

Agenda
RS Board of Directors Meeting
Monday, October 11, 2021 (1:00 to 3:30 p.m.)

Join Zoom Meeting

<https://csus.zoom.us/j/87411588566?pwd=VkRsVUdkcU5yN2NNNG1mRTVwclN4QT09>

Meeting ID: 874 1158 8566 / Passcode: 945159

(Attachment 1)

1. Opening

- 1.1. Call to Order
- 1.2. Introductory Remarks
- 1.3. Announcements (New Information)

2.0 Agenda

- 2.1. Additions to Agenda (New/Urgent Business)
- 2.2. Approval of Agenda [ACTION item – VOTE]

3.0 Updates/Reports from Officers, Staff, CSUS Liaison

- 3.1 Secretary's Report (Bob Benedetti)
 - Draft Minutes/Approval for September 13, 2021 Meeting (see **Attachment 2**) [ACTION item – VOTE]
 - Condolences [Mary Francis (Fran) Kennedy & Steve Levine]
- 3.2 Controller's Report (Norv Wellsfry) (Embedded below and see **Attachment 3**)
- 3.3 Office Manager's Report (Shari Lowen)
- 3.4 CSUS Liaison's Report

4.0 Specific Agenda Items

- 4.1 RS Extension of ad hoc status for the RS 19th Amendment Centennial Celebration Committee:** Jennifer Cummings for Muffy Francke and Ginger Mack, Co-Chairpersons [ACTION item – VOTE]
- 4.2 4.5 RS Catalog & Marketing Working Group update:** Deborah Seiler
- 4.3 RS Spring 2022 Catalog Request for Proposal (RFP) update:** Cindy Suchanek (see Attachments 4, 5 & 6)

5.0 Committee Updates:

- 5.1 Program working group/Seminar committee:** Cindy Suchanek and Allan Keown
 - *Spring 2022 catalog RFP development process.*
 - *Program leader solicitation for the Spring 2022 semester.*
- 5.2 Technology working group/committee:** Sarah Ryan-Roberts and Jeff Hendy.
 - *HyFlex training session with IRT 10/19/2021 at Sac State*
- 5.3 Communications and Marketing committee:** Deborah Seiler
 - *Annual report update (see Attachment 7)*
 - *Rap Card project (see Attachment 8)*
- 5.4 Forum committee:** Tom Suchanek
- 5.5 Resource Development committee:** Nancy Findeisen

- 2021-2022 member registration “something extra” voluntary donation check-off status.
- Sac State-RS Estate Planning seminar this Wednesday, Sept. 15, 2021 feedback.

5.6 Finance & Administration committee: Norv Wellsfry

5.7 Scholarship committee – Laurye Brownfield

5.8 Gerontology: Susan Brackenhoff

- GERO 121 & 221 mentors for the Fall 2021 semester.

5.9 Membership, Diversity, and Community Engagement (MDCE) committee:

Debbie Martinez & Darryl Omar Freeman

- Membership renewal & new member update.

5.10 Announcements, Board Direction and Next Steps

6.0: Reports:

6.1 Technology Committee Report (Jeff Hendy) (see **Attachment 9**)

6.2 Scholarship Committee Report (Laurye Brownfield) (see **Attachment 10**)

6.3 Gerontology Committee Report (Susan Brackenhoff) (see **Attachment 11**)

6.4 Membership, Diversity & Community Engagement (MDCE) Committee Report (Debbie Martinez & Darryl Omar Freeman) (see **Attachment 12**)

7. New or Urgent Business

8. Adjourn

9. Next Board meeting: 1:00 p.m., Monday, November 8, 2021

10. December Board meeting: 1:00 p.m., Monday moved from Dec. 13 to **Dec. 6, 2021**

Item: 3.1 Report of Secretary, Robert Benedetti

Date: October 4, 2021

Title: Secretary’s Report, October 2021

Action: Information only

This past month I have again received two notifications of passing of a member and therefore have sent two condolence messages.

