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### REQUEST FOR PROPOSAL

#### **Immersive Storytelling Magazine and Podcast Service**

The Board of Trustees of Carl Sandburg College District #518 2400 Tom L. Wilson Blvd, Galesburg, Illinois 61401 is requesting sealed proposal for an **Immersive Storytelling Magazine and Podcast service** as listed on the specifications. The intent is to provide a compelling and highly engaging multimedia storytelling experience that promotes Career and Technical Education (CTE) programs at the college. The specifications are not to exclude anyone from bidding due to minor deviations and/or exceptions to the specifications. Deviations and/or exceptions must be stated in the space provided on the specification sheet. Detailed specifications and bid forms for interested bidders are available on line at <http://sandburg.edu/About/campus-resources/RFP.html>, then click the request for information/Proposals link or by contacting Darlene Smith-Donaldson at 309-341-5213.

All proposals must be sealed, clearly marked on the outside of the envelope, **Immersive Storytelling Magazine and Podcast service** and must be in the office of the president at Carl Sandburg College no later than **Monday, March 17 at 2:00 p.m.** at which time a public bid opening will be held in the College Board room (E200). Bids will be held good and may not be withdrawn for a period of 30 calendar days from the date of receipt. **All forms must be complete and returned with bid proposal or bid is subject to being rejected.** All requests for clarification or interpretations of specifications called out, prior to the bid opening, shall be made by calling **Ellen Burns, Dean of Career & Technical Education, phone 309-341-5274 or email at [eburns@sandburg.edu](mailto:eburns@sandburg.edu).**

The Board of Trustees reserves the right to accept or reject any or all bids or parts thereof. All prices must be F.O.B. destination. Carl Sandburg College is exempt from Illinois Sales Tax. All work must be in compliance with the Fair Employment Practices Act.