



Hanover Historical Society Request for Proposal (RFP)

- Services:** Book Design and Layout
- Project:** The Hanover Historical Society seeks to develop design and layout of the non-fiction book *Safe From the Outside World: A Social History of Hanover, Minnesota, Second Edition* before February 14, 2020.
- Closing Date:** Thursday September 19, 2019 at 11:59pm Central Time
- Primary Contact:** Crystal Boyd
Project Manager
(612) 247-5283
crystalboydconsulting@gmail.com

A. General

1. Purpose

The Hanover Historical Society (HHS) seeks proposals from a qualified designer to provide professional design and layout services for the non-fiction book *Safe From the Outside World: A Social History of Hanover, Minnesota, Second Edition*. This RFP describes the basic services required and the process for selecting the qualified designer.

2. Submission of Proposal

Prospective designers shall submit one (1) electronic copy (sent via e-mail) of their proposal and fee schedule no later than 11:59pm Central Time on Thursday September 19, 2019 to crystalboydconsulting@gmail.com. All proposals must be clearly marked "Book Design – Hanover Historical Society" in the subject heading.

All submissions must be received by the RFP closing date. Incomplete submissions and submissions received after the closing date will not be accepted.

B. Background Information

The Hanover Historical Society is located in Wright County, Minnesota. The organization incorporated as a 501(c)3 non-profit in 2003 and first published *Safe From the Outside World: A Social History of Hanover, Minnesota* in 2004. HHS is now updating and expanding the non-fiction book, which will become available to the public in October 2020 at an open house for the Hanover Area History Center. Funding for this work may be provided by a grant from the Minnesota Historical and Cultural Heritage Grants Program.

C. Scope of Services

The winning bidder will work closely with the HHS Board of Directors and the project manager to deliver the final product before February 14, 2020.

The designer shall:

- Develop design and layout for the book, including but not limited to:
 - Front and back covers
 - Body/text
 - Up to 150 black/white photos, delivered as jpegs
 - Front and end matters including but not limited to an index;
- Accurately follow standard formats and features for HHS publications, including the HHS logo, front and end matters, ISBN and Library of Congress cataloging-in-publication data, and disclaimers;
- Efficiently design pages featuring images of photographs supplied by HHS;
- Check integrity and accuracy of details and elements such as the table of contents, references, and the index;
- Provide a good-quality publication in low- and high-resolution files;
- Have good ability to communicate with stakeholders and demonstrate effective project management skills.

D. Project Timeline

Proposals will be evaluated within a maximum of two weeks of the bid closing, and bidders will be notified of their status as soon as possible thereafter. Bids must be valid for 12 months, and winning bidder must commit to the bid price. The awarded bid will only be used if HHS is selected to receive a grant from the Minnesota Historical and Cultural Heritage Grants Program; notification from the grants program is expected in mid-September 2019.

| Date | Activity |
|------------------------------------------------------|----------------------------------------------|
| Thursday August 29, 2019 | RFP issued |
| Thursday, September 19, 2019 at 11:59pm Central Time | RFP responses due |
| Friday, October 4, 2019 | Estimated contract award |
| Wednesday, January 1, 2020 | Dependent upon funding, project commences |
| February 14, 2020 | Estimated project completion |

E. Qualifications

The selected designer shall possess the following qualifications:

- Experience in the field with ability to ensure efficient delivery;
- Capacity to develop professional and high-quality design and layout of the book;
- Demonstrated understanding of generally accepted standards for design and layout of non-fiction books;

- Ability to meet federal, state, and grant program standards for any deliverables produced;
 - Ability to organize project records and meet deadlines as necessary;
 - Strong commitment to quality control, attention to detail, communication, and collaboration.

F. Proposals

In preparing a response to this RFP, the designer shall propose and describe the detailed Scope of Services for this specific project based on the information above.

The project must be carried out in accordance with the provisions outlined by the [Minnesota Historical and Cultural Grants manual](http://www.mnhs.org/preservation/legacy-grants/grants-manual) (<http://www.mnhs.org/preservation/legacy-grants/grants-manual>).

