Request for Proposals for

Response Due: July 24th 2020 (Noon)

RFQ – 2020-002

Inquiries and proposals should be directed to:
George Phillips-Olivier
1801 Superior Ave Suite 400
Cleveland, OH 44114
gpolivier@ceogc.org
Introduction

The Council for Economic Opportunities in Greater Cleveland, (CEOGC) is a nonprofit organization and the Community Action Agency for Cuyahoga County that assists residents in achieving their full potential. The Council delivers education, personal and professional development programs and support services to residents of Cuyahoga County. Programs include Early Head Start (birth to three), Head Start (three to five years of age); individual assessments for classes and coaching sessions on topics including parenting, anger management and life skills; and professional development; job readiness, customer service training and job placement. The Council also delivers the Home Energy Assistance Program (HEAP).

REQUEST FOR QUOTE – GRAPHIC DESIGN The Council for Economic Opportunities in Greater Cleveland, (CEOGC), requests quotes from contractors for graphic design services, which will include support for the design of a new corporate logo, letterhead, (both print and electronic versions); business cards; Three to four master slide templates in Power Point for presentations; Style guide; email signature; envelopes (multiple sizes) and PPT template, in conjunction with the re-branding and re-naming of the agency. Selected vendor will work in conjunction with another agency partner in the re-branding effort currently underway. Design guidance and coaching of the in-house designer and/or web designer on campaign style elements as needed.

SCOPE OF WORK Project: CEOGC is interested in entering into a service agreement, with qualified contractors, to provide the following: Graphic design services, which will include support for the design of a new corporate logo, letterhead, (both print and electronic versions); business cards; Three to four master slide templates in Power Point for presentations; Style guide; email signature; envelopes (multiple sizes) and PPT template, in conjunction with the re-branding and re-naming of the agency. Selected vendor will work in conjunction with another agency partner in the re-branding effort currently underway. Design guidance and coaching of the in-house designer and/or web designer on campaign style elements as needed.

Bidders must be capable of serving as a graphic designer and/or project manager as necessary as tasks are offered and accepted. Bidders must be willing and capable of providing both final (.jpg, .eps, etc.) and working (ind, psd, etc.) files upon request. Billing: the selected contractor will be willing to work on a time basis based on a fixed hourly rate with no minimum time per task. Expectations: bidders must demonstrate exceptional skills using common graphic design programs such as Photoshop, Adobe InDesign, etc. Bidders must submit sample work as a demonstration of qualifications. Onsite work: the majority of development work can occur remotely, however some on-site work/meetings might be required at CEOGC’s discretion. There will be no reimbursement for travel-related expenses. Duration: It is anticipated this will be no
more than a six (6) month contract, beginning in August, 2020. DELIVERABLES Deliverables as defined and outlined in the Scope of Services.

SUBMITTAL SCHEDULE
• RFQ Release Date: July 10th 2020 • RFQ Responses Due (electronic copy via email): July 24th, 2020 by 12:00 p.m. EST • Selection and Service Agreement Signature: July 31st, 2020 • All project deliverables due: To be negotiated. Please email your quote to gpolivier@ceogc.org by Friday, July 24th 2020 by 12:00 p.m. EST with the subject of the email titled: RFQ Graphic Design [name of bidder].

QUOTE FORMAT Bidders must to submit the following information: 1. Cover page a. Name and contact information of the bidder b. SSN or tax ID c. Authorized signature 2. Short description of the approach to this project a. Relevant personnel associated with the project and their qualifications b. Project completion methodology/proposal 3. Hourly rate. Be specific if you charge different rates for different staff or activity. 4. Estimation of how many hours you would anticipate billing to create: Corporate Logo; Letterhead: agency business cards; style guide; envelopes; Master Slides for Power Point Presentations; digital signature and PPT template. Two samples of work (links or attachments) References: Name and phone number of a reference for prior work of a similar nature EX-PARTE COMMUNICATION All inquiries must be e-mailed directly to gpolivier@ceogc.org. No phone calls will be accepted. Respondents are advised that no other CEOGC individuals are to be contacted in this regard. No other sources of responses or clarifications are considered valid. Respondents are strictly prohibited from contacting CEOGC staff or members of CEOGC’s boards and committees.

• Experience with projects of similar size and scope • Proposed hourly rate • Quality of work samples • Estimated time to complete projects as an example, a bidder may propose an hourly rate that is more expensive than its competitors, but require less time to complete the same project or offer better overall quality, thus making the overall ‘bottom line price’ for this service a better value. LIMITATIONS: Right to Cancel: CEOGC reserves the right to cancel all or part of this Request for Quote at any time without prior notice. This Request for Quote does not commit CEOGC to award a contract or to pay any cost incurred in the preparation of a response to the solicitation. CEOGC reserves the right to reject any and all quotes, to accept or reject any or all items in the quotes, and to award the contract in whole or in part as deemed to be in the best interest of CEOGC. CEOGC reserves the right to negotiate with any bidder after the quote(s) are reviewed, if such action is deemed to be in the best interest of CEOGC. Such negotiation should not be viewed by any bidder as an indication of contract award. CEOGC reserves the right to delay, amend, or reissue the RFQ at any time.

All questions concerning the RFQ and the submission or response to this RFQ should be directed to George Phillips-Olivier, Director of Support Services. His email address is: gpolivier@ceogc.org. Any questions submitted will be responded to on the CEOGC website, on
a questions and answer page, to ensure all interested parties have full access to information regarding this RFQ.