



REQUEST FOR QUOTATION (RFQ)

Department: Facilities
Requisition:

Deliver Completed Bid to:

Tennessee Tech University
Purchasing and Contracts
POB 5144; 1 William L Jones Dr.
Derryberry Hall, Suite 301
Cookeville, TN 38505-0001
Fax: 931-372-3727

Date: September 2, 2026
RFQ Coordinator: Tina Girdley
Phone: 931-372-6350
Email: tgirdley@tntech.edu

Bids must be received in the Purchasing and Contracts Office by **3:00 p.m. Central Time on September 30, 2026**. Bids may be mailed, faxed, or electronically submitted via email to the RFQ Coordinator, as noted above.

Bid is subject to the [RFQ – Standard Terms and Conditions](#). By submitting a bid, bidder certifies its agreement to these terms and conditions, which cannot be waived.

Special Bid Instructions:

1. Indicate any cash/time discounts offered: _____
2. To do business with TTU register as a supplier/contractor: <https://www.tntech.edu/purchasing/howto.php>
3. Bidders who would like to become a registered Diversity Business Enterprise can visit the following link for more information: <https://www.tntech.edu/purchasing/howto.php>
4. To view a bid tabulation after intent to award, please visit this link: <https://www.tntech.edu/purchasing/bidawards.php>. Results are listed according to fiscal year then by date of bid opening.

THIS IS NOT AN ORDER

REQUEST FOR QUOTATION

Tennessee Tech University invites quotations from qualified contractors to provide graphic design services for the Tennessee Tech Football program and its social media channels in accordance with the University guidelines and the requirements below.

The resulting Contract shall commence upon date of final signature by all required parties and shall remain in effect for five (5) years thereafter.

Prices shall remain firm for the first one (1) year. Thereafter, Contractor may request a price increase annually in writing with documentation substantiating the actual increase in costs. Tennessee Tech may approve or reject the request or choose to rebid, at its sole discretion.

SCOPE OF SERVICES AND CONTRACTOR RESPONSIBILITIES

- Produce creative graphic images for the Tennessee Tech Football program for use on Football social media pages in accordance with university guidelines.
- Create graphics that match the vision, style, and theme established by the Head Coach and/or General Manager.
- Provide graphics on an as-needed basis throughout each month.
- Complete each requested graphic within two (2) calendar days after the request is received.
- Make requested revisions, including multiple revisions when desired, within the same two (2) calendar-day turnaround period and at no additional charge under the monthly fee.
- Use existing photographs supplied by Tennessee Tech when requested. Additional photo shoots are not required under this RFQ unless separately authorized in writing.
- Be available on an as-needed basis, including nights and weekends, to support time-sensitive requests.



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- Coordinate all services and approvals with the Head Coach, General Manager, or other Tennessee Tech Representative designated after award.

EXPERIENCE REQUIREMENTS

- Bidder must have experience producing comparable graphics for a Football Championship Subdivision (FCS) program. Football Bowl Subdivision (FBS) and National Football League (NFL) experience is preferred.
- Bidder must have five (5) to eight (8) years of experience producing these types of graphics.

ANTICIPATED GRAPHIC REQUESTS

Requested work may include, but is not limited to, the following:

- | | |
|---|---|
| • 100 Days Until Kickoff graphics, including one graphic per player | • Event graphics |
| • Game Day graphics | • Game Week graphics |
| • Players of the Week graphics | • Holiday graphics |
| • Staff welcome graphics | • Opt-in graphics |
| • Camp graphics | • Birthday graphics |
| • NFL visit graphics | • Flashback Friday graphics |
| • Ranking graphics | • Season recap graphics |
| • Signed or committed athlete graphics | • Other graphics requested by the Head Coach and/or General Manager |

BID SCHEDULE

Enter one fixed monthly fee for all services described in this RFQ. The fee shall include all labor, creative work, revisions, routine communication, overhead, and other costs necessary to perform the services. No minimum quantity of graphic requests is guaranteed.

Description	Unit	Quantity for Evaluation	Bid Price
Graphic Design Services	Monthly Fee	1 month	\$ _____

EVALUATION

Tennessee Tech intends to award to the lowest responsive and responsible bidder whose quotation meets the RFQ requirements. Quotations will be evaluated using the fixed monthly fee entered in the Bid Schedule. Tennessee Tech reserves the right to request clarification and to reject any or all quotations in accordance with the Standard Terms and Conditions.

RFQ COMMUNICATIONS

All communication regarding this RFQ must be submitted by email only to the RFQ Coordinator listed above, who is Tennessee Tech's only official point of contact for this RFQ.



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Unauthorized contact with any other Tennessee Tech employees or officials regarding this RFQ may result in disqualification from the procurement process.

INSPECTION AND ACCEPTANCE

Tennessee Tech reserves the right to inspect all work performed under the Contract. Work determined to be defective, nonconforming, incomplete, or otherwise unacceptable shall be corrected or replaced by Contractor at no additional cost to Tennessee Tech. Payment shall not constitute acceptance of defective or nonconforming work.

INVOICING AND PAYMENT

Contractor shall invoice monthly after services are performed. Invoices may be emailed to invoices-noreply@tntech.edu or mailed to Tennessee Tech University Business Office, Campus Box 5037, Cookeville, TN 38505. Each invoice must include the service month, a brief description of services performed, any applicable discount, and the Contract/Purchase Agreement number.

TERMINATION FOR CONVENIENCE

Tennessee Tech may terminate this Contract without cause for any reason by providing Contractor at least thirty (30) days written notice before the effective termination date. Upon receipt of notice, Contractor shall cease performance except as otherwise directed by Tennessee Tech. Contractor shall be entitled to payment only for satisfactory authorized services performed through the effective date of termination. Tennessee Tech shall not be liable for services not rendered or for anticipated profits, overhead, or other consequential damages resulting from termination.

ILLEGAL IMMIGRANTS

Successful Bidder attests that the Bidder will not knowingly utilize the services of illegal immigrants in the performance of the Contract and will not knowingly utilize the services of any subcontractor who will utilize the services of illegal immigrants in the performance of the Contract.

DEBARMENT

Bidder certifies, by signature below and submission of this bid, that neither Bidder nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency.

TENNESSEE TECH RIGHTS

Tennessee Tech reserves the right to reject any or all quotations; waive minor informalities or technicalities; request clarification of quotations; and make an award determined to be in the best interest of Tennessee Tech.

Tennessee Tech further reserves the right to initiate negotiations with the next ranked responsive and responsible bidder should Tennessee Tech cease doing business with the awarded Contractor.

BIDDER IS TO COMPLETE INFORMATION AND SIGN BID BELOW

Bidding Entity's Name



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Name of Contact Person (Printed)

Title

Address

City, State, Zip

Phone / Fax / Email

Authorized Signature of Bidder

Date

Tennessee Tech University is an EEO/AA/Title IX/Section 504/ADA employer