

Design Consultant RFP 0147A Questions:

- **Do you have an idea of how many hours/week or even /month you anticipate for this role? Do you estimate the work to be steady throughout the year or more sporadic and need larger chunks of time at certain times of the year?**

We'll require a degree of flexibility for this role. Some weeks we may not need design assistance, but during busy weeks we may need 30+ hours of help. If busy times are anticipated we will be sure to give as much notice as possible for planning purposes.

The total number of hours for the year will fall between 300-500 annually depending on needs. The hourly rate is \$55/hour.

- **Approximately how often do you estimate or require on-site meetings?**
Ideally on-site meetings would happen bi-monthly or quarterly depending on the consultant/designer's established workflow and project needs.
- **Are you open to using GoToMeeting or Skype for this instead of meeting onsite?**

We would be open to online meetings instead of onsite meetings.

- **For Evaluation Criteria, #1, when you refer to 3 professional references do you mean 3 letters of references or just contact information of the references?**

We require the contact information for 3 references.

- **For Evaluation Criteria #3, when you refer to 3 branded social graphics do you mean 3 different templates to be used on social media on various channels (such as Facebook, Instagram, Twitter)? Or do you mean 3 different social media images for 1 purpose (1 Facebook image, 1 Instagram image, 1 Twitter image)?**

3 different templates to be used on various channels is ideal. We generally design square graphics that can be used on Facebook, Instagram, and Twitter simultaneously so 3 social graphics would refer to 3 different templates or concepts.

- **Under logistics it states that the candidate should live in the D.C. area. Are you flexible at all on this?**

We would strongly prefer a candidate in the same time zone (East coast USA) but would consider a strong candidate located elsewhere.

- **Do you have a Brand Standards Manual?**

Yes, we have an establish brand guide that we will share with the consultant. All artwork will need to be create with adherence to our brand standards.

- **Are you providing all copy for written materials, for example the 'postcard targeting donors,' in final form or will we need to copyedit?**

We will provide internally approved copy and will not require a copyedit from the design consultant.

- **Will art/photography be provided or will stock photos need to be purchased? If purchasing photography, is there an additional budget?**

Art and photography will be provided to the consultant. We have an extensive photo library, so it is unlikely stock photos will need to be purchased. If stock photos or artwork are needed, EGPAF will purchase.