

**OREGON PARKS AND RECREATION DEPARTMENT (OPRD)**



**REQUEST FOR QUOTE (RFQ) FOR  
Oregon Archaeology Guidelines Editing Project**

**OPRD CAN ONLY CONSIDER QUOTES FROM BIDDERS THAT ARE PRE-QUALIFIED WITH OPRD.**

IF YOU HAVE NOT COMPLETED THE VENDOR PRE-QUALIFICATION FORM PLEASE FOLLOW THIS HYPERLINK:

**[Vendor Prequalification Form.](#)**

**GENERAL INFORMATION:**

OPRD is requesting a Quote for the following Project:

Oregon Archaeology Guidelines Editing Project is a revision project that will provide editorial guidance to align the Oregon Archaeological Guidelines' organization, content, and tone to clearly communicate recommended practices for Tribal nations and federal, state, and local agencies and governments to achieve compliance with federal and state cultural resource laws. The project requires working with the Oregon State Archaeologist to revise the draft guidelines in response to public comments and to produces an effective final document that meets the needs of a diverse professional audience.

Detailed specifications and minimum requirements are described in **Attachment A (Statement of Services)**.

**SINGLE POINT OF CONTACT (SPC):**

Bidders shall address ALL INQUIRIES related to this RFQ, to the individual identified below, by any of the following methods:

NAME: Joshua Herron  
TITLE: Senior Procurement and Contract Specialist  
EMAIL: [Joshua.a.herron@oprds.org](mailto:Joshua.a.herron@oprds.org)

**RFQ SCHEDULE:**

ACTION	DUE DATE	NOTES
Deadline for Inquiries, Requests for Clarification	March 6 <sup>th</sup> , 2026 at 5 PM PT	All Requests must be returned to <i>the SPC identified above</i> .
Quote Due Date	No later than March 13 <sup>th</sup> , 2026 at 5 PM PT	All Requests must be returned to <i>the SPC identified above</i> .

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Notice of Award Date	No later than March 20 <sup>th</sup> , 2026 at 5 PM PT	Notice of Award will be sent to awarded proposer, all other proposers will be notified via email.
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**BIDDER INSTRUCTIONS:**

Bidders must use, and return this Request for Quote Form, and ensure that Quotes (bids) are complete in all respects, including necessary signatures, certifications, documentation, Attachments, Exhibits, and any additional information required by OPRD, as stated herein. Bidder questions or requests for clarification must be sent to the individual identified above.

OPRD will not consider Quotes that: **(1)** Are incomplete and/or do not use this form; **(2)** Are not received by the Quote due date as indicated above; **(3)** Take exception to State of Oregon/OPRD Terms and Conditions; and **(4)** Contain Bidder Terms and Conditions.

**REQUEST FOR QUOTE CONTENT:**

- Attachment A: Statement of Services
  - Quotes (Bids) must comply with all obligations and requirements described in Attachment A.
- Attachment B: PROPOSAL, RESUME, PORTFOLIO AND REFERENCE REQUIREMENTS
  - Quotes (Bids) must contain a Proposal, CV, and References following requirements listed in Attachment B.
- Attachment C: Bid Form
  - The Quote must contain a completed Bid Form (Attachment B), that has pricing for all itemized services(s) within. No separate payment will be made for any item(s) that are not specifically listed. If no item exists for additional costs, then include the additional costs in an already established related item.
  - Bids/Pricing must be valid for thirty (30) days from the Quote due date.
- Attachment D: Draft Guidelines Document

**REQUESTS FOR CLARIFICATION:**

A prospective Bidder may request clarification of any provision contained in this RFQ Document. Any request for clarification must:

- Be submitted via email, to the Single Point of Contact; and
- Be received by the deadline for inquiries, designated in the RFQ Schedule, or as changed by Addenda.

