



Gallup-McKinley County Schools Request for Quote Form

School/Department Business Office

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Deadline to Return Quotes

Date: November 16, 2018 Time (Mountain Standard Time): 2:00 pm

Fax Quotes to 505-721-2242 or e-mail jhanks@gmcs.k12.nm.us

Please note that Quotes returned after this deadline will not be considered

Description of Services for which quote is being requested.

Scope of Work

- Ability to produce a monthly informational newsletter about activity occurring at the Gallup-McKinley County School District (GMCS). The newsletter publication will contain interesting articles on GMCS initiatives, information and activities; with a positive captivating content and design for the McKinley County community. Each newsletter must contain/demonstrate the following:
 - Excellent knowledge of the English Language
 - Effective journalistic skills, including interviewing various sources and producing interesting articles from raw materials gathered from various sources.
 - Feature articles
 - Web research and fact checking (when necessary)
 - Proofreading
 - Strong attention to detail
 - Strong organizational skills
- The newsletter will be published by GMCS through local publications. The newsletter must be delivered to GMCS in an electronic format no later than the 5th (or next business day if a holiday) of each month for the publication. GMCS reserves the right to review and request modifications prior to publication.

- Ability to design page layouts to assure the monthly newsletter will contain sufficient articles and/or graphics to fill at least four pages (maximum content space of 11.5" X 14" per page).
- Ability to convert any photos into printable formats

Please provide the following with your Quote

- Specific description of services your or your organization will provide to meet scope of work. You should include in your quote the cost for each service offered.
- Description of your writing qualifications (2-3 Year Preferred)
- Description of your editing qualification (1-2 Year Preferred)
- Description of print layout and graphic presentation experience
- Description of Publicist and/or Public Relations experience
- Description of interpersonal skills including general communication and ability to interact with individuals within GMCS
- Any Additional Value Added Services (if applicable)
- Professional References Listing

On the written quote, please include Quote Number, Contact Person and Phone Number, Taxes (if applicable), Total Cost for all services, and Quote Expiration Date.

This request does not obligate funds or intent to purchase on behalf of Gallup-McKinley County Schools. **ALL MATERIALS AND SERVICES PURCHASED MUST HAVE A VALID PURCHASE ORDER (SIGNED). VENDORS** shall be responsible that no orders are accepted without an authorized GMCS Purchase Order.