Mary Francis (Fran) Kennedy passed on August 31st. She was born and raised in Idaho but moved in Sacramento in 1962. She was an elementary school teacher for many years and an active Returned Peace Corp Volunteer.

Steve Levine has passed away as reported by his daughter. He lived in Sacramento.

ITEM: 3.2

DATE: 10-11-2021

TITLE: Controller Report; Finance and Administration Committee Report

ACTIONS: Discussion _____ Direction _____ Decision _____

Background and Purpose:

This is a report on the activities of the Finance and Administration Committee.

Catalog RFP: There were three responses to the RFP issued by Renaissance for design work in conjunction with the Spring 2022 Catalog. The Program Committee has reviewed the three proposals and will present a Recommendation. The Program Committee has not advised me as to the recommended contractor. However, a contract will be issued when the decision is finalized.

Establishment of a Renaissance Archive: Over the past several years, Renaissance has been in a process to develop Policies and Procedures to guide operations. There is also an accumulation of other information. Past President Abelson has requested that an Archive of this information be established to ensure a permanent and consistent repository of data related to Renaissance. Given the restricted staff time available at present, this project will not be completed in the near term. However, Amber Korb, the staff assistant, has an extensive background in Library Science. As a first step, she will accumulate the relevant data and store it on the Renaissance computer to ensure its retention. At that time, she will be able to review and organize the data and develop recommendation as to long term retention. This project will move forward later in the year.

Reserves: The yearend balance has been reconciled. The year-end Cash Balance for Renaissance is \$208,093, the equivalent of one year's expenditures. This is an appropriate and conservative year-end balance and contributes significantly to the long-term stability of Renaissance. Several factors have contributed to this balance. One of the most significant is that \$50,000, previously transferred to UTAP (University Parking), to fund member parking permits, is now retained within the Renaissance General Fund. A change in the parking permit process implemented by UTAP this year as part of the current Memorandum of Understanding (MOU) no longer requires this prepayment of parking fees.

Member suggestion to purchase a seat in the new University Planetarium: Member Delores Eitel recently suggested that Renaissance purchase a seat in the new Planetarium for \$1,000. This item was referred to the Finance and Administration Committee. This is not a budgeted expenditure. In its review of this proposal, the F&A Committee identified that a governing policy should be developed that would provide direction. The Committee will be discussing and developing this Policy. There are two key considerations for this Policy. First, what is the level of member involvement in this activity. The second consideration would be that the project should be specific to identified student needs. These could include items such as event sponsorship (as is currently provided for the Gerontology students), scholarships, emergency student funds, and the Food Closet. The policy would also identify alternative strategies such as promotions and donations and endorsements by Renaissance to pass opportunities directly to members. This recommended policy will be presented at a future meeting.

Recommended Actions: Information Item only; no action

Presented by: Norv Wellsfry, Controller

Attachment: None

ITEM: 4.1

DATE: 10-11-2021

TITLE: Extension of ad hoc status for the RS 19th Amendment Centennial Celebration Committee

ACTIONS: Discussion ☒ Direction ☐ Decision ☒

Background and Purpose:

At an earlier BOD meeting in this year, 2021, the BOD extended our ad hoc status through October 31, 2021.

We are again asking for an extension to the committee's status, through December 31, 2022.

The committee has remaining funds estimated at \$8500, kept in the Special Projects fund at the College of Social Sciences and Interdisciplinary Studies (SSIS), CSUS.

The committee is currently looking at two possible ways to expend these funds by years' end, 2022.

