OBDD RFP No. C2021191

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Request for Proposals:
Visual Arts Ecology Project Research Associate

**Proposal due date: August 13, 2021, on or before 1:00 p.m. Pacific Time**

# 1.0 SOLICITATION INFORMATION AND REQUIREMENTS

## 1.1 GENERAL INFORMATION

The Oregon Business Development Department, by and through the Oregon Arts Commission (“Arts Commission” or “Department”) seeks a Visual Arts Research Associate to update content for the Visual Arts Ecology Project website, review the website’s functionality for internal and external users, and make recommendations to improve the website’s functionality and increase visitors to the website.

The Visual Arts Ecology Project is a website that explores the depth and breadth of the visual arts in Oregon. The Arts Commission and The Ford Family Foundation launched the project to create an accessible, permanent, virtual collection documenting Oregon’s visual arts landscape. The virtual content evidences the interconnected realms of artist, institution, patron, curator, arts writer and more—the state’s “visual arts ecology.” The historic and contemporary content is sourced from the archives of visual arts organizations across Oregon as well as the Arts Commission. The intent is for the site to continue to gather, receive and also commission new content, to create an informal (never encyclopedic) place where the work of the field – artists, presenting institutions, funders, and collectors – may be celebrated and promoted.

**1.2 DESCRIPTION OF SERVICES NEEDED \ PROPOSED STATEMENT OF WORK**

1. Update the Visual Arts Ecology website content with 20-30 visual and scholarly assets provided by the Ford Family Foundation and the Arts Commission. Updating the content includes:
	1. Altering Word, PDF, image and moving graphics files;
	2. Editing data on the website by coding visual arts content;
	3. Uploading content to a Wordpress website.
2. Review functionality of the Wordpress site to improve functionality of the site for both internal and external users. This may include:
	1. Identifying areas for improvement in the structure or management of the website;
	2. Making recommendations and/or implementing improvements for the functionality of the website for internal users (ie. those managing content updates), such as streamlining content gathering and uploading processes.
	3. Making recommendations and/or implementing improvements for the functionality of the website for external users (ie. visitors to the website), such as finding the website, relevance and accessibility of content, or site navigation.
	4. Making recommendations and/or an annual plan for long-term content management for the website.
	5. Making recommendations and/or an annual plan for long-term promotion of the website.
3. Consult with the Arts Commission and The Ford Family Foundation representatives to develop work plans for carrying out the tasks listed above in #1-2. Meet with staff as needed to review progress and consult on next steps. These meetings shall occur approximately one to two times monthly, for phone conversations and/or virtual or in-person meetings.

4. Deliver a final report that summarizes tasks accomplishments over the course of the project and summarizes recommendations made for site improvements.

**TIMELINE AND DELIVERABLES**

September 15, 2021: Work Plan A established for October – November.

November 30, 2021: Work Plan A tasks completed.

December 15, 2021: Work Plan B established for December – February.

February 15, 2022: Work Plan B tasks completed.

February 28, 2022: Deliver final report that summarizes tasks accomplishments over the course of the project and summarizes recommendations made for site improvements.

**1.3 QUESTIONS AND CLARIFICATIONS**

All inquiries, whether relating to the RFP process, administration, deadline or award, or to the intent or technical aspects of the services must be submitted in writing (email preferred; mail is acceptable) to:

Devon Thorson, Contracts Officer

Oregon Business Development Department

775 Summer St., NE, Suite 200

Salem, OR 97301- 1280

Telephone: (971) 600-4484

Email: devon.t.thorson@oregon.gov

All questions must be received **not later than (4)** **calendar days prior** to Proposal due date specified on the title page of this RFP.

Substantive questions and answers will be issued as official addenda to this RFP. Changes or modifications to this RFP shall be binding on department only if in the form of written addenda issued by department.

The department will provide addenda only to firms directly solicited. Anyone who has received a copy of this RFP from a source other than department is responsible for checking with designated procurement staff - aside from requested copies, department is not responsible for sending addenda to any unknown potential Proposers.

