**Request for Quotes – Personal Services**

**Design Development**

**(PCS #200100-0003-RFQ)**

**Quotes due by**: December 10, 2013 at 5:00 PM Pacific Time

**Contact:** Yousef Alrahmani

**Fax:** 541-346-5334

**Email:** yrahmani@uoregon.edu

**Department:** Museum of Natural & Cultural History

**Address:** 1680 East 15th Avenue.

**Submittal Instructions:** Enter the requested information onthe Request for Quotes (RFQ) form, print and sign it. Prepare your complete response, including the RFQ form and any additional documents. Submit the complete response via email, facsimile or US mail to the department contact noted above.

**General Information:** The State Board of Higher Education acting by and through the University of Oregon on behalf of the Museum of Natural & Cultural History (“University”) is issuing this RFQ for the procurement of personal services as described in this RFQ. Use this form to submit your signed quote pursuant to the submittal instructions by the date and time shown above. Additional documents may be included as part of the response, provide all documents in Word format. If you do not use this form your quote may be deemed non-responsive. **If you do not sign this Request for Quotes form or submit it to University by the due date and time, your quote will be deemed non-responsive and will not be considered for award**.

By providing a quote in response to this RFQ, Contractor agrees to the terms and conditions contained in this RFQ and further agrees to the Personal Services Contract Standard Contract Provisions found at <http://pcs.uoregon.edu/content/forms>. Any contract resulting from this RFQ will be subject to the Personal Services Contract Standard Contract Provisions. Quotes submitted that contain any exceptions or modification to the terms and conditions contained in this RFQ or the Personal Services Contract Standard Contract Provisions, may be deemed non-responsive by University in its sole discretion. If modifications to the Personal Services Contract Standard Contract Provisions are requested the sections and specific modifications must be provided. Separate terms to replace the Personal Services Contract Standard Contract Provisions in its entirety will not be considered.

Quotes submitted in response to this RFQ will be retained by the University for the required retention period and made a part of the file or record that will be open to public inspection. If a response contains any information that is considered a “trade secret” under ORS 192.501(2), mark each page containing such information with the following legend: “TRADE SECRET”.  The Oregon public records law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies “unless the public interest requires disclosure in the particular instance.”  Non-disclosure of documents or any portion thereof or information contained therein may depend on official or judicial determinations made pursuant to law. An entire response to this RFQ marked as “trade secret” is unacceptable, and all parts of such quote will be deemed available for public disclosure.

[ ]  **Insurance Requirements:** If checked, the specified insurance is required for any contract resulting from this RFQ. See **Attachment D** included in this RFQ, Personal Services Contract Insurance Requirements.

[ ]  **Additional Terms and Conditions**: If checked, this quote is subject to additional University terms and conditions attached and titled:

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**Scope of Work:**

Explore Oregon! is an exhibit project that seeks to significantly expand the University of Oregon's Museum of Natural & Cultural History's permanent exhibit program with a new gallery wing dedicated to the natural history of Oregon and related academic inquiry. Contractor will work with University’s professional and academic staff in writing, testing and final development of the exhibit content, layout, signage, labeling and presentation. Contractor will provide the following services:

* Perform editorial review services of planned exhibit content as developed by University’s staff. Contractor will provide feedback and suggestions for improvement of content.
* Perform editorial review of content to evaluate connectivity to the exhibit's target audience, and provide feedback and suggestions for improving connectivity to the target audience.
* Provide graphic layout services and mock-ups of the exhibits for University’s review and approval.
* Provide a final review of the graphic layout and text, as coordinated and facilitated by University’s staff.
* Provide project management services to ensure that all services and deliverables are completed and delivered to University on time.
* All services will be completed no later than February 28, 2014.

**Qualifications:** The following qualifications are required of the successful Contractor:

* Professional editorial and content development experience with natural history museums or natural interpretive signage.
* Graphic design experience for layout prototyping with recent and relevant experience with museum interpretive panels.
* Production experience with mock-ups of graphic layouts for internal staff and professional review.
* Project management experience coordinating submittals and reviews of all content and materials.

**Submittals:** Contractor’s submittals must include the following:

* Firm resume and description of resources available to Contractor to successfully perform under a contract awarded under this procurement, including a list of key personnel who will be providing the services in the Scope of Work. The list should contain each individual’s name, title, qualifications, and experience with projects of similar scope and nature.
* Samples of similar projects completed by the Contractor.
* At least three references, along with contact information for each.
* Completed proposed Statement of Work Details form.
* Completed and signed Representations, Certifications and Acknowledgements form.

**Contractor’s Proposed Statement of Work (SOW) Details**

**To streamline the quote and contracting review process, fill in the SOW details below.**

**Project Name: Design Development (PCS# 200100-0003-RFQ)**

**Contractor Full Legal Name:**

**Contract Term:**

**Proposed Start Date:**

**Proposed End Date:** February 28, 2014

**Price Quote for Services: [ ]** Fixed Fee:       **[ ]** Variable Fee – Define Structure (ie. Rate per hour or per deliverable):

**Maximum Not to Exceed: $**

**Deliverables:** Contractor will provide to University the following deliverables:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **No.** | **Description of Deliverables/Tasks/Milestones** | **Responsible Party** | **Due Date or Estimated Duration** | **Fee/Rate**  |
| 1. |   |   |   |   |
| 2. |   |   |   |   |
| 3. |   |   |   |   |
| 4. |   |   |   |   |
| 5. |   |   |   |   |
| 6. |   |   |   |   |
| 7. |   |   |   |   |
| 8. |   |   |   |   |
| 9. |   |   |   |   |
| 10. |   |   |   |   |