Plan A: this would involve the painting of a mural on a campus building – a timeline titled “We The People,” that would illuminate the amendments to the Constitution that have affected voting rights. (Please see the attached project plan.) We have explored this idea with the chairs of Sac State's Art and Marketing Departments. We have also submitted our proposal to Dean Dianne Hyson and her team. The current 19th Amendment committee members are very supportive of the mural plan. Through our discussions with Sac State staff, we are hopeful that the organization called Wide Open Walls (which painted the SACRAMENTO mural), would implement our ideas. We are looking at providing Sac State art students (or perhaps students in other departments as well) the opportunity to paint the mural. Our \$8500 special projects monies would be used to pay the students. There is other money available from the University to help with the costs and WOW may assume most of the costs.

Plan B: This would be our fallback plan if the mural project falls through. We would use our \$8500 to provide a scholarship (or scholarships) to students via the SSIS scholarship list. These scholarships would be in the name of the RS 19th Amendment Centennial Celebration Committee and would be awarded at the same time the seven scholarships designated by the RS Scholarship Committee are awarded. We are inquiring now, of Dean Hyson and her team, whether the special projects monies can be used for scholarships (see Memos attachment below).

Plan A is our desired outcome. The timeframe for a mural to be completed begins in October, 2021 and would culminate in September of 2022. September is the month that Wide Open Walls presents artists and their murals throughout Sacramento.

Plan B, our fallback plan, would entail a shorter timeframe, with award(s) being given in May of 2022.

Recommended Actions:

To extend the ad hoc status of the RS 19th Amendment Centennial Celebration Committee from October 31, 2021, through December 31, 2022. This extension of our status would cover the mural project. We expect this status could be amended to a shorter time period if we go with the scholarship plan.

Presented by: Jennifer Cummings for Muffy Francke and Ginger Mack, Co-Chairs, RS 19th Amendment Centennial Celebration Committee

Attachment:

- 1) Record of our initial discussions with Rebecca LaVally, CSUS lecturer in Communications; Carolyn Gibbs, CSUS Art Department chair; and Becky Repka, CSUS Marketing chair.
- 2) Mural Project plans
- 3) Memos to Dean Dianne Hyson and team

Attachment 1:

Memo to: 19th Amendment Committee of the Renaissance Society
Re: Research on feasibility of sponsoring the creation of a Women's Mural at Sac State
Date: 9/20/21

Zoom meeting on 9/16/21 attended by CSUS Art Department Chair Carolyn Gibbs, Muffy Franke, Jennifer Cummings, Ginger Mack and Becky LaVally

Carolyn told us that she was involved in Wide Open Walls, which brought to the campus the "Sacramento" mural that's on the theater building, created under sponsorship of Sac State three years ago. Carolyn said Becky Repka, CSUS director of marketing and communication, was the university's liaison for that project. (We met with Becky the next day and notes from that meeting are below.)

Carolyn said she would be willing to participate with us in a campus Women's Mural project and suggested the mural could be a showcase attraction for people visiting the campus. It might even be possible to have members of the campus community and public make some brush strokes of their own as it is being painted.

Five professional artists created the "Sacramento" mural. However, Carolyn said, projects involving a single artist have been done at the Roseville Galleria under auspices of Blue Line Arts, a nonprofit promoter of the arts that has run competitions for public art projects. She suggested we contact Blue Line Arts, and told us that Arts & Letters Dean Sheree Meyer is on its board.

If students were involved in creating a Women's Mural on campus, Carolyn said, she believed they should be paid for their work. She said she could envision a collaborative

mural -- a collage of past, present and future. If a competition for the project were held at Sac State, she said, it should be open to all faculty, staff and students. It should be heavily marketed, making use of video from Sac State's Creative Services and marketing staff, with a kickoff in early December, submissions due in February and a possible start date on the mural in March.

Carolyn said the artists would need to be paid based on their experience and the value of their work: Students and hobbyists would be Tier 1, while faculty artists are professionals and could command significant fees.

The quicker we could find a suitable wall for the project, the sooner we would know the costs, she said. A low wall would be less expensive than a high one like the "Sacramento" wall because it would require less scaffolding. A smaller wall would require less paint as well. She gave us a ballpark figure of \$35,000 for a mural if developed through Wide Open Walls.