At its sole discretion, OPRD will respond to such requests, received by direct response to the requestor, by issuing clarification(s) in the form of a Questions and Answers document. The final document will be provided to all Bidders, via email, on the same date, and at the same time, ensuring equal access to the information addressed. OPRD’s clarification to a Bidder’s request(s), whether orally or in writing, shall not change this RFQ Document and shall not be binding on OPRD unless the RFQ Document is amended by official Addendum.

**PREQUALIFICATION PROCESS:**

All prospective Bidders must complete the Vendor Prequalification Form, **see hyperlink embedded above**. Completion of the Vendor Prequalification form places Bidders on OPRD’s Prequalified Vendor’s List. This requirement

OPRIS #13788, Oregon Archaeology Guidelines Editing Project was implemented on October 1, 2025, in addition to OPRD's Procurement Exemption, and shall be utilized by OPRD Management Units, across the State of Oregon, when requesting quotes or proposals, for future projects.

For issues, while completing the vendor pre-qualification form, please contact the procurement team:  
[contract.oprd@oprd.oregon.gov](mailto:contract.oprd@oprd.oregon.gov)

For additional information, related to OPRD's Procurement Exemption, and where to find future procurement opportunities, please visit the Oregon Parks and Recreation Department Procurement and Contract services webpage:  
[https://www.oregon.gov/oprd/AO/Pages/Procurement and Contract Services.aspx](https://www.oregon.gov/oprd/AO/Pages/Procurement%20and%20Contract%20Services.aspx).

Prospective Bidders, who do not complete the Prequalification Process cannot, and will not, be considered for award.

**AWARD PROCESS:**

Once OPRD has determined the awarded Bidder, OPRD will inform all Bidders by email of the results of this opportunity. OPRD will issue the awarded Bidder a separate Notice of Award letter. Bidder shall furnish, to OPRD, all documents required as specified within the Notice of Award, including, but not limited to, the following:

- Signed Contract (OPRD will provide Contract, prepared for signature to the selected Bidder).

OPRIS #13788, Oregon Archaeology Guidelines Editing Project  
**ATTACHMENT A**  
**STATEMENT OF SERVICES**

**1. Introduction**

This Statement of Services outlines the requirements and general scope of the Oregon Archaeology Guidelines Editing Project to be provided at the following location(s):

State Historic Preservation Office  
Oregon Parks and Recreation Department  
725 Summer St NE, Suite C  
Salem, Oregon 97301

**2. Scope of Work**

The services to be provided include but are not limited to:

The revision project will provide editorial guidance to align the Oregon Archaeological Guidelines' organization, content, and tone to clearly communicate recommended practices for Tribal nations and federal, state, and local agencies and governments to achieve compliance with federal and state cultural resource laws. The project requires working with the Oregon State Archaeologist to revise the draft guidelines in response to public comments and to produce an effective final document that meets the needs of a diverse professional audience.

The draft manuscript, written in Microsoft Word for Office 365, is 121 pages long, contains 57,650 words, includes 15 figures with captions, and is formatted for publication, with a table of contents, preface, introduction, a chaptered body, and a bibliography. The office has received nearly 350 comments submitted via letter, email, and verbally or through track changes on marked copies (recorded in an Excel spreadsheet with responses from the author). The current draft incorporates many of these comments.

In 2024, the Oregon State Historic Preservation Office (SHPO) updated the 2013 Conducting Field Archaeology in Oregon to create a more transparent, compliance-based framework for archaeological investigations. The guidelines establish baseline expectations for pedestrian surveys, presence and absence testing, and subsurface excavation, and address applicable laws, required documentation, and SHPO's process for concurring with determinations of eligibility and findings of effect. The current draft reflects input from Oregon Tribes and the broader archaeological community, including academics, contract archaeologists, and professionals from Tribal governments and federal, state, and local agencies.

The final product will be a redline version of the draft in Microsoft Word for Office 365 (or a compatible version), accompanied by a memo outlining recommended revisions and a meeting to discuss the recommendations. See the project schedule for details.