Department may require any clarification it needs to understand a Proposal.

**1.4 NO RFP** **PROTESTS**

As an Intermediate Procurement, no protest opportunity is required or allowed.

### **1.5 DUE DATE**

Proposals must be received by **August 13, 2021, on or before 1:00 p.m. Pacific Time**. Absolutely no Proposals will be accepted after this date and time. Department relies on the state of Oregon email system clock to determine the correct time and is not responsible for any delays or difficulties experienced in the transmission of any Proposal. **Please do not wait until the last minute to email your Proposal; it will be too late to correct any problems.**

### **1.6 ELECTRONIC RESPONSES BY EMAIL ONLY**

**Only electronic proposals sent by email are acceptable**. Proposals sent by fax, regular mail, and physical deliveries are not acceptable. **The email subject or reference line for all submittals must include the RFP title and RFP number**.

### Proposals will be received only at the following email address: devon.t.thorson@oregon.gov

The department will accept Proposals in electronic files compatible with Microsoft Office applications. The signed cover sheet required by section 1.9 must be submitted as a .PDF file. Files in excess of 13 megabytes must be submitted incrementally. Proposals must not be submitted as .zip, .exe, or .com files. Alternatively, the department will also accept links to web pages where proposal documents can be downloaded – a Proposer must deliver an email by the due date and time.

**1.7 NO LATE OR MISDIRECTED SUBMISSION OF PROPOSALS**

The department relies on the state of Oregon email clock. Submittals that are late or misdirected will be considered non-responsive, without exception. The department is not responsible for errors of any kind involved with electronic submission, nor for notifying Proposers of complete or incomplete receipt of a Proposal.

### **1.8 FORMAT FOR PROPOSALS**

### A Proposal must be organized in accordance with the list of scored criteria in section 2.2, including the page limits identified for each section.

### One (1) page is defined as: one side of a single 8-1/2" x 11" page, with 12-point minimum font size for the substantive text. Proposers may use their discretion for the font size of other materials (e.g., graphics, charts). Any page or partial page with substantive text, graphics, charts, resumes, etc., will be counted as one (1) page.

### **1.9 COVER SHEET**

### A Proposal must include a completed Cover Sheet (substantially in the form of Attachment A), signed by a duly authorized representative of the Proposer empowered to bind the Proposer.

### **1.10 PUBLIC RECORDS**

This RFP, and one copy of every proposal accepted in response to it, will be kept by department and made a part of its records. All accepted Proposals will become part of the public file without obligation to department. If a Proposal contains any information that may be exempt from disclosure under the Oregon Public Records Law, ORS 192.410 through 192.505, the Proposer must clearly designate that portion of its Proposal it considers to be exempt, along with a justification and citation to the authority relied upon. Application of the Uniform Trade Secrets Act (UTSA), ORS 646.461 and 646.475, and the Oregon Public Records Law will determine whether any information is actually exempt from disclosure. Identifying an entire Proposal as exempt from disclosure is not acceptable and will not be effective to exempt the Proposal or any part of it from disclosure. Failure to identify the portion of the Proposal claimed as exempt from disclosure, and to specify a justification and the authority relied upon, will be deemed a waiver of any future claim based on disclosure of that information.

### **1.11 TERMS AND CONDITIONS**

By submitting its Proposal, the selected Proposer agrees to be bound by the terms and conditions of a standard state of Oregon Personal/Professional Services Contract, including requirements for insurance as determined by department. **Any Proposal that is conditioned on Department’s acceptance of any other terms and conditions or rights to negotiate will be rejected as non-responsive.**

PROPOSAL SUBMISSION CHECKLIST FOR USE BY PROPOSERS - INFORMATION ONLY

[ ]  Due Date Met

[ ]  Proposal Addressed Correctly

[ ]  Proposal in Acceptable Electronic File Type(s)

[ ]  Proposal Format and Page Limit Requirements Met

[ ]  Signed Cover Sheet (Attachment A) Included

[ ]  Proposal Does Not Include Conditional Language About Terms and Conditions

[ ]  Public Records Disclosure Exemption Statement Included (If Applicable)

# 2.0 INFORMATION REQUESTED FROM PROPOSERS; SCORED CRITERIA

**2.1 PROFESSIONAL REFERENCES**

Proposers must fill out and submit RFP Attachment B, listing at least two applicable references. References will not be scored but are mandatory as a responsibility check for the Department.

