

**Society of the Preservation of Pop Culture, Inc.**  
317 George Street Suite 320  
New Brunswick, NJ 08901

## **Manga Library at DerpyCon Request for Proposal (RFP)**

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## **Manga Library at DerpyCon**

**Issued by:** Society of the Preservation of Pop Culture, Inc.

**Event Date:** October 31, 2025 – November 2, 2025

**Proposal Due Date:** July 11, 2025

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### **1. Introduction**

Society of the Preservation of Pop Culture, Inc. is seeking proposals from qualified contractors to provide a curated manga library for DerpyCon, a nonprofit, fan-run convention celebrating pop culture, anime, and manga. This RFP outlines the requirements for the procurement of manga library services, including all associated logistics such as transportation, setup, and staffing.

### **2. Project Scope**

The selected contractor will be responsible for:

- Curating and supplying a diverse manga collection, reflecting a variety of genres and popular titles.
- Delivery, setup, and teardown of the manga library within the designated convention space, as outlined in Attachment 1 (Room Layout).
- Ensuring proper security and management of the collection, including a supervised check-in/check-out process.
- Providing trained staff or volunteers to oversee the space.

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- Incorporating all logistical costs in the proposal, including fuel, truck rental, and labor costs.
- Utilizing the event-provided hotel accommodation (up to one room) for staff during the convention.
- Load in to be Thursday after 6:00pm and load out to be completed by Sunday 11:59pm.

### **3. Proposal Requirements**

Contractors must include the following in their submission:

- Company/Organization Profile
- Description of prior experience with mobile libraries or convention services
- Proposed manga collection details (titles, genres, and volume count)
- Staffing plan and supervision details
- Schedule of hours for Friday, Saturday, and Sunday.
- Logistics and transportation plan, with all costs clearly itemized
- Complete cost estimate, inclusive of:
  - Library collection rental or acquisition fees
  - Truck or vehicle rental fees
  - Fuel and tolls
  - Labor (loading, unloading, setup, and supervision)
  - Accommodation needs, if applicable
- References from past events or clients

### **4. Evaluation Criteria**

Proposals will be evaluated based on:

- Quality and relevance of manga selection
- Experience with convention or event-based services
- Clear and practical logistics plan, aligned with Attachment 1 (Room Layout)
- Competitive and transparent pricing
- Commitment to DerpyCon's nonprofit and community-focused mission

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### **5. Submission Instructions**

- Submit proposals by completing the form and uploading proposal in PDF format to [derpycon.com/about-us/doingbusiness/mangalibraryrfp](http://derpycon.com/about-us/doingbusiness/mangalibraryrfp).
- Questions may be submitted via Form at the above URL by June 30, 2025. Asking for questions outside of the URL links, such as creating a helpdesk ticket or reaching out to a staff member directly, are not acceptable and will not be answered. Questions will be answered and will be posted on the URL above by July 3, 2025.

### **6. Timeline**

<b>Milestone</b>	<b>Date</b>
RFP Issued	June 16, 2025
Proposals Due	July 11, 2025
Selection Notification	July 18, 2025
Planning Meetings Begin	September 2, 2025
Event Date (DerpyCon)	October 31 – November 2, 2025

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**Attachment 1: Room Layout**