**3. Requirements**

***The Developmental Editor (Editor) will work collaboratively with the Oregon State Archaeologist through iterative drafts, offering feedback that strengthens clarity, tone, and audience focus. Requirements include:***

- Meet with the Oregon State Archaeologist and project manager to clarify expectations and confirm audience needs before beginning the project and at project conclusion to provide final recommendations.
- Review the current draft to assess organization, clarity, tone, and alignment with project goals.
- Evaluate public comments already received and guide how best to incorporate them to ensure the document meets the needs of a diverse professional audience.

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- Deliver two rounds of redline edits on the draft, in Microsoft Word, for Office 365 or a compatible version of Microsoft Word, each accompanied by a revision memo that explains recommended changes, identifies gaps or inconsistencies, and provides guidance on improving structure, tone, and readability.
- Coordinate with the State Archaeologist and project manager as needed to answer questions concerning the Editor's comments provided in the redline edits on the draft.
- Set aside approximately 30-60 minutes a week to schedule meetings and answer questions relevant to the project during the contract performance period with the Project Manager and State Archaeologist.

### ***The Editor must meet the following minimum requirements:***

- Bachelor's degree in English, communications, journalism, or related field.
- 2–5 years of professional editing experience.
- Experience editing technical manuscripts
- Proficiency in Microsoft Word: Track Changes, comments, Styles, and templates.
- Provide a portfolio demonstrating before-and-after editing.

### ***Desirable candidates will demonstrate the following:***

- Experience editing using the publication, "Information for Authors, and Style Guide for American Antiquity, Latin American Antiquity, and Advances in Archaeological Practice" ( December 2023), published by the Society for American Archaeologists and available at [www.saa.org](http://www.saa.org)
- Ability to align documents with plain language principles while maintaining technical accuracy.
- Familiarity with accessibility best practices.

## **4. Deliverables and Timelines**

**Oregon Archaeology Field Guideline Revision – Proposed Project** The proposed schedule subject to revision in coordination with successful vendor.

### **Weeks one and two**

- Editor meets with Project Manager and State Archaeologist to discuss project goals and deliverables and confirm timelines.
- Editor reviews the current draft of the Oregon Archeological Guidelines and received public comments to assess organization, clarity, tone, and alignment with project goals.

### **Week three**

- Attend kickoff meeting. Editor meets with the State Archaeologist and Project Manager to discuss the draft, public comments, audience, project goals, and revision approach.

### **Week four**

- Editor provides Redline Copy 1 and Revision Memo 1.

### **Week five**

- Editor meets with Project Manager and State Archaeologist to discuss provided documents, provide additional information, and answer questions about recommendations.

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### **Weeks six and seven**

- State Archaeologist reviews Redline Copy 1 and Revision Memo 1, addresses revisions, and provides Editor with revised document.

### **Week eight**

- Editor reviews revised document and provides Redline Copy 2 and Revision Memo 2, incorporating feedback from the first review.

### **Week nine**

- Editor meets with Project Manager and State Archaeologist to discuss provided documents, provide additional information, and answer questions about recommendations.

### **Weeks ten and eleven**

- State Archaeologist reviews Redline Copy 2 and Revision Memo 2 and addresses revisions and provides Editor with revised document.

### **Week twelve**

- Attend second review meeting. Editor meets with the Project Manager and State Archaeologist to discuss provided documents, provide additional information, and answer questions about recommendations, and confirm all revisions.

### **Weeks thirteen, fourteen, and fifteen**

- State Archaeologist completes any remaining revisions and provides Editor with revised document.
- Editor meets with the Project Manager and State Archaeologist to confirm all revisions.

## **5. Roles and Responsibilities**

### **Project Manager Role and Responsibilities**

The Project Manager is responsible for all project logistics, schedules, and communication among the Project Manager, State Archaeologist, and Developmental Editor.

