:civic-switchboard@pitt.edu)) if you have any questions or require clarification on any topics covered in this RFQ.

## Selection Criteria and Timeline

After reviewing submissions, Civic Switchboard may contact respondents to schedule a conversation, or request more information. The selection of a designer will be made by the Civic Switchboard project team and our external evaluator. Based on responses received, we will speak directly with qualified consultants.

## Confidentiality Statement

Your response to this Request for Quotation will be kept confidential, and will only be shared with the Civic Switchboard Project Team and external evaluator.

## **RFQ INSTRUCTIONS AND CONDITIONS**

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### **1. PREPARATION OF QUOTATIONS**

- a. Offerors are expected to examine the specifications, drawings, schedule, and all instructions. Failure to do so will be at the Offeror's risk.
- b. Each Offeror shall furnish the information required by this RFQ. The Offeror shall sign its Quotation and print or type its Name, Firm, Address, Telephone and Fax Numbers, Email Address and Date. The individual signing the Quotation must be an authorized agent of the Offeror.
- c. The University of Pittsburgh's Pennsylvania Sales Tax Exemption Number is 75-436-298. Certificate will be provided upon request. Do not quote sales tax.
- d. The Offeror is to quote all transportation charges prepaid and add. Quotations must be firm.

### **2. EXPLANATION TO OFFERORS**

- a. Any explanation desired by an Offeror regarding the meaning or interpretation of the RFQ, drawings, specifications, etc., must be requested in writing at least seven (7) calendar days prior to the Quotation Due Date and Time. Please submit all questions to the RFQ Administrator. The University will provide a written response to all prospective Offerors if such information is necessary to Offerors in submitting Quotations on the RFQ.
- b. Receipt of an amendment to an RFQ by an Offeror must be acknowledged by signing and returning the amendment, or by letter. Such acknowledgement must be received prior to the Quotation Due Date and Time.

### **3. SUBMISSION OF QUOTATIONS**

- a. To receive consideration, Offeror must provide either one hard copy Quotation or one electronic Quotation. All price quotations must be made directly in the provided document (either electronic or hard copy).
- b. Hard copy Quotations shall be enclosed in sealed envelopes and addressed to the RFQ Administrator.
- c. Samples of items, when required, must be submitted within the time specified, and unless otherwise specified at no expense. If not destroyed by testing, samples will be returned at Offeror's request and expense, unless otherwise specified by the RFQ.

### **4. MODIFICATION OR WITHDRAWAL OF QUOTATIONS**

Quotations may be modified or withdrawn by written notice received prior to the Quotation Due Date and Time. A Quotation also may be withdrawn in person by the Offeror or his authorized representative, provided his identity is made known and he signs a receipt for the Quotation, but only if the withdrawal is made prior to the Quotation Due Date and Time.

### **5. LATE OFFERS AND MODIFICATIONS OR WITHDRAWALS**

Offers and modifications of Quotations received at the office designated in the RFQ after the Quotation Due Date and Time will not be considered.

### **6. AWARD OF SERVICES AGREEMENT OR PURCHASE ORDER**

- a. A services agreement or purchase order will be awarded to that responsible Offeror whose Quotation conforming to the RFQ will be most advantageous to the University. Price, quality, delivery, Offeror's past performance and other factors may be considered in the award of a services agreement or purchase order. The University may investigate and/or require additional information deemed pertinent by the University to fully evaluate an Offeror and its response to this RFQ.

- b. The University reserves the right to reject any or all Quotations and, unless otherwise specified by the Offeror, the University reserves the right to add and/or delete any or all of the requested items.

**7. COMPLIANCE TO UNIVERSITY TERMS AND CONDITIONS**

By submitting a Quotation the Offeror acknowledges and accepts –

- a. For a purchase order - the University's Standard Terms & Conditions - [cfo.pitt.edu/pexpress/documents/tc.pdf](http://cfo.pitt.edu/pexpress/documents/tc.pdf) or
- b. For a services agreement valued at \$10,000 or less – the terms and conditions of the Services Agreement (Short Form - Domestic) – [cfo.pitt.edu/pexpress/documents/ShortFormServicesAgreement\\_Domestic.docx](http://cfo.pitt.edu/pexpress/documents/ShortFormServicesAgreement_Domestic.docx) or
- c. For a services agreement valued at more than \$10,000 – the University will forward the Services Agreement to the apparent low bidder in order to negotiate and execute the Services Agreement.