



Request for Proposal for Graphic Design Services

Contact Information

Host Organization: National American Indian Housing Council (NAIHC)

Event Organizer: Dustin Baird, TTA Coordinator

Key Contact Person:

Dustin Baird

Email: Dustin@nagiservices.com

Mobile Phone:

Note: Communication preference is by email.

Host Organization Billing Address

National American Indian Housing Council

122 C St. NW Suite 505

Washington, DC 20001

Email: Esagg@naihc.net & Lretka@naihc.net

NAIHC contracting officer Douglas Marconi, Executive Director

Organization:

The National American Indian Housing Council (NAIHC) is a 501(C)(3) non-profit organization founded in 1974 to support Tribal housing entities in their efforts to provide safe, decent, affordable, and culturally appropriate housing for Native communities. NAIHC provides Tribes and Tribally Designated Housing Entities (TDHEs) with training and technical assistance in developing and operating Tribal housing programs. We provide an array of communication for topics such as advocacy efforts to influence policy development and legislation impacting housing development in Indian Country. We are also a member organization comprised of over 300 members who represent about 475 tribes and tribal housing organizations.

<https://naihc.net/>

NAIHC Mission:

To effectively and efficiently promote and support American Indians, Alaska Natives and Native Hawaiians in their self-determined goal to provide culturally relevant and quality affordable housing for native people.

Scope of Work:

Graphic Design Services for:

Native Homeownership & Asset Building Summit

November 20-21, 2024

Sheraton Oklahoma City Downtown

- Develop event specific graphic look (themes, colors, etc.)
 - *Design concept images, perhaps program cover mock up?*
- Design and layout event program pieces)
 - *Program: 8.5" x 11" size, 12 pages including cover. Color throughout*
- Develop signage template to match program (file to be shared with sign vendor for layout and production)
 - *One image file/ template for signage that can be sized by sign*
- Develop "Save the Date" card
 - *Color postcard 4.25" by 6"*

The successful contractor must:

- Be responsive and communicate well with event staff
- Involve key staff in developing a theme and visual look for the event
- Effectively adapt our key message for the audiences we identify (members and granting agencies, legislators, vendors, sponsors, tribal leaders)

Project Timeline: October 5th - November 22, 2024

The selected contractor will meet with key staff and volunteers to discuss the project in detail and review the first and subsequent deliverables.

In addition, the selected candidate will work with the client to:

1. Produce a project timeline
2. Develop a design concept for the event
3. Work to complete all outlined print pieces
4. Work with Event Planner to deliver the final documents to the printer

Proposal Submissions and Evaluation:

The Proposal in response to this RFP should include:

1. Brief background of your organization
2. Relevant experience with this type of request for proposal
3. Statement/Scope of Work
4. Suggested (or Sample) communication elements
5. Desired professional fees required

Proposals will be evaluated based on clarity, specificity, and an outline of how the contractor will address the needs indicated here and the cost. All RFP respondents will be notified of the outcome following the proposal submission and the initial review process.

Proposals must be received via mail no later than October 5th, 2024. Plans are to award a Contract as soon as possible, with work commencing immediately thereafter.

For more information or to submit an RFP, please contact: Dustin Baird, email:
Dustin@nagiservices.com