

Reminder: All proposals need to contain the crucial criteria such as rates and references and others as seen in the Evaluation Criteria in Submission Requirements in order for us to evaluate the potential bidders. We cannot consider bidders who do not comply with the Submission Requirements.

Do you have a sense of the budget for the year, or monthly, that you could share?

Our maximum budget for the year for this role is \$35,000.

Do you envision this as 20 hours a week guaranteed?

We envision a maximum of 20 hours per week — some weeks will be quieter than others and some projects may be more long term than others (rolling into multiple weeks). When each project is received, we anticipate discussing a time estimate and what a reasonable deadline should be based on the individual needs of the project and the design consultant within the 20 allotted hours per week.

The consultant will be paid for 20 hours regardless of whether or not a full 20 hours are used in a weekly period, although we don't anticipate that being the case on a regular basis.

What type of projects will the consultant be asked to complete?

A range of projects could become available. These include: fact sheets, technical reports, fundraising print materials, social media graphics, among others.

The design contractor will not be responsible for liaising with printers on relevant projects — EGPAF will work with our approved print vendors directly. The contractor will only be responsible for providing print-ready files.

What is the period of contract performance?

February 2020-February 2021

What is the estimated percent of services needed on-site at EGPAF vs contractor office?

This depends mainly on the needs of the design consultant and their ability to visit the DC office. Ideally, it would be great to have the contractor visit the EGPAF office once a month to touch base with the senior designer, but no design work is required to be completed in the EGPAF office.

Is the EGPAF design department Windows or Mac OS based?

The EGPAF design department is Mac OS based, but we will not be able to provide a computer or design software to the consultant.