Request for Proposals

Book Design and Layout

The Oregon Historical Society (OHS) is seeking a graphic designer to complete design and layout for a series of four Portland-history readers for elementary students. The books, being developed under contract with Portland Public Schools (PPS), are written for third- and fourth-grade students and will serve as updates to a 1992 publication, *Portland, Our Community: Children’s Readings*. The new readers are titled *Portland Since Time Immemorial; Portland Becomes a City; Portland Biographies; and Portland Action and Impact*. These books will help students learn an honest and inspiring history of their city, will help teachers meet Oregon Social Sciences standards Integrated with Ethnic Studies, and will support the Critical Orientations and Essential Understandings that are foundational to the Tribal History/Shared History curricula and resources.

The readers range in length from 2,000 to 7,000 words and are heavily illustrated with historical and contemporary photographs sourced by OHS. Each book includes a title page, table of contents, glossary, and text-box word-definition callouts within the body of the narrative. They each have thematic subheadings or chapters; each biography in that reader is a separate chapter.

**Scope of Work:**
- Cover design for each book
- One design package for the series and related design packages for each book
- One to three maps to be created and included in each book (flexible based on feedback from designer)
- Creation of a timeline design element to be utilized in at least one book (flexible based on feedback from designer)
- Completed layout for all four books
- Final book must be created in Adobe InDesign and final files must be packaged and delivered to OHS
- All final print materials will be owned by PPS

*Printing specifications* are to be determined; details to come ASAP based on PPS print-shop parameters. Likely to be square in shape with perfect binding.

**Timeline & Process:**
Cover design and full design package can begin immediately. Each book is in various stages of completion, with *Portland Biographies* closest to completion. Designer will work directly with OHS staff, who will coordinate and deliver feedback from all parties,
finalize timeline, and process invoices. All four books are to be completed, with at least galleys printed and bound, by mid May 2022.

Submit a Proposal
OHS seeks to fill the contract no later than January 31, 2022. Proposals should include the following:

— Letter of Interest
— Resume with technical expertise and experience and links/references to any relevant printed or published works and/or applicant’s online portfolio
— Samples of previous work with examples pertaining to relevant projects
— Estimated cost, ideally with individual components

Submit electronically to education@ohs.org with the subject line “Book Design Proposal.”