



June 12, 2020

UNIVERSITY OF NEW MEXICO PRESS WEBSITE REBUILD PROJECT - RFQ

I. SCOPE OF SERVICE

The University of New Mexico Press (UNMP) is requesting quotes to upgrade its website. The purpose for doing a website upgrade project is that the underlying platform it is built on—Drupal 7—has an end-of-support date scheduled for November 2021. Drupal 8 also has the same scheduled end date, and the end-of-support date for Drupal 9 is estimated at the end of 2023.

Drupal core: release info: <https://www.drupal.org/core/release-cycle-overview>

Drupal core: Drupal 9 EOL info: <https://www.drupal.org/docs/9/drupal-9-release-date-and-what-it-means/how-long-will-drupal-9-be-supported>

The goal of this project is to deliver a website that looks and functions the same as, or as close as possible to, the current website, and to have it built on a platform that will be supported for at least three (3) years.

According to recent analysis, the migration path should go from Drupal 7 to Drupal 8 and then to Drupal 9, and therefore the scope must include a path to get to at least Drupal 9 LTS version. An alternative solution to achieve the goal is to rebuild the site using a different platform. Vendors submitting offers to this RFQ have the choice of presenting it as either a Drupal migration/upgrade/redevelopment or a website-rebuild project on an alternate platform.

UNMP website: <https://unmpress.com>

Find a copy of this document at: <https://unmpress.com/rfq>

II. ABOUT UNM PRESS

Established in 1929 by the Regents of the University of New Mexico, the University of New Mexico Press ranks within the top third of publishing houses in the Association of University Presses (AUP) and is the fourth largest university press west of the Rocky Mountains in publishing new titles. With over 1,200 titles currently in print and as a distributor for local and regional publishers, the Press has been an important element in enhancing the scholarly reputation and worldwide visibility of the university.

III. DEFINITIONS

1. **Featured Sections:** Sections for advertising on the front page. This is done through 1) set layouts constructed from metadata or 2) through banner ads (jpg, gif, others) that may or may not link to internal or external pages. The set layouts will be based on categories such as newly published titles; coming soon titles; titles by subject, series, or publishers; and others. The content is administered by nontechnical staff (see section VI.2 for requirements).
2. **CULLS:** College of University Library and Learning Sciences. College/Organization overseeing UNMP. <https://ulls.unm.edu/>.
3. **Customer(s):** website end-user(s).
4. **LIT:** Library Information Technology Services, also referred to as CULLS LIT Services. UNMP's technical support.

5. List Pages: within this website, lists of Works and related metadata (also see V.12.).
6. Longleaf Services Inc.: UNMP's order fulfillment partner. <https://longleafservices.org/>.
7. PressWorks (PW): A book-publishing software suite built on top of the FileMaker database type/software. It is designed to administer Works/Titles and their related products and is focused on title management for bringing books into production and recording the life of the product and contributors involved. It is the main data collection space /database for UNMP. Currently the site uses SQL queries through an ODBC connection to export data to the website's MariaDB database. It is versatile and can export data via other methods such as CSV or other delimited methods including Excel, XML, etc.
8. Previewed Works: a space or link in the Book Pages where a small percentage (a preview) of Works is viewable.
9. Products: A subcategory under the Works level is the Products level. The main difference between Products and Works is that Products refer to specific formats/bindings (Paperback, Cloth, Spiral, E-book, etc.) with unique ISBNs. The Works ID would be considered the Key field linking related ISBNs (product IDs)
10. SmallCo: PressWorks Developer and Support. <https://smallco.co/>.
11. Vendor: The potential Vendor to work with the University of New Mexico Press (UNMP) on this project, except where otherwise stated.
12. Upgradeability: the level of difficulty it takes to update the website's platform and related dependencies.
13. Works: Also referred to as Books or Titles. The creative work of a contributor (Author, Editor, Photographer, Artist, etc.) that is refined for sale. It is determined at the title level of the project, where the Product outlines the multiple formats in which the work is available.

IV. WEBSITE OBJECTIVES

This section covers the general objectives UNMP would like to achieve with its website. Vendor-specific requirements for these objectives are located in section VI: Vendor Requirements and Current Website Processes.