**Additional Expenses:**

**Design Development**

**PCS# 200100-0003-RFQ**

**Grey Shaded Areas to be Completed by Contractor**

***(Must Complete and submit with your proposal by closing date and time.)***

Contractor:

Address:       Email:

Phone:       Fax:

**Please indicate your Minority Women or Emerging Small Business (MWESB) Status:**

Women Owned [ ]  Self Report [ ] State Certified #

Minority Owned [ ]  Self Report [ ] State Certified #

Emerging Small Business [ ]  Self Report [ ]  State Certified #

None of the Above [ ]

**Representations and Warranties.** By submitting this quote in response to this RFQ, Contractor represents and warrants that:

1. **Prices quoted shall be firm for three months from the date quotes are due**.

2. Contractor has the power and authority to enter into and perform the contract awarded as a result of this RFQ.

3. The individual signing for Contractor is authorized to execute this quote on behalf of Contractor.

4. Contractor is an independent contractor and not an employee, partner, or agent of University.

5. Contractor’s name, as it appears in this quote, is Contractor’s legal name, as it will appear in the Contractor’s W-9, and if Contractor is an entity rather than an individual that the entity named in this quote is validly existing and in good standing.

6. Proposer has not discriminated against Historically Underrepresented Businesses (defined in OAR 580-061-0010) in obtaining any required subcontracts.

7. No officer, agent or employee of University has participated on behalf of University in preparation of the proposal, that the proposal is made in good faith, without fraud, collusion, or connection of any kind with any other proposer for the same work, and that the Proposer is competing solely in Proposer’s own behalf without connection with, or obligation to any undisclosed person or firm

Signature: Date:

Print Name:

[ ] No Quote. Date Contacted:       Reason:

**ATTACHMENT D**

**PERSONAL SERVICES CONTRACT INSURANCE REQUIREMENTS**

**(Only complete when insurance is required)**

**During the term of this Contract, Contractor will maintain in full force at Contractor’s own expense the insurance indicated below and fulfill the following requirements:**

**1.** **General Liability Insurance [ ]  Required by University** **[x]  Not Required by University**

Contractor will obtain comprehensive general liability insurance with a broad form CGL endorsement or broad form commercial general liability insurance, with a minimum combined single limit of not less than [ ]  $1,000,000 for each occurrence and $2,000,000 aggregate or [ ]  $2,000,000 for each occurrence and $5,000,000 aggregate covering bodily injury and property damage, and will include personal and advertising injury liability, products liability, and contractual liability coverage for the indemnity provided under this Contract. It will provide that University and officers and employees are additional insureds but only with respect to the Contractor's services to be provided under this Contract(*See* Paragraph #4 of this Attachment).

**2.** **Commercial Auto Liability Insurance: [ ]  Required by University [x]  Not Required by University**

Commercial automobile liability insurance with a minimum combined single limit of $1,000,000 for each accident and $2,000,000 aggregate for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles, as applicable.

**3.** **Professional Liability Insurance:[ ]  Required by University** **[x]  Not Required by University**

Examples to consider: attorney, physician, dentist, counselor, architects, etc. Professional Liability insurance with a combined single limit, or the equivalent, of not less than [ ]  $1,000,000 per occurrence and $2,000,000 aggregate or [ ]  $2,000,000 per occurrence and $5,000,000 aggregate. This is to cover damages caused by error, omission, or negligent acts related to the professional services to be provided under this Contract. If this insurance is arranged on a “claims made” basis, “tail” coverage will be required at the completion of this Contract for a duration of 24 months. Only a certificate is required.

 **If in the presence of minors: [ ]  Required by University [x]  Not required by University**

In addition to the above professional liability insurance requirements, above, Contractor’s professional liability insurance policy will contain provisions for coverage of allegations of corporal punishment, sexual abuse, and molestation.

**4. Insurance; Certificates of Insurance and Endorsements.**

Contractor will obtain insurance policies issued by an insurance company authorized to do business in the State of Oregon with a minimum financial rating of an AM Best rating of A- or higher. Contractor’s liability insurance, except for professional liability insurance, will be arranged on an “occurrence” basis. The Contractor will be financially responsible for all pertinent deductibles, self-insured retentions and/or self-insurance.

Upon request by University, Contractor must provide to University a Certificate of Insurance from the insuring company evidencing insurance coverage required by this Contract.  The “Description of Operations” must include (using the following exact language) the “**State Board of Higher Education acting by and through the University of Oregon, their officers and employees”** as additional insured. The certificate will provide that the insurance company will give a 30-days’ written notice to University if the insurance is cancelled or materially changed.

Upon request by University, Contractor will provide to University an endorsement from the insuring company, naming (using the following exact language) the “**State Board of Higher Education acting by and through the University of Oregon, their officers and employees”** as additional insured. If requested, complete copies of insurance policies will be provided to University.

**5. Notice of cancellation or change.** Contractor will not cancel, materially change, reduce limits, or fail to renew the insurance coverage(s) without 30-days' written notice from the Contractor or insurer(s) to University, Contract Manager at the following address: 720 E. 13th Avenue, Suite 302, Eugene, OR 97401.