



REQUEST FOR PROPOSALS FOR GRAPHIC DESIGN SERVICES

Colorado Humanities, a 501(c)(3) nonprofit in its 50th year of operations, works through community partnerships to develop and present over 250 programs annually. Colorado Humanities seeks a graphic design service provider to design or update marketing and promotional materials throughout the year, including:

- Posters, flyers, and other event materials
- Program and organization fact sheets
- Social media graphics
- Supplemental pieces (bookmarks, certificates, event programs, event signs, merchandise, plaques, postcards)
- Reporting materials (stakeholder reports, program status reports, surveys)
- Video and presentation slides
- Website graphics

Proposals should provide the best and most cost-effective solution to meet our requirements while ensuring a high level of service, and should include:

- Experience/Qualifications of the graphic design professional. Provide a resume for each individual who will provide services and designate the individual who will have primary responsibility for overseeing all work.
- Examples of quality of work must be included as PDFs or link to a portfolio.
- Proposed fees and expenses must be clearly stated for each of the services being rendered.
- Names and contact information for 3 professional references.

Anticipated Schedule

RFP Issued: May 1, 2024

Proposal Deadline: May 24, 2024

Selection of Graphic Design Service Provider: June 24, 2024

Start Date: July 1, 2024

All proposals must be submitted to hr@coloradohumanities.org. No calls please.

Selection Criteria and Process

Colorado Humanities will review submitted proposals and select contractor(s) based upon an evaluation of:

- Cost
- Quality of work as demonstrated in the portfolio
- Expertise and experience
- Range of services offered