1. Content Management System for Nontechnical Staff
 - a. The website will provide a Content Management System (CMS) that is useable for the Marketing and Sales Team's non-technical staff.
 - b. The website will provide written instructions for how to use the CMS, and training will be provided.
2. Contributor Support Hub
 - a. The website will provide information for authors/contributors about the manuscript-submission process.
 - b. The website will provide a method for authors to submit their contact info and ideas to Production staff.
 - c. The website will provide an author informational section that guides them through UNMP's submission process.
3. Fundraising Initiatives
 - a. The website will provide information on how to support UNMP and create an inviting way for the customer to donate.
4. Informative
 - a. The primary objective for this website is to provide branding and information about UNMP.
 - b. The website will attractively communicate informative data about UNMP and its mission, staff, products, product's contributors, rights and permissions, ordering, calendar events, exhibits, author/contributor services, and its distributed partners and their products.
 - c. Access to Book content (also referred to as Works or Title content).
 - i. The website will contain intuitive methods to locate products, such as a good search engine, and will include effective advertising space.
 - ii. The website will contain areas for supplemental data, such as videos, documents, audio files, and other formats.
 - iii. The website will display information about contributors and other secondary information relating to the products' metadata.
 - iv. The website will incorporate a preview of the book (see section VI.9).

5. Information Security and Privacy Compliance
 - a. The website will be constructed with security as a top priority.
 - b. The website will be configured to protect the privacy of individuals and intellectual property, and it will take measures to prevent storage of PII (personally identifiable information) or other sensitive data as much as possible, also providing for the secure storage and use of PII when required.
 - c. The website will be built to facilitate a clearly defined and efficient update and patching process.
 - d. The Vendor will provide a good workflow plan for updating the website's core platform, modules, and dependencies.
6. Sales
 - a. The website will provide a platform to market and sell UNMP and its distributed partners' products through the shopping cart, which is linked to Longleaf Services' website (see section VI.13).
 - b. The website will provide information about ordering products that are not sold through UNMP's linked Longleaf shopping cart (e-books, catalogs, and exam and desk copies).
 - c. The website will present methods to order or pre-order products intuitively, especially considering Works that contain more than one product binding (Paper and Cloth).
7. Upgradability
 - a. When upgrading the site's technology for the next major platform, a cost-effective and straightforward solution should exist.
8. Website Reliability and Support
 - a. The website will be functional and available to the public with a goal of 99.9% uptime.
 - b. Support will include, at the minimum, bug fixes, installation of updates and patches, testing sites after updating, fixing configuration issues, and repairing site database and content issues (see section VI.16).
 - c. UNMP will be able to obtain guidance and documentation provided by the developer about how the site should be maintained.

V. CURRENT WEBSITE LAYOUT AND OVERVIEW

This section covers the current website sections and the layout of the public-facing pages. Vendors should use this for guidance for the next section, section VI. Vendor Requirements and Current Website Processes. The contents of following section must be included in the rebuild.

1. The site is a two column, dynamic, and responsive layout with a header and footer. The menu and search bar are at the top with the logo.
2. Logo Banner at top. Stationary on every page; links back to homepage.
3. Search Bar at top right. Stationary on every page; keyword search functionality (see V.6.b.i.1 and VI.15).
4. Right Column. Contents are stationary on every page, except Twitter feed only on front page.
 - a. Shopping Cart link: <https://unm.longleafservices.org/>
 - b. Catalog image and link to the Catalog page (see V.6.b.iii)
 - c. Browse Titles by sections (see V.12. about functionality):
 - i. Titles by Subject
 - ii. Titles by Contributor
 - iii. Titles by Publisher
 - iv. Titles by Series
 - d. Donate Today button
 - e. Social media links
 - f. Sign Up for monthly newsletter button
 - g. Twitter feed
5. Front/Homepage Featured Sections
 - a. Main Featured Section. Work(s) and/or banner ad area (dynamic) with links to related products' page(s).
 - b. Two minor Featured Sections for advertising featured lists of products.
6. Main Menu Sections. Stationary on every page; transforms into three-line/hamburger menu in mobile view. Menu sections:
 - a. Home: links back to homepage