**2.2 SCORED INFORMATION**

**A) Approach: Implementation Plan** (2 page limit) 40 Points maximum

The implementation plan should describe how you will successfully complete the Project. At a minimum, this should include:

* + - 1. Describe what makes you/your team a good fit for this opportunity.
			2. Describe your ability to manage the tasks in the proposed statement of work.
			3. Provide a brief critique to the proposed statement of work, which may affirm the proposed tasks, identify potential risks, and/or recommend changes or optional tasks to include.

**B) Firm and Team Qualifications** (3 page limit) 50 Points maximum

Please provide information on your/the team’s relevant qualifications, including the following:

1. A resume and/or short description of your/the team’s qualifications and experience related to the proposed statement of work.
2. Specifically describe your/the team’sexperience with Wordpress, especially as it relates to the proposed statement of work.

 **C) Price and Value** (1 page limit) 10 Points maximum

1. Proposer must show what can be accomplished within a budget of $11,000, formatted as deliverables-based.
2. Please list billing rates for the team members listed, and any other costs.

## 3.0 EVALUATION PROCESS

The selection process will be administered in accordance with the authority and procedures in ORS 27B.070, and OAR Chapter 123, Division 6 and OAR 137-047- 0270. Proposals received on time will be reviewed against any Pass/Fail criteria. Proposals meeting those criteria will be forwarded to an evaluation committee that will independently score each Proposal according to the scored criteria set forth in Section 2.1.

Without limiting the possibilities allowed under OAR 137-047-0270, the department may, at any time in its sole discretion, (a) provide notice to a Proposer of selection for Contract negotiation and possible award; (b) gather more information for evaluation, (c) provide notice to a Proposer(s) of non-selection; or (d) provide notification to Proposer(s) that the RFP is cancelled (and either that the RFP may be resolicited or that department intends to take no further action with respect to the RFP).

### The department reserves the right to employ any of the procedures allowed by Oregon Administrative Rule 137-047-0270, such as additional competitive steps or Proposals, modified or additional selection criteria, interviews, competitive simultaneous discussions or negotiations, etc. Information or issues revealed by a Proposer’s questions or Proposal, may, in the department’s sole discretion, trigger such modifications or further steps. If there are further steps beyond the initial Proposal and scoring, the scoring results from the first step and any subsequent step will be added together.

Department reserves the right to reject any or all Proposals for good cause if it is in the public interest, and is not liable for any costs a Proposer incurs while preparing or presenting its Proposal or during further evaluation stages.

# 4.0 NEGOTIATIONS

The department, in its sole discretion, reserves the right to negotiate all terms and conditions in the standard state of Oregon contract to the extent allowed by law.

If negotiations with the top ranked Proposer are not successful, department may terminate negotiations and begin negotiating with the next highest ranked Proposer.

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# RFP ATTACHMENT A - COVER SHEET & CERTIFICATIONS

#### STATEMENT OF PROPOSAL to Oregon Business Development Department

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Legal Name of Proposer) accepts all the terms and conditions contained in the Visual Arts Ecology Project Fellow RFP, and a standard State of Oregon contract (as they may have been modified or reserved for negotiation).

**[ ]** Corporation **[ ]** Professional Corporation **[ ]** Partnership **[ ]** Limited Partnership

[ ]  Ltd. Liability Company [ ]  Ltd. Liability Partnership [ ]  Sole Proprietorship [ ] Other \_\_\_\_\_\_\_\_\_\_

Mailing Address

Type name of contact/authorized representative

Email address

Telephone Other

Type name of person(s) authorized to sign Contract

**Affirmative Action, Nondiscrimination:** Department is an equal-employment-opportunity employer and values diversity in its work force. It also requires Proposers to have an operating policy as an equal employment opportunity employer, and to follow good faith diversity efforts when subcontracting.