Zoom meeting on 9/17/21 attended by CSUS Marketing Director Becky Repka, Muffy Franke, Jennifer Cummings, Ginger Mack and Becky LaVally

It turned out that Becky Repka had envisioned a 19th Amendment mural to be created in 2020 on a wall of Santa Clara Hall that faces the Union, until it was thwarted by Covid. There's a wide corridor between the two buildings that leads toward the new Science Center. The Santa Clara wall has 6-8 panels and one large wall surface at the end, so it could depict a panel-by-panel progression of women's progress from early suffrage culminating with a large present-day mural. Themes such as "still moving forward on their shoulders" and "pathways to inclusivity" might work. We liked the way the wall panels paralleled an actual pathway on the campus. Jennifer told Becky the RS would be very interested in having students involved. We suggested that perhaps the RS fund of \$8,500 could be used to pay student artists, an idea Becky liked.

Becky apparently has approval for using this wall. She also has access to sufficient marketing funds to sponsor a mural through Wide Open Walls, which is waging its competition now. She would like help with putting together a proposal to submit to Wide Open Walls next year at this time. She has no staff to do this.

The mural perhaps could be painted and unveiled in late 2022, which is the year of the midterm elections and relevant to voting rights, the 18-year-old vote, suffrage, electing more women to office, etc. Even if it couldn't be completed that quickly, the design competition in the spring of 2022 would occur during the election season.

Becky thus seems to have a solid structure in place: A selected wall, the university's relationship with Wide Open Walls, and the funding. She sent us some slides of the Santa Clara wall as well and showed us some lovely mural paintings of women's faces by Franceska Gomez, a Sac State alumna who conceivably could become involved. (McClatchy High has mural projects on its campus painted by students under auspices of a professional artist mentor, Becky said. Perhaps Franceska could serve a similar coordinating role.)

The design of the wall would need to be approved by the university's Minor Design Change Committee before it's submitted next September to Wide Open Walls. Becky felt it would take a couple of months to clean and prep the wall for painting. The completed mural would be unveiled with a splash and could be accompanied by related exhibits in the University Gallery and University Union, she said.

Becky asked us for a proposal providing an overview and description of the project, its theme, and how a competition for the design might be organized for the spring. She suggested the proposal be sent to her by Sept. 30, considering the university's lead times.

Attachment 2:

Memo to: Becky Repka, CSUS Director of Marketing and Communications
From: Muffy Franke, Jennifer Cummings, Ginger Mack of the Renaissance Society's 19th Amendment Committee and Dr. Rebecca LaVally of the CSUS Department of Communication Studies, also a committee member
Re: Proposed Women's/Voting Rights Mural for the CSUS campus
Date: September 30, 2021

Description of the Project:

Campus wall mural to celebrate achievements of suffragists and others who, over time, have pursued the ideal of voting rights for every American citizen

Theme:

Who are "We the People"?

Organizational Structure and Timeline:

- October to mid-November 2021: Form interdisciplinary committee to oversee project and write proposal for competitive submissions from campus community, obtain internal campus approval for a campus mural wall (ideally Santa Clara Hall facing the University Union)
- Mid-November to December 2021: Competition is opened with campus-wide publicity in mid-November and submissions due by Dec. 31.
- January to February 2022: Wall is prepared for painting
- March 2022: Tentative winning competitive designs are submitted to internal campus committee for approval
- May 2022 (prior to the end of the semester): Approved winners of competition are announced
- September 2022: Winning designs are submitted to Wide Open Walls
- Date to be determined, 2022: Painting begins

- Date to be determined, late 2022 or early 2023: Unveiling celebration

Proposed Design Elements for Mural (ideally using the panels of the Santa Clara wall facing the University Union):