- b. Find Books: not a clickable link; hover to see submenu links, which are clickable.
 - i. Advanced Search: <https://www.unmpress.com/search>
 - 1. Keywords search field: top-level of search that looks in the following fields
 - a. Contributor
 - b. Title
 - c. ISBN
 - d. Series
 - e. Publisher
 - f. Subjects
 - 2. Contains sorting option: relevance, pub date, price, title, and author (contributor)
 - 3. Filter options: author (contributor), subjects, series, and publisher
 - ii. Award Winners: Managed by Marketing in PW; limited to twenty (20) items; has List Page look: <https://www.unmpress.com/books/awards>.
 - iii. Catalogs: Contains images of print catalogs and links to downloadable PDF: <https://www.unmpress.com/books/catalogs>.
 - iv. Client Publishers: Text list of links with publisher names (excluding UNMP): <https://www.unmpress.com/publishers>.
 - 1. Clicking publisher links go to List Page with related products; e.g. https://www.unmpress.com/School_for_Advanced_Research_Press.
 - v. E-books: Static page; info and links to e-book vendor partners: <https://www.unmpress.com/e-books>.
 - vi. Imprint (not published yet): List page of titles based on Imprint field.
 - vii. New Releases: List Page of new releases based on pub date: <https://www.unmpress.com/books/new>.
 - viii. Series: Text list page; custom list created by Marketing with CMS controls: <https://www.unmpress.com/series>.
 - 1. Series names link to list page with related products; e.g. https://www.unmpress.com/Dialogos_Series.
 - ix. Subjects: List page generated by Advanced Search but trimmed to only contain subjects; sorted by pub date: <https://www.unmpress.com/books/subjects>.
- c. How to Order: Pages below are created with CMS controls (not linked to PW data).
 - i. Booksellers: Static page; informational: <https://www.unmpress.com/booksellers>.
 - ii. Distribution: Static page; informational: <https://www.unmpress.com/distribution>.
 - iii. Educators: Static page; informational; contains links to forms and textbooks: <https://www.unmpress.com/educators>.
 - iv. Individuals: Static page; informational: <https://www.unmpress.com/individuals>.
 - v. Libraries: Static page; informational: <https://www.unmpress.com/libraries>.
 - vi. Media: Static page; informational: <https://www.unmpress.com/media>.
- d. News and Events: Pages below are created with CMS controls with Book data coming from PW.
 - i. Events: List page; ordered by date, but (custom) events without a date will list last. Events are linked to relevant products: <https://www.unmpress.com/news/events>.
 - ii. Events Calendar: Calendar with Month, Week, and Day layouts; links to specific event page: <https://www.unmpress.com/calendar>.
 - iii. Exhibits: List page; generated via CMS by Marketing: <https://www.unmpress.com/news/exhibits>.
 - iv. Newsletter: Static page; uses ConstantContact snippets: <https://www.unmpress.com/newsletter>.
 - 1. Newsletter signup: <https://visitor.r20.constantcontact.com/manage/optin?v=001XOXiuHMUerSJEcqDoEc4mFROBw9a1E2anyfUOEgRh0Tv70XudbhxJyfe4-AOCsR5xnYnTfLogTSMerZmzGi3Yr743HxdA5JpHOq9ibsNQVQPrLjliAT7cVfyk-ei0HfbhtaepChvaMDusqGXWDGcinLRV4u6q7MrkB5lt-bnso%3D>.
 - 2. Book Bulletin; example: <https://myemail.constantcontact.com/May-2020-Book-Bulletin.html?soid=1102126239669&aid=ltjKiBV-tX0>.
 - v. Spring Showcase: Text and active banner: <https://www.unmpress.com/spring-showcase>.

1. Images link to pages with embedded video; example: <https://unmpress.com/files/5058>.
- vi. Virtual Exhibits: static page created with CMS: <https://unmpress.com/virtual-exhibits>.
- e. For Authors: Pages below are created with CMS controls (not linked to PW data).
 - i. Contracted Authors: Static page; informational with links to forms and PDFs: <https://unmpress.com/contracted-authors>.
 - ii. Prospective Authors: Static page; informational: <https://unmpress.com/prospective-authors>
- f. About: Pages below are created with CMS controls (not linked to PW data).
 - i. FAQs: Static page; contains expanding fields for answers: <https://unmpress.com/frequently-asked-questions>.
 - ii. History and Mission: Static page; informational: <https://unmpress.com/history-and-mission>.
 - iii. Permissions: Static page; informational with link to form: <https://unmpress.com/permissions>. (Form examples, see section V.11)
 - iv. Subsidiary Rights: Static page; informational: <https://unmpress.com/rights-info>.
 - v. Support the Press: Static page; informational with link to UNM Foundation site for accepting donations: <https://unmpress.com/support-press>.
 1. Secure Order Form link: <https://www.unmfund.org/fund/unm-press-general-endowment/>.
 - vi. Staff Directory: Static contacts page: <https://unmpress.com/staff-directory>.
7. Footer: Stationary on every page.
 - a. Links for Resources, Help, About Us; secondary links point to some menu sections.
 - b. Contact info: UNMP's address, phone, fax, and email
8. Book Page (also referred to as Work(s), Title(s), or Product(s) page).
 Example Book page: <https://unmpress.com/books/leaving-tinkertown/9780826353665>. Link format for the link is "/books/<title without articles>/<13-digit ISBN>"

