



Request for Proposal

Dust On The Record
September 22nd, 2018
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Introduction & Background:

Bootstrap Publications, a boutique publisher based in Miami, FL, is in need of a custom gift to be included with pre orders for a book of poems titled Dust On The Record and is accepting proposals. Dust on The Record is a collection of poems about love, society subconscious, gunk, the experience of becoming one with your demons, and women. In order to find a qualified source to provide a custom gift we are accepting responses to this Request for Proposal. Our goal with this book is to:

- Use poetry to free others from suffering and make them smile
- Give readers a closer look at the Author, by reading her personal poetry
- Encourage readers to go within to find their purpose in life

The objective of this Request for Proposal is to locate a source that will provide the best overall value to Bootstrap Publications. While price is a significant factor, other criteria will form the basis of our award decision, as more fully described in the Evaluation Factors section of this Request for Proposal below.

Submission Guidelines & Requirements:

The following submission guidelines & requirements apply to this Request for Proposal:

- First and foremost, only qualified individuals or firms with prior experience on projects such as this should submit proposals
- Please list at least 1 project similar to this project as part of your response. Please include references and examples of work
- Proposal should not exceed 3 pages. Proposal must provide an overview of the proposed solution.
- Proposal must include project schedule and timeline, milestones, and list of deliverables
- A price proposal must be provided that is not more than 1 page. This price proposal should indicate the overall fixed price for the project as well as hourly rates and an estimated total number of hours, should Bootstrap Publications decide to award a contract on an hourly rate basis.
- Proposals must be signed by a representative that is authorized to commit bidder's company.
- If you have a standard set of terms and conditions, please submit them with your proposal. All terms and conditions will be subject to negotiation.
- Proposals must be received prior to Friday September 28th 2018 to be considered.
- Proposals must remain valid for a period of 15 days.
- Custom Tincture order of minimum 20 must be fulfilled by October 12th 2018.

Project Description:

The purpose of this project is to source a provider for a custom “Tincture” gift to be included in pre orders placed for the book. The Tincture provided should align itself with the goals stated above. It should be aesthetically pleasing, and provide benefits.

Acceptance is contingent on the following acceptance criteria:

- Successful submission of a proposal in response to this request
- Availability to complete work in required time frame
- Personal connection to the project
- Cost - ability to come in under or within budget

Other evaluation factors include:

- Relevant past performance/experience
- Samples of work
- Expertise of bidder or firm

The Request for Proposal timeline is as follows:

The need-date for project completion is October 12th 2018. Bidders may propose a date earlier or later, and will be evaluated accordingly.

Budget:

Bootstrap Publications budget for the project is \$400