



RHODE ISLAND
Economic Development
CORPORATION

Rhode Island Economic Development
Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

REQUEST FOR PROPOSAL (RFP) Graphic Design

ISSUE DATE: July 19, 2013

✉ mbrodeur@riedc.com

☎ 401-278 9102

BIDS DUE: August 2, 2013 (12 Noon)

☎ 401-273-8270

The following specifications are offered by the Rhode Island Economic Development Corporation (RIEDC) for graphic design services. Typically design projects include but are not limited to invitations, post cards, ads, presentation materials, etc...

To be considered, please submit three (3) copies of your written bid proposal on or before August 2, 2013, 12:00 Noon. local time to:

The Rhode Island Economic Development Corporation
315 Iron Horse Way, Suite 101
Providence, RI 02908

Attn: Graphic Design Services RFP

Proposals must be sealed and packages clearly identified with the following: "**Graphic Design Services RFP**". Proposals received after specified time and date cannot be considered. If submitting proposals in person, package must be received in the RIEDC offices by the date and time above and signed in by an authorized employee of the Corporation.

1. Overview and Objective

The Rhode Island Economic Development Corporation is the full service, official economic development organization for the state of Rhode Island. A quasi-public agency, the Corporation serves as a government and community resource to help streamline the business expansion in, and relocation to, Rhode Island. The agency assists companies with commercial real estate, business financing, workforce training and other relevant issues. www.riedc.com. In addition, the RIEDC manages The Rhode Island Tourism Division, the state' official leisure travel promotional agency

For Fiscal year ending 2014, RIEDC has defined a range of graphic design services it will utilize to accomplish its goals. RIEDC will select one SERVICE PROVIDER.

The objective of this RFP for **GRAPHIC DESIGN** services is to provide RIEDC with a creative, talented and skilled service partner who can be relied upon to implement a broad range of projects, programs and/or assignments in an "on call" manner. Previously awarded graphic design

vendors as well as newly recognized graphic design vendors are welcome to bid on this project in a non-bias method of review.

2. RFP Scope and Budget

The **GRAPHIC DESIGN** service providers selected will be assigned projects on an as needed basis. Each project will be invoiced individually upon delivery of completed work. Term of service will be during The State of Rhode Island's FYE 2014 which runs date of award through June 30, 2014 with the option to extend agreement at the discretion of the RIEDC for FYE 2015.

At the same time, being selected as a pre-approved **GRAPHIC DESIGN** service provider does not guarantee vendor any specific projects or work, nor does it guarantee vendor any portion of the appropriated annual budget. RIEDC reserves the right to obtain services by other established procurement procedures.

All future projects assigned under this RFP will be based on an agreed upon price quote. This quote will be established on an hourly basis, based upon the rates submitted by selected vendors in response to this RFP.

RIEDC and Service Providers selected under this RFP will have the right to terminate the arrangement with a thirty-day notice in writing.

3. RFP Specifications Summary

The Vendor selected for the **GRAPHIC DESIGN** service provider will provide the personnel, equipment and services related to the design process.

To be eligible for selection, a **GRAPHIC DESIGN** service provider must be able to demonstrate the skill and capacity to:

- Develop creative, design that effectively communicates brand and displays content
- Provide all the tools necessary to complete assignments.
- Have resources on staff, or through clearly defined subcontractor arrangements, all the talent necessary to complete projects according to defined specifications and deadlines
- Consistently meet or exceed deadline expectations, often working within short timeframes
- Provide proactive consulting and recommendations

4. Evaluation and Selection Criteria

Please submit samples of previous small print design work with pricing. As appropriate, materials can be submitted in hard copy, digitally with Web links, on a USB Flash Drive or similar device or a combination of both. Information provided will not be returned, so please do not send original or one-of-a-kind materials. Service Providers for this RFP will be evaluated and

selected on a range of criteria that is largely qualitative. The four areas of evaluation include:

A. Skill/Creativity

Please demonstrate through the submission of portfolio samples, including assignment and/or speculative projects that demonstrate technical and creative execution, particularly for like-minded clients. You should also be able to document/demonstrate the full scope of the various services your firm provides

B. Resources/Capability

Please demonstrate through a brochure or other document your business experience, staff skills and experience, clients serviced, projects of note, technical skills, project management methodology, and your technical production environment

C. References/Referrals

Please provide a list of at least of at least three current professional references.

D. Pricing Structure/Rates

Please provide a comprehensive pricing and/or rate sheet for all potential services you might provide under this RFP agreement. Should you be selected as the service provider under this RFP, the hourly rates quoted for time and service will be considered firm through June 30, 2014 with option for 2015.

5. RFP Deadline

Proposal materials and completed forms relating to this RFP must be received by the RIEDC on or before 12:00 noon, August 2, 2013.

Please submit materials to:

The Rhode Island Economic Development Corporation
315 Iron Horse Way, Suite 101
Providence, RI 02908
Attn: Graphic Design Services RFP

Please forward any questions about this RFP in writing to the address above, or via e-mail to: mbrodeur@riedc.com Questions will not be considered unless submitted in writing as directed. No telephone calls accepted.

Vendor questions and subsequent agency responses will be posted on the RIEDC website at www.riedc.com

All proposals with the appropriate required information must be submitted in a sealed package. The outside of the package must contain the name of the submitting vendor and the due date,.

Proposals submitted after the due date and time will not be considered, no exceptions.

6. RFP and Subsequent Contract Terms and Conditions

- a. The RIEDC reserves the right to award all, partial or none of this solicitation.
- b. This contract does not create an employment relationship. Individuals performing services required by the contract are not employees of the State nor the requesting Department or Agency. Vendor's employees shall not be

- considered employees of the State or the requesting Department or Agency for any purpose and as such shall not be eligible for benefits accruing to state employees.
- c. Travel and travel reimbursement is not authorized for this acquisition.
 - d. This purchase is not subject to any sales tax or Federal excise tax. An exemption certificates will be furnished upon request.
 - e. The vendor shall be paid upon submission of proper invoices to the ordering agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment.
 - f. All billing and subsequent payments must be in arrears.
 - g. No oral statement, online click wrap amendments, facsimile, mail or other notification issued by vendor shall modify or otherwise effect the terms, conditions, or specifications stated in this purchase order unless accepted in writing by the RIEDC.

►Schedule of RFP Process:

Advertisement of RFP:	July 19, 2013
RFP Questions Deadline:	July 23, 2013
Questions & Answers Posted:	July 25, 2013
Proposals due:	August 2, 2013, 12:00 p.m.