Sections within Book page:

 - a. Book image/jacket cover
 - b. Specs: Measurements, page count, illustrations copy
 - c. Imprint: Appears if book has field, hidden if not; links to list with same field.
 - d. Publisher: Appears if book has field, hidden if not; links to list with same field.
 - e. Series: Appears if book has field, hidden if not; links to list with same field.
 - f. Add to Cart or Pre-order button: When clicked, if there is more than one format, both format choices will appear; links to Longleaf Services website shopping cart.
 - g. Exam Copy button: Opens popup form.
 - h. Rights Info button: Opens popup window with text.
 - i. Previewed Works (Google Preview link): Opens popup window with Google Preview reader.
 - j. Title and Subtitle
 - k. Contributors (i.e. Author, Editor, Illustrator, Photographer, etc.): Hierarchical sort method based on contributor type. Will change to numbered sort order in future.
 - l. Price
 - m. Binding
 - n. 13-digit ISBN
 - o. Pub Date
 - p. Overview tab (tabs are hidden if data is not present)
 - i. Subjects: Links to list of books with same subjects
 - q. Contributor Bios tab: Info about contributors; listed by a numbering sort order method.
 - r. Acclaim tab: Info about acclaim; listed by a numbering sort order method.
 - s. Contents tab: Table of Contents
 - t. Extras tab: Contains supplementary content such as videos, audio clips, docs, etc.
 - u. Events tab: Links to Events page; if a book has an event it adds a tab on the book page; example: <https://unmpress.com/books/querencia/9780826361608>. (This event is June 28. The tab will not be there if you go there after June 28).
 - v. Also of Interest area: Lists three related titles

9. Supplementary pages: Contain supplemental data related to Works. Printed books have links to these pages printed inside them. Pages below are created with CMS controls (not linked to PW data).
 - a. 60 Short Hikes in the Sandia Foothills: Map KML files: <https://unmpress.com/60-short-hikes-sandia-foothills>.
 - b. Spanish For Mental Health Professionals: Audio MP3 files: <https://unmpress.com/spanish-mental-health-professionals-audio-files>.
 - c. Cultural Nationalism and Ethnic Music in Latin America: Audio MP3 files: <https://unmpress.com/books/cultural-nationalism-and-ethnic-music-latin-america/9780826359759/audio>.
10. Styles Demonstration: Theme examples page: <https://unmpress.com/styles-demonstration>.
11. Webforms: Pages below are created with CMS controls (not linked to PW data); these forms are automatically emailed to designated staff.
 - a. Exam Copy Requests: <https://unmpress.com/exam-copy-requests>.
 - b. Desk Copy Requests: <https://unmpress.com/desk-copy-requests>.
 - c. Permissions Request Form: <https://unmpress.com/permissions-request-form>.
12. Search results "List Pages": Various pages have links to topical fields such as subjects, contributors, publishers, or series; when clicking on these links in a book page, in the right column, by using the Advanced Search, or in the menu search bar, the results populate in a similar layout; example: Advanced Search page, keyword search "new mexico": https://unmpress.com/search?keywords=new+mexico&author=&title=&search_api_views_fulltext_3=&series=All&publisher=All&subject=All.
 - a. List of books up to ten (10) per page, with page arrows menu at the bottom.
 - b. Contains
 - i. Book image/jacket cover
 - ii. Title and Subtitle
 - iii. Contributors
 - iv. Price
 - v. Binding
 - vi. 13-digit ISBN
 - vii. Pub Date
 - viii. Ad copy
 - ix. Subjects
 - x. Add to Cart or Pre-order button
 - c. E-books are excluded from this view
 - d. May contain sort and filter options
 - i. Sort by Relevance, Pub date, Price, Title, and Author (Contributor)
 - ii. Filter by Contributor Role, Subjects, Series, and Publisher

VI. VENDOR REQUIREMENTS AND CURRENT WEBSITE PROCESSES

This section covers the requirements for the Vendor to achieve the UNMP website objectives. This section may explain how the current site functions to achieve these requirements. It is at the Vendor's discretion for how they will achieve these requirements; they do not necessarily have to replicate technology and/or internal site configurations and methods. The Vendor must agree to these requirements and include them in their contract. If the Vendor deviates from the current process it must be noted in their agreement.

