

# PERSONAL SERVICE CONTRACT

RFP247-PSC

UNIVERSITY OF LOUISVILLE  
PROCUREMENT SERVICES  
BELKNAP CAMPUS  
LOUISVILLE, KY 40292

## PERSONAL SERVICE CONTRACT REQUEST FOR PROPOSAL COVER/SIGNATURE PAGE

**REQUEST DATE:**

1. 07/02/2018

2. NAME OF DEPARTMENT : Archives and Special Collections

CONTACT PERSON: Delinda Stephens Buie

3. **Service:** Research in handwriting analysis presented at a scholarly conference or published in a scholarly journal.

**4. Due Date:**

09/06/2018

**5. Time Due:**

5:00 pm EDT

6. Email: dsbuie@louisville.edu

Proposals should be sent to the department by the following method:

**7. MAIL OR EMAIL PROPOSALS TO:**

Department Name: Archives and Special Collections

Address: 400 Ekstrom Library University of Louisville Louisville, KY 40292

Email: dsbuie@louisville.edu

**The bottom portion of this form is to be completed by the vendor.**

Equal Employment Opportunity – All parties must be in compliance with executive order 11246 of September 24, 1965 as amended by executive order 11375 of October 13, 1967.

**STATEMENT OF NON-COLLUSION AND NON-CONFLICT OF INTEREST**

I hereby swear (or affirm) under penalty for false swearing as provided by KRS 523.040:

1. That attached Request For Proposal has been submitted without collusion with , and without any agreement, understanding or planned common course of action with, any other vendor of materials, supplies, equipment or services described in the Request For Quotation designed to limit independent competition.
2. That the proposer is legally entitled to enter into the contract with the University of Louisville, an agency of the Commonwealth of Kentucky, and is not in violation of any prohibited conflict of interest, including those prohibited by the provisions of KRS 45A.325, to 45A.340, 45A.990 and 164.990 and 164.821 (7).
3. That I have fully informed myself regarding the accuracy of the statements made above.

In submitting this quotation, it is expressly agreed that upon proper acceptance by the University of Louisville, of any or all items bid, a contract shall thereby be created with respect to the services accepted.

SIGNED BY: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

FIRM: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP CODE: \_\_\_\_\_

# REQUEST FOR PROPOSALS

## Council of Graphological Societies Research Contract

1) **Scope of Services:** Archives and Special Collections, a library within the University of Louisville Libraries, seeks a researcher to present or publish a scholarly paper or article in one or more of the following:

- handwriting
- handwriting analysis
- questioned document examination
- the work of Klara Goldzieher Roman and/or Thea Stein Lewinson

Researchers may work in established graphology or handwriting practices or programs. Researchers also may work in related fields, including education, social work, justice administration, or psychology and brain development.

The work prepared for presentation or publication must be accepted by a conference, professional meeting, or publication appropriate to the discipline in which the work is done.

The completed presentation or article must acknowledge the support of the Council of Graphological Societies, Inc. Endowment at the University of Louisville.

2) **Informational Background:** In 2012 the Council of Graphological Societies, Inc. established an endowment at the University of Louisville Libraries.

The terms of this endowment state that its primary use is to support “research studies in the fields of handwriting, handwriting analysis, and questioned document examination by qualified researchers.”

The endowment also supports two significant research collections at the University of Louisville:

- The Klara Goldzieher Roman Collection, which will be donated in future by Dr. Ellen Bowers
- The Thea Stein Lewinson Collection, donated in 2002 by Dr. James Keehner

The endowment supports these collections because, according to the terms of the endowment, they “... have influenced, and continue to influence, the handwriting analysis profession...”

Researchers currently may access the Thea Stein Lewinson Collection, comprising material written by Dr. Stein Lewinson as well as her research files, in Archives and Special Collections at the University of Louisville.

3) **Required Submittals:**

- Cost: Proposals must include a single cost figure for the entire contract. No additional costs associated with research, such as travel, conference fees or page subvention fees, will be paid.
- Current resume or curriculum vitae
- One page lay language summary of proposed research project
- Detailed proposal, including plan of work
- Proposed venue or venues for presentation or publication of work
- Documentation of other funding supporting the project
- Proposed fee for work
- If the proposed research involves the use of humans as subjects, documentation of application, exemption or approval by the candidate’s Institutional Review Board (IRB)

Evaluation of proposals will include the following considerations:

- Does the candidate have advanced academic preparation such as a master's or doctoral degree?
- Does the candidate demonstrate a record of research?
- Does the candidate demonstrate a record of presentation or publication in handwriting analysis or related disciplines?
- Is the lay language summary clearly expressed?
- How will the proposed research contribute to the field of handwriting analysis?
- Has the researcher sought or been awarded other funding for the project?
- Can the plan of work be accomplished within the contract period?
- If the research involves the use of humans as subjects, has the researcher demonstrated appropriate awareness and compliance with protocols established by the United States Department of Health and Human Services Office for Human Research Protections (<http://www.hhs.gov/ohrp/index.html>) .

**4) Method of Award:** The contract will be awarded based on assessment of qualifications and productivity as demonstrated in the candidate's resume or curriculum vitae, the content of the proposal, and the extent to which the proposed research will contribute to the fields of handwriting, handwriting analysis, or the history of the field. The contract will be awarded according to the following criteria:

- Academic and professional credentials as evidenced in current resume or curriculum vitae: 25%
- Clarity of lay language summary of proposed research project: 15%
- Quality of detailed proposal, including plan of work: 25%
- Plan, including proposed venue or venues for presentation or publication of work: 10%
- Documentation of other funding supporting the project: 5%
- Proposed fee for work: 10%
- Completeness of submission, including IRB documentation if the proposed research involves the use of humans as subjects: 10%

The agreed upon price will be paid within 60 days following the University of Louisville's acceptance of evidence the research product has been accepted presentation or publication, receipt of completed University of Louisville vendor forms and W-9 from the contractor, and, if human subjects are involved, documentation of final review by the contractor's home Institutional Review Board.

- 5) Contract Period:** The contract start date will be no later than January 4, 2019, and will require a fully executed Personal Services Contract (samples provided).
- 6) Questions:** The University of Louisville will accept questions regarding this RFP only if they are submitted by email no later than July 16, 2019 at 2:00 p.m. EDT. Please send questions to Delinda Stephens Buie: [dsbuie@louisville.edu](mailto:dsbuie@louisville.edu).

Answers to questions will be issued as an addendum and posted to the website location of the RFP by July 23, 2018.

The University of Louisville reserves the right to withdraw offer of the contract if no acceptable proposals are received.