



Request for Proposals for Non-Profit Annual Report Graphic Design Services

Madonna Place is a non-profit agency located at 240 Main Street in Norwich, CT. We have been strengthening families since 1987. The mission of Madonna Place is to provide services which strengthen families, promote health, and prevent child abuse and neglect.

Madonna Place is seeking proposals for non-profit Annual Report graphic design services.

Proposals are due by 5:00 pm on August 26, 2022 and can be emailed with subject "Bid for Annual Report Graphic Design Services" to:

Claire Silva, Executive Director
Madonna Place, Inc.
240 Main Street
Norwich, CT 06360
CSilva@MadonnaPlace.org

Proposals to include:

- 1) A description of the proposal with a timeline for design and printing of a 12 page annual report (this includes front and back cover) for our nonprofit agency to be fully completed by November 11, 2022. Design process should include 3 possible theme samples for cover and interior pages to be selected by the Executive Director.
- 2) A description of previous experience providing design services for nonprofit agencies.
- 3) A description of how staff are assigned to support agency needs, including a list of key personnel and their role.
- 4) References (up to 3 if available)
- 5) Disclose any professional or personal relationships with current or past officials serving as Board members or employees for Madonna Place.
- 6) A description of the process that will be used to ensure the bid is cost efficient
- 7) A description or outline of the communication that will take place between the lead designer and the Madonna Place Executive Director. Content will be provided by Madonna Place. Designer will work directly with the Executive Director and Fund Development Manager to determine overall design feel and qualities desired.
- 8) The proposed fee for all services, including approximate costs for the printing of 800 or 1000 color copies of the report from outside printers if your business does not provide printing services in house. The final product should fit easily into a 6"x 9" envelope, and also will include a digital copy for our website and funders.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. Madonna Place reserves the right to reject any and all bids, to accept the lowest or best bid, and to waive any formalities.