1. All pages mentioned in the Current Website Layout and Overview section are **required** to be included in the rebuilt site.
2. CMS: The **requirement** is to provide a Content Management System (CMS). The majority of content management will be done through PressWorks and transferred into the website database, where it will be populated in preformatted pages and sections. For other content, pages, webforms, panels, menus, files, and custom Featured Sections a CMS is needed.
 - a. **Requirement:** The CMS must be able to use the data imported from PW and have a method to keep that data current to the source.

- b. **Requirement:** The CMS must be user-friendly for nontechnical staff and approved by Marketing management.
 - c. **Requirement:** The CMS interface must be able to support the upload and proper display of video files, image files, PDF files, MS documents, and other popular file types.
 - d. **Requirement:** A developed style guide must be outlined and implemented into the CMS along with guidance for changing it as needed.
 - e. **Requirement:** The CMS must be able to create links, buttons, scrollable objects, display boxes, and other commonly used tools and features.
 - f. **Requirement:** A user-friendly rich text editor must be provided, and it must also be able to show the source code and allow for its manipulation.
 - g. **Requirement:** Controls to update custom Featured Sections and other custom pages must be provided.
 - h. **Requirement:** Methods must exist to embed snippets of code for popular external services, including:
 - i. CRM and Marketing platforms such as ConstantContact, HubSpot, Mailchimp, etc. (see section V.6.d.iv.).
 - ii. Social Media feeds such as Twitter (see section V.4).
 - iii. In the future, UNMP may use ISSUU services, which contains an embedded reader, and the Vendor should be able to set this up; example: see “View our 2020 Military Studies subject catalog” section: <https://www.cornellpress.cornell.edu/society-for-military-history-virtual-exhibit-the-2020-experience/>.
 - i. In the future, UNMP may add a link(s) on Book pages to the general e-book page already on the site (section V.6.b.v.) or links directly to e-book-vendor sites. For the e-book-vendor sites, this would call for generating links with related ISBNs; example from Apple: <https://itunes.apple.com/us/book/isbn9780826353672>. UNMP cannot show favoritism between the e-book-vendors, and this replacement method may not work for all (e.g. Amazon), so a different automated or easily maintainable method is desirable.
 - j. The CMS should be built on, or have features and options similar to, well-known existing CMS like Drupal, but does not have to be Drupal.
 - k. The CMS should incorporate CSS to standardize pages.
 - l. URL redirect and forwarding options should be easy to edit.
3. **Controlled Access:** In the future UNMP may add a content portal/hub page where users could access both open access and restricted content. The restricted portion will require that access only be granted to authorized users. The **requirement** is that the site be able to handle account creation and authentication securely, and that the least amount of PII be stored on the site for a minimal amount of time, which may also require a purge schedule and a method to clear this data in a timely manner.
4. **Databases:** The **requirement** is to have data from UNMP’s title-management database, PressWorks (PW), transferred in a timely manner to the website database so that the site functions and displays current and correct data. PW is where the majority of the data resides.
- a. **Current functionality:** The site was constructed with an intermediate database, which is a landing point for data coming from PW and an extraction point for the main database.
 - i. PressWorks (PW): Title-management database based on FileMaker type.
 - ii. The staging or intermediate database is based on MariaDB type.
 - iii. The main database, also referred to as the “Drupal” or “pantheon” database, is MariaDB type.
 - iv. Data flow: PW → Staging → Drupal. There is not a need to push data in the opposite direction back to PW.
 - v. The site runs at least nightly PW checks for data changes and pushes them to the staging database. This is done through an ODBC MySQL connection using SQL queries. There is also an on-demand push script in PW.
 - vi. During various intervals throughout the day, data is imported from the staging database to the main database. This is based on a time schedule.
 - b. The **requirement** is to get data from PW to flow into the website database to populate it in a timely manner. There must be a method to scan for changes that come from PW during set intervals or from the on-demand push script. PW developers will allow for integration and

