

PUBLICATION FORMATTING AND GRAPHIC DESIGN REQUEST FOR PROPOSAL

OVERVIEW – A BIT ABOUT DELTA INSTITUTE

Thriving Communities. Thriving Landscapes. Action and impact are core to Delta as we strive to create a Midwest and Great Lakes region with a healthy environment, robust economy, and vibrant communities. Delta creates programs that show how policies, ideas, and resources can be harnessed for a more sustainable and resilient region. We take a systems view on how businesses, communities, and government are impacted by the environment and economy, and create comprehensive solutions that pull these pieces together. Delta is proud to have a multidisciplinary team, and we strive to attract a diversity of experience, skillsets, and perspectives to enable us to challenge assumptions and create new approaches to long-standing problems.

GENERAL DESCRIPTION

Delta Institute seeks professional services to take documents currently in Microsoft Word or Google doc format and apply our brand template using InDesign. In addition to using our brand guidance, it is expected that reasonable visual design practices related to spacing and layout will be applied, too.

DESIGN REQUIREMENTS

Ensure a consistent brand identity in documents by using Delta's brand standards.

SPECIFIC SERVICES SOUGHT

1. Take "Coal document" currently in Microsoft Word with accompanying figures, charts, tables and pictures and layout in Delta's brand guidance in InDesign. The document is 33 pages. Delta is also requesting support creating and/or enhancing the following: 1 "roadmap" graphic (draft in Illustrator format provided); 4 tables/lists into graphics (noted in text); and 5 annotated agendas.
 - a. Complete draft will be provided to Delta for revisions by Monday, March 26.
 - b. Delta will provide comments and revisions by Wednesday, March 28.
 - c. Complete pre-final draft to Delta by Monday, April 2.
 - d. Delta will provide final comment by Wednesday, April 3.
 - e. Submit final doc by Friday, April 6 to Delta.

2. Take “Decon document” currently in InDesign, apply format and spacing. Apply Delta’s brand guidance and typical spacing and layout. The document is 69 pages. It is comprised of 7 modules and 3 appendices. Delta is also requesting creation of one infographic. All index titles should have hyperlinks to the referenced section.
 - a. Complete draft will be provided to Delta for revisions by Monday, April 9.
 - b. Delta will provide comments and revisions by Wednesday, Friday, April 14.
 - c. Complete prefinal draft to Delta by Monday, April 20
 - d. Delta will provide final comment by Wednesday, April 24.
 - e. Submit final doc by Monday, April 30 to Delta.

SUBMITAL

Cost proposal and 3 portfolio pieces

TIME OF COMPLETION

All submittals are due by March 28, 2018, 5pm CST.

Questions regarding the RFP process should be sent to hmhardy@delta-institute.org

No phone call, please.