



DELAWARE COALITION AGAINST DOMESTIC VIOLENCE

Breaking the cycle of violence.

Request for Proposals for Graphic Design

The Delaware Coalition Against Domestic Violence (DCADV) is requesting proposals from agencies or individuals for graphic design services to support DCADV's interpersonal violence prevention efforts.

Project Scope

The purpose of this project is to develop an implementation program manual. DCADV seeks production of an easy-to-use manual that guides replication of DCADV's interpersonal violence prevention program. DCADV seeks proposals for services to include:

- Collaborating with DCADV on manual layout, content structure, and branding/graphic design
- Assisting DCADV with manual content development and editing to meet product structure and design
- Development of a final product that is ready for dissemination and is sustainable by DCADV (i.e., in a format that can be updated and reproduced)

In addition, the selected bidder is expected to work collaboratively with the Outreach, Training, and Prevention team at DCADV to plan and review the product. This would include ongoing planning meetings throughout the duration of the project (minimum of at least three planning meetings in person, telephone, or online).

Project Timeline

- Release of RFP: July 10, 2017
- Proposals due: by **4:00 pm on July 31, 2017**
- DCADV proposal review period: July 31-August 3, 2017
- Notification of award: August 4, 2017
- Anticipated project period – September 1 - December 1, 2017
- Final products due: December 1, 2017

Proposal Format

Proposals must be submitted to DCADV via email to THRIVE@dcadv.org. Electronic submissions must be PDF files. Proposals should include the following:

- Name and contact information of individual or agency submitting the proposal
- Relevant experience with projects of similar nature to DCADV's requested services
- Proposed activities to meet project scope
- Anticipated budget to support activities (budget is not to exceed \$3,500.00)
- References from past clients (include names and emails/phone numbers of at least 2 references)
- Confirmation of ability to meet the Project Timeline
- Sample of Previous Work



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Equal Opportunity

DCADV is a statewide, nonprofit, systems and social change advocacy agency located in Wilmington, DE. We are an Equal Opportunity Employer. Qualified bidders are considered without regard to age, race, color, religion, sex, national origin, sexual orientation, gender identity or expression, disability or veteran status. If you need assistance or an accommodation during the submission process because of a disability, it is available upon request. DCADV is pleased to provide such assistance, and no bidder will be penalized as a result of such a request.

Confidentiality

Selected bidder will maintain confidentiality and privacy of any persons receiving services through DCADV and not release any personal identifying information without informed, written consent.

Additional Information

- Final products will be the property of DCADV, and DCADV will have the rights to duplication and dissemination of the products.
- Selected bidder must certify that all images and content used in the product may be used by DCADV without any violation of copyright law.