We certify that we have a formal statement of nondiscrimination in employment policy and have an affirmative action program if over 50 employees. (Firms of 50 people or less do not need a formal program, but must have a policy). Does your firm have 50 or more employees? [ ]  Yes [ ]  No

We also certify that we have not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055, and will follow good faith efforts in ORS 200.045 during any subcontracting.

**Responsibility Certifications**

Has your company ever been declared in breach of any contract to provide services for unperformed or defective work?

[ ]  Yes [ ]  No

If “yes,” explain.

Has any employee or agent of your company been convicted under state or federal law of embezzlement, theft, forgery, bribery, falsification or destruction of records, receiving stolen property or any other offense indicating a lack of business integrity or business honesty?

[ ]  Yes [ ]  No

If “yes,” explain.

Has your company or any employee or agent of your company been indicted under state or federal false claims or antitrust laws, or charged with any other criminal offense arising out of obtaining, attempting to obtain, or performing a public or private contract or subcontract? [ ]  Yes [ ]  No

If “yes,” explain.

During the last ten years, has your firm changed majority ownership or been the debtor in a bankruptcy case? [ ]  Yes [ ]  No

If “yes,” explain.

Does your firm have any outstanding judgments pending against it? [ ]  Yes [ ]  No

If “yes,” explain.

During the last ten years, has your firm been a party to litigation, arbitration or mediation where the amount in dispute exceeded $10,000? [ ]  Yes [ ]  No

If “yes,” explain. (Include court, and party names.)

**Conflicts of Interest:** Please select (only) one of the following three options:

[ ]  Our firm has no current, known actual, potential, or reasonably perceived, financial or other interest in the outcome of the services described in this RFP.

[ ]  Our firm has a potential or reasonably perceived financial or other interest in the outcome of the services described in this RFP as described here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Our firm proposes to mitigate the potential or perceived conflict according to the following plan: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

[ ]  Our firm has an actual financial or other interest in the outcome of the services described in this RFP as described here: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

*What does “financial interest” mean?*

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may or may be perceived to receive or lose private income depending on government business choices based on your firm’s services, findings or recommendations, this must be listed as a financial interest. An example would be ownership in physical assets affected by government business choices related to these services. The possibility of contracting for further consulting services is not included in this definition and is not prohibited.

*What does “other interest” mean?*

If your firm, or employee of your firm working on the project (or a member of the employee’s household), will/may or may be perceived to have political, legal or any other interests that will affect what goes into your firm’s services, findings or recommendations, or will be/may be, or may be perceived to be, affected by government business choices related to these services, this must be listed as an other interest.

**Tax Information and Tax Compliance:** The undersigned certifies and swears under penalty of perjury that: I am authorized to act on behalf of Contractor, I have authority and knowledge regarding Contractor’s payment of taxes, the taxpayer identification number and other information provided on Contractor’s IRS W-9 form is correct, Contractor is not subject to tax withholding, and Contractor is not in violation of any Oregon tax laws, including but not limited to a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321 and 323 and the elderly rental assistance program under ORS 310.630 to 310.706 and local taxes administered by the Department of Revenue under ORS 305.620. Contractor shall continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract.

Signature of Authorized Representative certifying the truth of all statements:

*[Signature]*

*[Type name]* Date

**RFP ATTACHMENT B - list of REFERENCEs**

Department may check to determine whether these references support Proposer’s ability to comply with the requirements of this RFP. Department may use references to obtain additional information, or verify any information needed. Department may contact any reference (submitted or not) to verify Proposer’s qualifications.

Proposer must provide **at least two** references from current or former client for similar projects performed within the last four years. References must be able to verify the quality of that related work.

1. Reference Entity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Reference Entity Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reference Contact Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_