- exporting of data, which should accommodate most transfer and export methods. The Vendor's quote should explain the strategy for the data transfer.
5. Diacritic Handling
 - a. UNM Press uses various diacritics from different language types (Spanish, German, Eastern Europe, Navajo, and others). **Requirement:** The site will need to be able to display all diacritics without error in the way the character is meant to be displayed and not by replacing like characters without diacritics (i.e. replacing “é” with “e”).
 6. Display and Function
 - a. **Requirement:** The site must have a responsive or adaptive design, meaning the displayed layout and contents will successfully conform to the device's browser constraints and all aspects will function properly. A responsive design is preferred over an adaptive one with a separate mobile site.
 - b. **Requirement:** The site must display and function properly across popular browsers including current and recent (released within the past two years) versions of Chrome, Firefox, Edge, Safari, and others.
 7. LIT Services Responsibility, Hosting and Server Administration
 - a. Hosting services will be provided by LIT.
 - b. The LIT Systems Team is responsible for the server side of the site, which include OS updates, LAMP and other software dependencies updates and patches, backup and recovery, server setup and configuration, networking, and others.
 - c. **Requirement:** All software and tools used on the site or for migration have to be approved by LIT before installation.
 - d. Backup and recovery is the responsibility of LIT.
 8. Information Security and Privacy
 - a. **Requirement:** When designing the site, security of the site must be thoroughly in place. Measures will be taken to prevent as much as possible: 1) hacking into the site code and database; 2) corruption of data, code, architecture, or functionality; 3) piracy of content; 4) unauthorized entry into the admin console or CMS; and 5) breaches into the database.
 - b. **Requirement:** The Vendor will work with the LIT Systems and Applications teams to achieve this goal.
 - c. **Requirement:** SSL/TLS encryption and certificates are the responsibility of LIT staff.
 - d. **Requirement:** Access to systems will require a review done by the UNM Information Security and Privacy Office (ISPO).
 9. Previewed Works
 - a. **Requirement:** Display Previewed Works through the Book pages.
 - i. The entire book must not be viewable, and an agreed-upon percentage will be decided between the Vendor and the Marketing Manager. Currently a Google Preview snippet is used to preview the book's look and content. Google Book Preview is not a requirement, but the concept is (see section V.8.i).
 - b. **Requirement:** The population of the previewed content must be automated.
 - i. If the preview is available on Google Books, it must also appear on the site within a reasonable time. Currently this is done via link generation replacing the ISBN.
 10. Policy
 - a. **Requirement:** All UNM policies must be followed with the exception of instances in which UNMP has a waiver. These include but are not limited to:
 - i. Administrative Policies and Procedures Manual—Policy 2570: Official University Webpages (specifically Accessibility): <https://policy.unm.edu/university-policies/2000/2570.html>
 - ii. Administrative Policies and Procedures Manual—Policy 2520: Computer Security Controls and Access to Sensitive and Protected Information: <https://policy.unm.edu/university-policies/2000/2520.html>
 11. Project Plan
 - a. **Requirement:** An estimated project plan with a schedule should be submitted.
 12. Publish Criteria for Works (how Products are allowed to be seen on the site)
 - a. **Requirement:** “Active” binary data field. Top level. If active “1,” then publish the book page; if “1” does not exist, do not publish. This is assigned at the Book/Works level.

- b. **Requirement:** An overview for technical staff should cover site directory configuration, the process for updating and testing, the process for database importing/syncing, the CMS, and any other questions about transferring support. Documentation supporting the training for technical staff is also required.
 - c. **Requirement:** Training must be completed before this project can be considered closed.
19. Website Analytics
- a. **Requirement:** Provide website analysis tool(s) with easy controls, relevant data, and graphs and charts with an emphasis on being used by Marketing staff.
 - b. Currently Google Analytics are used by Marketing staff to monitor views and other statistics on the site. The same method can be used, and any improved methods or tools are welcome.

VII. QUOTE SUBMISSION

Vendors wishing to submit a quote for this RFQ should do so by July 15, 2020. Please send submissions to UNMPRESS_SUBMIT-L@UNM.EDU. Desirable quotes will:

1. Contain a project plan.
2. Offer details for meeting the requirements.
3. Provide a cost for the project to include any fees or additional charges.
4. Provide references and offer any brochures, pamphlets, and other materials indicating qualifications.
5. Provide links to similar websites designed by the Vendor.

Questions concerning this RFQ may be directed to:

Darrell Banward
Systems/Network Analyst 3
College of University Libraries & Learning Sciences
UNMPRESS_SUBMIT-L@UNM.EDU
(505) 277-0978

Kathleen Garcia
Manager IT Services
College of University Libraries & Learning Sciences
UNMPRESS_SUBMIT-L@UNM.EDU
(505) 277-0239