



RFI 726-16

Contract Writer for Institutional History

Addendum 001
September 9, 2016

This addendum contains the questions that we received for this RFI and our responses. Other than eliminating duplicates, we have presented these questions as they were submitted, without any editing. We appreciate your interest in this project and the time you commit to your submittal.

1. The RFP indicates that interview transcripts, original source documents and other background materials have already been collected and will be made accessible to the contract writer online. Does the college, then, anticipate that the contract writer shall pursue no further research — especially on-site research?

The bulk of the research has been completed, but we anticipate that the contract writer will probably need to conduct a few more interviews or research to fill in gaps or enhance the narrative. No on-site research should be necessary, but the writer should plan on visiting a few of the CMC locations to get “a feel” for the CMC culture and environment. Some of the research resources consist of physical artifacts in file boxes located in Glenwood Springs, which are one-of-a-kind and will not be shipped.

2. Besides the oral history transcripts, what other archival sources are available for researching this history?

A collection of college documents, letters and publications, as well as selected articles and current newsletter in electronic form. The college will also provide a copy of the 25th Anniversary history booklet and an interview with our founder and some original landowners. This should give a significant overview of the early years of the college, through 1990. There is also an entire book written about the history of our campus in Steamboat Springs. Founder’s interview: <https://youtu.be/1xS2b7AI4Z0>

3. Does Colorado Mountain College intend to handle the design and printing of the coffee table book on its own using its own resources, or will the contract writer/historian be required to facilitate that part of the book project too?

This is negotiable, we’ll listen to any proposals that a contractor has to help but it will not be a requirement.

4. Are sufficient high quality photographs part of the archival resources to be researched or provided by Colorado Mountain College, or will the contract writer/historian need to do his or her own photography and/or scanning?

The writer will not be expected to produce photography, but as appropriate will suggest illustrations available from CMC archival resources that would be useful to illustrate various stories or sections.

5. How many copies of the final book does Colorado Mountain College expect to order from the designer printer, and what are the physical specifications for the book (paper quality, bleeds, case bound, dust jacket, etc.)?

This is all TBD. We are only specifying the writing at this point.

6. Is it possible to obtain a waiver of the standard insurance provisions given the nature of the work, i.e. writing a history of CMC from somewhere other than the CMC campuses. None of the my other clients, many of which are law firms, require CGL insurance and obtaining it for this project, alone, would make taking on this project cost prohibitive. I am more than willing to sign any indemnity provisions to alleviate any concerns. If the CGL coverage is required, the period of coverage required appears to be indefinite with the statement that it should be carried by the vendor "until the expiration of any applicable statutes of limitation."

Yes. Insurance requirements are established by our risk management department, who is also responsible to waive requirements. CMC does agree to exceptions where it makes sense. Purchasing believes we will waive the requirement but is not the ultimate authority. For purposes of this RFI you may assume that the requirement is waived.

7. What is meant by "statutes of limitation?" In my experience, that term is used only to describe criminal actions.

statute of limitations

n. pl. statutes of limitations

A legal restriction, as by law or court decision, on the time that is allowed to elapse between the arising of a legal claim and the filing of a suit based on such legal claim.

The above definition is what is meant by "statutes of limitation" which can apply to civil or criminal matters, a party's criminal experience notwithstanding.

8. Finally, as a self-employed, independent contractor with no employees, I do not pay workmen's comp. I assume the Declaration of Independent Contractor form covers that contingency, relieving me of that obligation?

Yes.