### **State Archaeologist Role and Responsibilities**

The State Archaeologist serves as the subject matter expert and is ultimately responsible for the accuracy and technical content of the Oregon Archaeological Guidelines. They make final decisions on the applicability of federal and state cultural resource laws, determinations of eligibility, and findings of effect, and guide how to incorporate public comments. The State Archaeologist oversees the integration of input from Tribal and archaeological communities and ensures that the final document meets project goals and professional standards.

### **Developmental Editor Role and Responsibilities**

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The Developmental Editor reviews the draft guidelines and public comments to assess organization, clarity, tone, and alignment with project goals, and guides the incorporation of feedback for a diverse professional audience. They deliver two rounds of redline edits with revision memos recommending changes to structure, content flow, and readability. The Editor meets with the State Archaeologist and Project Manager to clarify audience needs and project expectations, but does not make final content decisions.

### **6. Scope Exclusions**

The project scope does not include the following:

- The Editor will not make final determinations on the accuracy or technical content of the guidelines. The State Archaeologist makes all content decisions.
- The Editor will not perform line editing or proofreading beyond noting structural or clarity issues that affect comprehension.
- The Editor will not generate new technical content or add substantive archaeological guidance; recommendations are limited to organization, clarity, and integration of existing content and feedback.
- The Editor will not resolve conflicting public comments or mediate commentor disagreements. The Editor will provide guidance, but final decisions remain with the State Archaeologist.
- The Editor will not produce visual design, formatting, or publication-ready layouts; the focus is strictly on textual content and structure.
- The Editor will not manage project logistics or schedules, but must attend meetings scheduled by the Project Manager and State Archaeologist as described in the project schedule

## **ATTACHMENT B PROPOSAL, RESUME, PORTFOLIO AND REFERENCE REQUIREMENTS**

### **PROPOSAL REQUIREMENTS**

Proposals must be submitted to the single point of contact indicated on page 1 of the Request for Quotes by the Quote Due Date listed in the RFQ Schedule Table.

Proposals must not exceed 5 pages. Any pages exceeding the maximum number of pages shall not be evaluated. If there is any question as to format requirements contact the SPC for clarification.

Proposals must be prepared providing a concise description of the Proposers' ability to meet the requirements of this RFQ ATTACHMENT A STATEMENT OF SERVICES. Emphasis should be placed on completeness, clarity and organization.

### **RESUME REQUIREMENTS**

All Quotes (Bids) must include resume describing experience to meet the Minimum Requirements listed in Attachment A, Statement of Services, section 3 Requirements. Resumes must not exceed 3 pages.

### **PORTFOLIO REQUIREMENTS**

All Quotes (Bids) must provide a portfolio demonstrating before-and-after editing. Portfolio pages do not count towards proposal requirements page limitations.

### **REFERENCE REQUIREMENTS**

All Quotes (Bids) must include an attachment with 3 references using the format below. The Reference attachment must not exceed 1 page.

- 1.) Reference
  - a. Reference Entity:
  - b. Reference Contact Name:
  - c. Contact Telephone Number:
  - d. Contact Email:
  - e. Project Title:
- 2.) Reference
  - a. Reference Entity:
  - b. Reference Contact Name:
  - c. Contact Telephone Number:
  - d. Contact Email:
  - e. Project Title:
- 3.) Reference
  - a. Reference Entity
  - b. Reference Contact Name:
  - c. Contact Telephone Number:
  - d. Contact Email:
  - e. Project Title:

**ATTACHMENT C  
BID FORM**

**BIDDER INFORMATION.** *Bidder to fill out information below:*

Bidder Name:

Federal ID #:

Address:

Phone:

City, State, Zip:

Email:

**BID/PRICING:**

- Bidder must provide pricing for all services and/or items listed below.
- OPRD reserves the right to award all, part, or none of the bid items.

**BID ITEMS.** *Bidder to complete this table.*

<b>Item #</b>	<b>Description</b>	<b>Unit</b>	<b>Unit Cost</b>
1	Hourly Rate	Hourly	\$