- Depiction of Constitutional Amendments: 15th (voting rights protected by race, color, previous condition of servitude), 17th (members of U.S. Senate elected by voters in their states), 19th (women's suffrage), 24th (prohibits poll taxes), 26th (lowers right to vote to age 18)
- Inclusion of famous (and less famous) phrases about voting rights, including Abigail Adams' famous plea to her husband, John Adams, "Remember the ladies" and Lyndon B. Johnson's quote: "The right to vote is the basic right without which all others are meaningless. It gives people, people as individuals, control over their own destinies." Would include quotes from suffragists, freedom fighters such as John Lewis and others.
- The first panel would be an artist's view of the Founders.
- The final panel would depict efforts to thwart voting rights, such as jailing and force-feeding suffragists and the beating of marchers at the Edmund Pettus Bridge in Selma, Alabama. Some of these efforts continue today in hampering voting rights, perhaps symbolized by impossibly long lines at the polls. This final panel would be titled "...to form a more perfect Union..." from the Preamble to the U.S. Constitution.

Additional Possible Elements:

- The Equal Rights Amendment, which has yet to pass.
- Enfranchisement of Asian Americans and, in 1924, of Native Americans
- The Voting Rights Act of 1965 to finally enable Black people to vote, and the recent abridgement of its protections by the U.S. Supreme Court.

Attachment 3:

Hello Dean Hyson,

I am writing again and on behalf of my co-chairs on the RS 19th Amendment Centennial Committee, Muffy Francke and Ginger Mack, to let you know of our next plans to honor the work of suffragists in achieving passage of the 19th Amendment. A few weeks ago, at the suggestion of our RS president, Ken Cross, I wrote to let you know what our RS committee is up to. We discussed our Plan A and Plan B in that email.

Our Plan A: This note today is to let you know of our continuing work. We have begun to develop a plan to paint a mural at Sac State, in celebration of the 19th Amendment, but also to illuminate issues that have evolved around voting rights since the passage of the 19th Amendment. It is our committee's intention to include Sac State Students in the implementation of the mural. We would intend to use our remaining 19th Amendment Committee monies, estimated at \$8500 in the special projects fund, to provide payments to students for their artwork.

The attached memos include conversations that we had with Dr. Rebecca LaVally, Communication Studies, CSUS, and member of our committee; Carolyn Gibbs, Chair, CSUS Art Department; and Rebecca Repka, CSUS Marketing Chair; and our proposal to implement the project. It appears from our conversations that there is an established way to move forward with a mural: there is money available from the University; there is a successful history between Sac State, Wide Open Walls and the SACRAMENTO mural painted on the theater building; and finally, there are buildings that are slated for murals at some future point.

Our Plan B: Should the mural prove more challenging than we are currently anticipating, we are wondering if this Plan B might be feasible: to provide an additional scholarship, in the name of the RS 19th Amendment Centennial Celebration committee, using the estimated \$8500 in the special projects fund toward this scholarship. This scholarship (or scholarships) would be in addition to the seven that RS now gifts.

We would appreciate learning from your team whether it is possible to use the special project funds for this purpose? We would want to list this scholarship opportunity within the SSIS scholarship list, requesting applications from students with certain scholarly pursuits (e.g., political science; economics; ethnic studies; women and gender studies; public policy and administration; and sociology.)

We look forward to hearing from you and your team, particularly with our Plan B suggestions, but also working together toward this mural project.

Sincerely,

Jennifer Cummings
Co-Chair, Renaissance Society 19th Amendment Centennial Celebration Committee
(916) 425-9350

ITEM: 4.2

DATE: 9-13-2021

TITLE: RS Catalog & Marketing Working Group update

ACTIONS: Discussion X Direction Decision

Background and Purpose: The attachment shares the August 9, 2021 Catalog and Marketing Working Group Report. Communications & Marketing Committee chairperson Deborah Seiler will share the ongoing progress to promote our Renaissance Society external communications.

