

Request for Proposal:

Visual Designer

Deadline for Submission: Friday, March 13th, 2020 at 12:00pm (noon)

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Introduction

Who We Are

Atira Women's Resource Society is a not-for-profit organization committed to the work of ending violence against women through providing direct service, as well as working to increase awareness of and education around the scope and impact on our communities of violence against women and children. The Society was incorporated in British Columbia, Canada in 1983 and registered as a charitable organization in 1984. In 1987, Atira opened its first transition house, Durrant House, in the South Surrey/White Rock community. The Society began expanding its services in 1993 and today Atira has more than 40 housing programs, two community daycares (and five more in development) and dozens of support programs located across Vancouver's Lower Mainland. Since 1993, the Society has gone through extraordinary growth from a single transition house with a staff of seven to a large, award-winning multi-service agency with two, for-profit subsidiaries, a development arm and more than 800 employees.

We are a group of companies and societies united by our connection to Atira Women's Resource Society. We are able, through our for-profit as well as our non-profit entities, to espouse feminist, anti-oppression and harm reduction principles to strata corporations, developers, private market landlords and other clients and partners.

Purpose & Scope

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified proponents for the opportunity to be contracted as a Visual Designer and produce branded material (print, websites, electronic) in accordance with our branding guidelines for Atira Women's Resource Society, Atira Property Management Inc. and Atira Development Society.

Our priorities are:

1. Responsible of the design of:
 - a. brochures, posters, stickers
 - b. letterhead, business cards, envelopes
 - c. templates, forms, manuals
 - d. reports, presentations
 - e. videos, social media ads
 - f. email signatures
 - g. other special event communication tools
2. Responsible for ensuring branding guidelines are adhered to in all forms of internal and external visual communication.
3. Assist with maintenance of the websites and intranet, including keeping them up to date.
4. Assists with special communications projects as they arise.

Requirements for the Contractor

- Experience with creating templates for ID cards, posters etc. for fundraising events, job fair cards, signs, stickers, brochures, reports, logos, signatures, letterhead, envelopes, Excel and Word documents, business cards, and other miscellaneous templates while adhering to branding guidelines. You will need advanced skills in Adobe Creative Suite (with focus on InDesign, Illustrator and Photoshop) and in Microsoft Office Suite.
- Technical experience required to update and maintain company websites and intranet. Intermediate knowledge of Wordpress editing, publishing and basic proficiency with HTML and CSS.
- Previous experience working with not-for-profit clients, especially those in direct service.
- Access to reliable hardware with Microsoft Office Suite software. Access to an active Adobe Creative Suite licence will be provided
- Proof of current WorkSafe BC clearance must be provided.

Terms & Instructions

Deadlines

Inquiries	In writing to rfp@atira.bc.ca by Friday, March 6 th , 2020 at 9:00am To register for amendments and answers to questions, please email rfp@atira.bc.ca by the above deadline stating intent to submit
Amendments	Amendments and answers to questions will be distributed by no later than 12:00pm (noon) on Friday, March 6 th , 2020 to all proponents who have registered their intent to submit.
Submission	Friday, March 13 th , 2020 at 12:00pm (noon) to rfp@atira.bc.ca

Atira reserves the right to change the schedule or issue amendments to the RFP at any time. Atira also reserves the right to cancel or reissue the RFP at any time. Amendments or a notice of cancellation will be emailed to all registered proponents.

It is the sole responsibility of the proponent to monitor Atira's website for any amendments to the RFP.

It is the responsibility of the proponent to ensure their proposal is received by Atira by the proper time. Late responses will be rejected at the sole discretion of Atira Women's Resource Society.

Right of Selection

Atira reserves the right to reject any or all proposals.

Limitation of Damages

The proponent, by submitting a proposal agrees that it will not claim damages, for whatever reason, relating to the RFP, by reason of submitting a proposal, in respect of the competitive process, or in respect of any breach of any implied duty of fairness, including but not limited to any cost incurred by the Proponent in preparing its proposal. The proponent, by submitting a proposal, waives any and all such claims.

Confidentiality

The parties agree that the content of each response to the request for proposal will be held in the strictest confidence, and details of any response will not be discussed with any other party, except for the information made public by way of reports to the Atira Board of Directors or subject to the Freedom of Information and Privacy Act.

Proposal Response Format

Executive Summary

Provide an executive-level overview of the proposal, emphasizing any unique aspects or strengths of the proposal. Include a brief description of your proposed solution, including its capabilities, how it will meet Atira's functional and technical requirements, as well as a sample project schedule for implementation. The response to the RFP will not exceed 4 pages.

Experience History

Provide a brief Visual Design history including:

- Primary point of contact for the proposal, including name, title, email and phone number.
- Identify how long you have been doing visual design work and what type of visual design work has been done
- Details and links to two relevant projects, and outline how they demonstrate you have the skills necessary to meet the requirements of the RFP.

Proposal Pricing

Provide a budget including:

- Estimates for all labour, inclusive of GST, on a "not to exceed" basis. The awarded proponent will be expected to work 25 hours per week, and no more, starting March 2nd, 2020 through July 17th, 2020.
- The proponent awarded with the proposal is expected to provide their own hardware and a Microsoft Office Suite software license. The cost for this license will not be reimbursed.
- Any other costs. The respondent must list any and all charges, expenses and or costs to be incurred by Atira that are not included in the previous sections. Failure to specify and itemize such items may be cause for disqualification.

Rating the Proposals

In rating the proposals, Atira will consider how well each proponent is able to take the contents of the RFP, ask relevant questions, address the various issues and clearly communicate its plan to support the systems while meeting the objectives of Atira. Clear language is important.

If an award is made as a result of this RFP, it will be awarded to the proponent whose proposal is most advantageous to Atira with all factors considered.

End