

RFQ-03479 Instructions

GENERAL INFORMATION

Boise State University is interested in establishing blanket agreements with vendors interested in providing the following services:

- Graphic Design for printing and advertising
- Copy Writing and Proof Reading of material for brochures, catalogues, ads, etc.
- Web Page Design and Maintenance

These agreements will be drawn on by University departments, when the need for this type of service arises. These agreements are not exclusive and are not a guarantee of work assignments.

Assignments will be made as follows:

1. A University depart will select one or more vendors to discuss their project with and/or solicit quotes from.
2. Once the department has selected a vendor for their project they will enter into discussions with that vendor and then request a written "not to exceed" quote. The pricing is to be based on the quoted rate. The quote should be comprehensive, include a clear statement of work, and identify all deliverables.
3. Once the vendor and the department have come to a clear understanding of what the project entails and the related costs, the department will request that a Purchase Order be issued for that project.
4. Work may begin only after receipt of the Purchase Order.

Questions maybe directed to Terri Spinazza 208-426-2168.

BID INSTRUCTIONS

1. Go to <http://www2.boisestate.edu/purchasing/>
Under Vendor Opportunities.

Download and open the following files using Acrobat:

Blanket_Contract_for_design_services.pdf

vendor_info_form.pdf

Within Acrobat fill-in the blanks in these forms and then print.

Sign the documents.

Mail the documents to:

Boise State University

Purchasing

Attn: Lynn Nicholson

1910 University Dr.

Boise, Idaho 83725

2. Prepare a PDF document with the following information:

In addition to a list of interested vendors we will be posting the document you provide on BSU Purchasing's web site <http://www2.boisestate.edu/purchasing/>. Departments will review this information selecting the vendors that best meet their needs.

This is your opportunity to sell yourself and to show your design capabilities. You may refer to your web site; however, this document should be compressive enough that visiting your web site is not necessary.

The document should be no longer than 5 pages.

Is to contain the following information in the order listed:

- a. Contact information. Company Name, contact name(s), address, phone, fax, e-mail, web address, etc.
- b. Brief introduction of your company.
- c. Description of your personnel and their capabilities.
- d. Description of the services you are able to provide under this agreement.
- e. References.
- f. Samples of your work.

E-Mail your finished document to TSPINAZZ@BoiseState.edu.