Minimum Proposal Contents

Proposals from qualified designers shall include, at a minimum, the following information:

1. Statement of Solution

Describe how your firm proposes to address the challenges of completing this project, including any perceived opportunities that should be considered.
2. Project understanding, approach, and coordination methods:
 - (a) Designer shall describe understanding of project and identify approach to fulfill the scope of services and deliverable requirements.
 - (b) Designer shall summarize the key elements of the proposal and outline reasons why its firm should be selected.
3. Similar Project Experience:

Designer shall identify similar project experience within the last 3-5 years and provide a reference for each. Submitted projects shall represent work of the proposed team and not just that of the firm. By submitting a response to this RFP, the respondent hereby authorizes HHS to contact references and make such further investigations as may be in the best interest of the organization.
4. Company Profile, Consultant Team, and Project Manager Qualifications:

Designer shall submit a company profile and identify a project manager, work performed on similar projects, and manager qualifications. Additional team members, including sub-contractors if required, shall be identified, including previous experience and qualifications, details of training, and where bidder personnel and subcontractors are located.
5. Schedule and Work Plan

Designer shall identify the key work tasks, milestones, and critical path based upon HHS's proposed project completion date of February 14, 2020. Any proposals that project work beyond HHS's preferred project

completion date must provide clear justification for the scheduling overage.

6. Fee

Designer shall identify total fee to complete described work. Costs for each phase of service shall be individually delineated. The total fee shall reflect all costs, included but not limited to, sub-contractors/consultants, meeting allowance, specified deliverables, overhead, profit and reimbursable. Estimated costs for materials are required to be included under reimbursable expenses. As appropriate, coordination of these services shall be included in the fee proposal. Please note that overhead is not an allowable expense under the terms of Arts and Cultural Heritage Fund grants, so HHS is unable to cover this line item.

Combined RFP Responses

HHS will release two separate RFPs related to this project: one RFP for design and layout of the revised book and one RFP for printing and binding services. A single entity may submit one bid responding to both RFPs if their bid shows distinct fees for design/layout and printing/binding services.

Conditions on Receipt of Proposals

This RFP does not obligate HHS to award any specific project. HHS reserves the right to cancel this solicitation or to change its scope if doing so would be in the best interests of HHS. HHS also reserves the right to waive irregularities in proposal content or to request supplemental information from prospective bidder(s). All documents included in this package do not constitute a legal offer. A legally binding contract will not be formed until all parties involved have fully executed a written contract that incorporates all mutually agreed-upon instructions, specifications, conditions, and fees.

G. Proposal Evaluation and Selection Process

The selection of the successful bidder is not based solely on low bid, but on the candidate that will best accomplish the objectives of the project. The evaluation process includes:

1. Shortly after the submission deadline a selection committee comprised of the HHS Board of Directors will review all proposals. At its discretion, HHS may elect to conduct interviews with prospective designers or their references as part of the selection process.
2. HHS will evaluate proposals based on the following criteria:
 - a. Designer's Statement of Solution;
 - b. Project understanding, approach, and coordination methods;
 - c. Previous experience with similar projects;
 - d. Bidder and sub-contractor qualification, technical expertise, knowledge, and experience;
 - e. Schedule and Work Plan;
 - f. Fee Proposal; and

- g. Any other factor(s) that might aid in selecting the best candidate.
3. Upon approval by the HHS Board of Directors, the successful bidder will be notified and an agreement will be finalized. Unsuccessful bidders will be notified after the agreement has been executed. Work on this project is anticipated to commence no later than Wednesday, January 1, 2020.
4. HHS reserves the right to cancel the RFP at any time, or for any reason that is in the best interests of the organization. HHS also reserves the right to reject proposals based on the evaluation of submitted materials, to accept other than the lowest cost proposal, and to negotiate the specified dollar amount or any portion thereof.

H. Delivery Schedule

Production schedule will be determined at the project startup, on a schedule mutually agreed to by the successful bidder and HHS. The anticipated project completion date is February 14, 2020. Bidders should be aware that HHS may have limited ability to extend the project end date due to restrictions associated with receiving funds provided by the Minnesota Historical and Cultural Grants Program.

J. Contact

Questions regarding this RFP or the associated project should be directed to:
Crystal Boyd
Project Manager
(612) 247-5283
crystalboydconsulting@gmail.com