Recommended Actions: Information only, no action required.

Presented by: Deborah Seiler, Communications & Marketing Committee chairperson and Board Vice President

Attachment: August 9, 2021 Catalog and Marketing Working Group Report

PROGRAM, RESOURCE DEVELOPMENT, COMMUNICATIONS & MARKETING, AND
MDCE COMMITTEES (DEBORAH SEILER, BOARD LIAISON)

On June 14, the Board of Directors instructed the above four committees to form a working group to review the current program catalog and explore ideas to reduce its cost as well as promote marketing efforts to increase our membership and enhance our visibility in the community.

The working group consists of Ken Cross, Cindy and Tom Suchanek, Allan Keown, Mimi Dixon, Barbara Davis-Lyman, Chris Cochran, Nancy Findeisen, Darryl Freeman, and Deborah Seiler.

The group met on Friday, July 9 in person and again on Friday, July 23 on zoom. The first meeting focused on marketing efforts and the action plan is attached. The second meeting invited follow up on the action plan from July 9 and also focused specifically on the catalog. The action plan from the July 23 meeting is also attached.

At the second meeting, Cindy invited working group members to review the pages in the Spring 2021 catalog that do not pertain specifically to program offerings. She asked the group to offer feedback on the value of these pages.

In addition, Cindy asked her Program Committee members to review non program pages in both the Fall 2020 and Spring 2021 catalogs. Deborah asked members of the Communications & Marketing Committee to review the relevant pages in the Spring 2021 catalog and provide
12
feedback.

At the time of this writing (August 2), Ken, Nancy, Mimi, and Deborah have submitted their

comments to Cindy.

Meanwhile, Nancy forwarded a short video on setting up Facebook pages for nonprofit organizations. Nancy, Ken, Lorraine, and Deborah have agreed to draft a plan along the lines outlined in the video. Jennifer Cummings and Kathy Hart have offered to help maintain this page once it is established. This can become a key element in our external marketing campaign along with the “Everyone Bring One” campaign suggested by the working group and now being pursued by the MDCE Committee. Tom Suchanek has made significant progress setting up an Eventbrite link and an advertising piece for the September 10 Forum with renowned speaker Katharine Hayhoe. The Eventbrite link will give us access to names and email addresses of people we can reach out to and invite to join Renaissance.

A third working group meeting has not been scheduled at the time of this writing.

ITEM: 4.3

DATE: 9-13-2021

TITLE: RS Spring 2022 Catalog Request for Proposal (RFP) update

ACTIONS: Discussion X **Direction** **Decision**

Background and Purpose: A Finance & Administration Contracting Procedures policy was approved by the Board at the July Board meeting. The Program and Finance & Administration Committees leadership collaborated to create The Renaissance Society Request for Contract Proposal for the Spring 2022 Program Catalog. The RFP was emailed to potential contract vendors and submittals were received by the Noon September 7, 2021 deadline.

The Program and Finance & Administration Committees leadership will provide the Board an update on the ongoing evaluation and selection process.

Recommended Actions: Information only

Presented by: Controller Norv Wellsfry and Program Committee co-chairperson Cindy Suchanek

Attachment: The Renaissance Society Request for Contract Proposal

THE RENAISSANCE SOCIETY REQUEST FOR CONTRACT PROPOSAL

DESCRIPTION OF THE RENAISSANCE SOCIETY

The Renaissance Society of Sacramento is a membership organization under the sponsorship of Sacramento State University that has provided opportunities for participatory lifelong learning and community engagement for older adults for over 35 years. Our learning opportunities include seminars and other programs on widely varied subjects proposed and presented by our members.

We also are involved with Sac State in many helping ways to provide more learning opportunities, such as providing scholarships or volunteering for many Sac State departments.

