



Shawnee County Parks + Recreation

**Request Qualifications
For
Design Services for ‘The Guide’**

Bid # 001-19



QUOTATION NO	001-19
DATE MAILED	01-02-19
CLOSING 2:00PM	01-18-19

REQUEST FOR QUALIFICATIONS
SUBMIT BID TO
PURCHASING DIVISION
SHAWNEE COUNTY COURTHOUSE
Room 201
Topeka, Kansas 66603

GENERAL INFORMATION

Shawnee County Parks + Recreation, is requesting qualifications for the services as designer for The Guide. Conditions, information and requirements concerning the services being requested are included in this request for qualifications.

1. Contact Person:

All inquiries concerning this Request For Qualifications (RFQ) should be directed to:

Mike McLaughlin, Communications Supervisor and Public Information Officer
Shawnee County Parks + Recreation
3137 SE 29th Street
Topeka, KS 66605
Phone: 785.251.6880
E-Mail: mike.mclaughlin@snco.us

2. Deadline For Qualifications:

Three (3) copies of the proposal shall be submitted to the Shawnee County Purchasing Department, 200 SE 7th Room 201, Topeka, KS 66603. Due date for qualifications is specified in the general information. The envelope containing the qualifications shall be sealed and plainly marked "Proposal for Design Services". All qualifications will strictly adhere to the specifications and requirements as set forth in the Qualification Request.

QUOTATION NO	001-19
DATE MAILED	01-02-19
CLOSING 2:00PM	01-18-19

GENERAL INFORMATION

3. Special Conditions For Proposal:

- A. Qualifications may be delivered in person or mailed to the Shawnee County Purchasing Office. However, any proposal that is mailed but does not reach the Shawnee County Purchasing Office by the deadline time set forth above will not be accepted.
- B. Shawnee County Parks + Recreation reserve the right to accept or reject any and all qualifications and to waive any technicalities or irregularities therein. No submitted proposal may be withdrawn for a period of ninety (90) calendar days from the date set for the opening thereof.
- c. During the evaluation process, Shawnee County Parks + Recreation reserves the right to request additional information or clarifications from those submitting qualifications, and to allow corrections of errors or omissions.
- D. Shawnee County Parks + Recreation reserves the right to retain all qualifications submitted and to use any ideas in any qualifications submitted. Submission of a proposal indicates acceptance by the person submitting the proposal of the terms, conditions and specifications contained in this Request for Qualifications, unless clearly and specifically noted in the proposal submitted and confirmed in a subsequent agreement between Shawnee County and the Designer.
- E. The contents of each proposal submitted will remain confidential and will not be made available to anyone except those involved in the evaluation and approval process to the fullest extent permitted by the State of Kansas Open Records Act.
- F. There is no expressed or implied obligation for Shawnee County Parks + Recreation to reimburse responding individuals for any expenses incurred in preparing qualifications in response to this Request for Proposals.

QUOTATION NO	001-19
DATE MAILED	01-02-19
CLOSING 2:00PM	01-18-19

SCOPE OF PROJECT

Overview:

Shawnee County Parks + Recreation is issuing a Request for Proposals for Design Services for the following 2019-2020 issues of The Guide: Summer (2019 issue), Fall (2019 issue), and a Winter/Spring (2019-20 issue).

The Guide is a publication of SCP+R classes, activities, sports leagues, rentals and other information including secondary promotional brochure design and layout per request. Our latest examples may be found online at parks.snco.us.

Qualifications Should Address:

1. Firm Profile – Describe your firm’s demographics, size and years in business.
2. Staff Assignments – Identify the representative and additional staff assigned to the design project.
3. Firm’s Experience – Describe your firm’s experience including experience with designing a consumer magazine.
4. References – Provide names, addresses, and telephone numbers of appropriate contact persons for at least three (3) recent agencies in which design services were provided.

Firm Responsibilities:

1. The firm is responsible for all aspects of the design experience including but not limited to:
 - a. Conferring and collaborating with SCP+R staff on a time table, content and design elements for each issue of The Guide.
 - b. Producing design of Summer 2019, Fall 2019 and Winter 2019-20 issues of The Guide. Release dates are approximately April 15, Aug. 15 and Dec. 15.
 - c. The present size of The Guide is 28 pages, including cover, in an 8.5” x 11” saddle-stitched format.
 - d. Providing a design proof to SCP+R staff and conferring with staff to ensure that all prescribed edits and design changes are made.
 - e. Uploading a print-ready file to printer’s website and providing all fonts, graphic elements, etc., for each issue.
 - f. Providing a final PDF proof in issuu format for posting on the SCP+R website.
 - g. Design and layout of promotional brochures secondary to ‘The Guide’.
 - h. Provide proof of liability insurance.

QUOTATION NO	001-19
DATE MAILED	01-02-19
CLOSING 2:00PM	01-18-19

Selection Process:

The County may make a selection based on their evaluations of the information contained in the qualifications or the County may decide to request an oral presentation/interview of one or more firms. The selection criteria will include, but not be necessarily limited to, experience with consumer magazines.

Additional Terms and Conditions:

The County reserves the right to request clarification of information submitted and to request additional information of any firm.

The County will not pay any costs incurred by any firm in preparation of qualification documents or materials.