



## Request for Bid – Graphic Design and Communication Services

The Workforce Board of Will County is soliciting bids for graphic design and communication services. Services will include design and creation of several infographic and storytelling pieces, general marketing/information pieces, and web based communication pieces to use in industry sector, marketing, and general informational activities.

Types of services to be included are:

- Graphic Design – will include a variety of graphic design work, such as developing and designing infographics, brochures, flyers and graphics for our website and other professional communication mediums. We are looking for a firm that saves us time by bringing the expertise to recommend options for converting complicated information into easy-to-understand graphics/infographics.
- Proofreading and critical evaluation – review professional documents to provide suggestions on writing style, grammar and punctuation, and communication effectiveness. Examples include newsletters, updates, press releases, brochures, flyers, website, etc.
- Photography/stock photo selection – need relevant photos for materials being created. These may be staged photos that we identify and/or the purchase of relevant stock photos.

If you are interested in providing services for this project your bid should include the following information:

Overview of your organization, including number of years in business;  
Description of past/current experience doing the same or similar type of work;  
Description/samples of graphic design and communication materials created, including examples converting complex information into high quality infographics'  
Hourly rate for services in each category identified above, include specific rates for all services in the bid;  
Indicate if your organization is willing to work on both an hourly rate and a per project rate when necessary.

Questions may be directed to Pat Fera at (815) 727-5673 or [pfera@willcountyillinois.com](mailto:pfera@willcountyillinois.com). Bids must be received by 4:00 p.m. CST on Friday, March 24, 2017. Bids must be submitted via e-mail to [pfera@willcountyillinois.com](mailto:pfera@willcountyillinois.com) to be considered.

Bids will be evaluated on the basis of price; quality of goods and services proposed based on described expertise; examples of work; ability, capacity, and skill of the bidder to perform the work; quality of performance on previous contracts; character, integrity, reputation, judgement, experience and efficiency of the bidder. The Workforce Board of Will County reserves the right to reject any or all bids.