



## ***Request for Proposal For Community Magazine***

### GENERAL PURPOSE

Syracuse City is seeking the services of a publishing company for the coordination, editing, printing and delivery of the City's full color monthly magazine.

The City wants to provide citizens with a magazine newsletter which educates them about city and community happenings. The publisher will work to produce a publication in a collaborative effort with the City which meets these goals.

The publisher is expected to conduct his/herself in a professional manner when representing the City. He/she must also agree to present information regarding the City in a positive way.

Proposers shall designate a contract person authorized to enter into a binding contract. Syracuse City reserves the right to cancel the ongoing contract should a vendor fail to perform and or remedy deficiencies.

### PROPOSAL SCHEDULE (Dates are subject to change)

Issue Proposal	8/16/2017
Deadline for Proposals	8/30/2017
Award of Contract(s)	9/12/2017
Start of Contract	9/19/2017

### PAYMENT

As part of the proposal submission, the applicant will indicate the amount of compensation required for the services outlined in this RFP. Applicants should include a cost proposal of services with their proposal.

## CITY POINT OF CONTACT

The point of contact with the City will be the City Manager.

Brody Bovero, City Manager  
1979 W. 1900 S.  
Syracuse, UT 84075  
[bbovero@syracuseut.com](mailto:bbovero@syracuseut.com)  
(801) 614-9622

## ESSENTIAL FUNCTIONS

The City Council has set a goal to produce a more effective and cost efficient city magazine which will keep the citizens informed on community events and issues. The publisher will coordinate and format content, edit, print, and deliver the monthly magazine. The City will provide information that is to be published in the magazine to the approved vendor by the dates requested in the proposal. The publisher is expected to have the magazine delivered by the 1<sup>st</sup> Friday of each month. While the City will provide content, it is expected that the publisher will also work to gather content from local authors to produce content that will enhance the readership of the magazine.

The publisher will put together all content in a full-color, 8 ½" X 11" print publication. The length of the magazine will be dictated by advertising sales but will fall between 30-40 pages, including the cover. The publisher is expected to provide some funding for the magazine through connections with advertisers. They will be responsible for presenting the final product to the City every month and delivering the magazine to all citizens within Syracuse City boundaries. The City Administration reserves the right to require edits to the final copy prior to distribution. The final product becomes the sole property of Syracuse City.

## PROPOSAL SUBMISSION

Each proposal shall not be more than 10 pages, not including examples of previous work. Each proposal shall include the following:

1. Completed Proposal Submission Form (attached herein)
2. Resume or description of applicant's experience and education, including relevant publishing, editing and design work and education attainment
3. Contact information of at least three references who can provide information on your work
4. Description of the expected schedule to produce each monthly issue
5. Cost proposal for services
6. At least two examples of previous work

## PROPOSAL EVALUATION

Each proposal will be evaluated on the following factors (in no particular order of importance):

1. Total price
2. Expected timeframe to produce magazine
3. Relevant experience
4. Relevant education
5. Quality of references
6. Interview

The following items will be advantageous in the proposal:

1. General publishing, editing and design experience or college degree in related field
2. Ability to provide information regarding advertisers
3. Examples of previous work

#### PROPOSAL AND CONTRACT PROCESS

By Wednesday, August 30, 2017 at 1:00 pm, all proposals must be submitted to:

Syracuse City  
Attn: Brody Bovero, City Manager  
1979 W. 1900 S.  
Syracuse, UT 84075

Or via email to [bbovero@syracuseut.com](mailto:bbovero@syracuseut.com)

Response to this Request for Proposal is at the bidder's sole risk and expense. The City anticipates selecting from the submitted Request for Proposal, but there is no guarantee that any responding bidders will be selected. The City reserves the right to reject any and all proposals at its sole discretion.

After the interviewing process, the City will contact the top applicant to finalize a contract. We thank you for your interest in working with Syracuse City and look forward to receiving your Proposal.

#### QUESTIONS

Any potential applicant may submit questions regarding this Request for Proposal. Applicants should submit their questions regarding this contract via email to [bbovero@syracuseut.com](mailto:bbovero@syracuseut.com).



**REQUEST FOR PROPOSAL  
Submission Form**

Please include this sheet as the cover for your proposal. Mark proposals as follows:

“Syracuse Community Magazine”

Mail / Hand Deliver to: Syracuse City Hall  
Attn: Brody Bovero, City Manager  
1979 W. 1900 S.  
Syracuse, UT 84075

Or Email to: bbovero@syracuseut.com

Proposals will be accepted until: Wednesday, August 30, 2017 at 1 P.M.

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Individual or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone: \_\_\_\_\_ Email (required): \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone: \_\_\_\_\_

Syracuse City reserves the right to accept or reject this proposal, or any portion thereof, and call for new proposals if their interests or convenience are better served by such a course.

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_