The Renaissance Society's values are:

- Member Participation and Connection
- Diversity
- Lifelong Learning
- Community Engagement
- Organizational Integrity
- Gratitude and Appreciation

These values are the expression of character of the Renaissance and reflected in its actions.

PROJECT DESCRIPTION

The Renaissance Society is seeking a contractor to provide a Catalog that can be added to the Society's website, and dispersed to current and potential new members, to encourage membership growth and enable registration for programs for the Spring of 2022. The chosen contractor will be provided with recent Catalogs and a Word document that includes elements to be included in the Spring Catalog. The successful contractor will be asked to design and provide a visually attractive and readable document, utilizing the content provided including text, photographs and art for the covers and for integration into the internal text documents, as well as hyperlinks between the schedule At a Glance section and the courses being offered.

It is expected that the contractor will meet periodically with designated member or members of the Program Committee's Catalog Working Group to discuss progress and address questions and concerns.

The contractor shall provide software and hardware needed to convert the original WORD document into the final PDF document that includes the ability to integrate the various visual elements necessary to produce a catalog similar to those recently used by the Society.

TIMEFRAME

November 15, 2021: The catalog draft will be provided to the designer by the Renaissance Program Committee's Catalog Working Group on or about this date.

January 3, 2022: The final draft of the Catalog must be submitted to Renaissance no later than Jan 3, 2022. An early submission is acceptable. Renaissance will do a final review and notify the designer of necessary changes. The designer will incorporate necessary changes and submit them by January 7, 2022.

The catalog will be made available to the public on 1/10/2022

SCOPE OF WORK

The successful contractor will work collaboratively with RS office staff and the Program Committee's Catalog Working group. The contractor will need to:

- Use expert knowledge of available software, along with the previous RS catalog documents, to create a flexible format for the Spring Catalog which may be utilized to develop future RS Catalogs.
- Use in-depth proofing skills to edit copy containing as many as possibly 150 various program offerings. There may be multiple review cycles of the Catalog.
- Use artistic competence and in-depth publication experience to provide page layouts according to the current catalog style while incorporating graphics, tables and photos.
- Insert hyperlinks in the Schedule at a Glance to appropriate catalog pages or provide pop-up program descriptions for each title; this document also requires meticulous proofreading.
- Flexibly incorporate last-minute copy changes and additions on a tight schedule.
- Convert the final catalog and Schedule At A Glance drafts into pdf format.

BUDGET

It is anticipated that the cost of development will not exceed \$4000.

PROCESS

Renaissance will use the following process to select the final Contractor for the Catalog Project:
September 7: Requests for proposals due to the Renaissance Society at 6000 J Street, Mail Stop 6074, Sacramento, CA 95819-6074 or renaissa@csus.edu no later than 12:00 PM.

September 7-10: Renaissance will review the submissions and select the finalists for further review.

September 13-15: Finalists will be selected and advised of an interview process to be conducted by Renaissance.

September 20: The Contract will be awarded to the selected contractor.

REQUIREMENTS

Proposals shall include the following components:

- Executive Summary
- Services to be performed and Timeline
- Professional experience and qualifications
- Cost
- Additional information:
 - Copy of similar work (electronic submission acceptable)
 - Three references
 - Additional information which would assist in the evaluation of the proposal

Proposals will include identification information including:

- Name of Business (whether an existing business or an independent contractor)
- Address
- e-mail
- Phone
- Website (if available)

EVALUATION PROCESS

The Requests for Proposal will be evaluated on the following criteria:

- Cost
- Prior experience and project results
- Quality and completeness of proposal
- Other criteria:
 - Completeness of the proposal
 - Demonstration of an understanding of the Renaissance Society and the Catalog
 - Creativity
 - Ability to work within timeframe and budget

Renaissance reserves the right to select the successful contractor. Opportunities

Attachments to email:

4. Kohara Spring 2022 Catalog RFP
5. Perez Spring 2022 Catalog RFP
6. Uptown Studios Spring 2022 Catalog RFP