

Request for Proposals

Conference Brochure Design

The Saskatchewan Parks and Recreation Association (SPRA) is seeking to engage the services of a Consultant or a Firm to design and layout the **2018 SPRA Conference Brochure**.

About Us

Saskatchewan Parks and Recreation Association (SPRA) is a non-profit member organization dedicated to enhancing the quality of life in the province through the provision of quality recreation services and support. SPRA is funded by the Saskatchewan Lotteries and administers the Recreation Section of the Saskatchewan Lotteries Trust Fund. The 2018 SPRA Conference, themed Recreation Roundup, is taking place in Maple Creek/Cypress Hills.

Scope of Work

The scope of work shall include:

- The production of the **2018 SPRA Conference Brochure** (12 pages and a separate registration form) including the design and layout with graphics and photos.
- Providing the SPRA Communications, Information and Research Division with proofs and providing changes as required.
- SPRA shall hold the copyright to, and total ownership of, the **2018 SPRA Conference Brochure** including content and images utilized from SPRA Image Bank.
- Submitting an initial design concept on or before **June 1, 2018**.
- Submitting four (4) rounds of proofs and revisions.
- Submitting the final print ready version of the **2018 SPRA Conference Brochure** (in InDesign or Illustrator and PDF – bleeds and no bleed) by **June 29, 2018**.

Provision of Content

SPRA will provide:

- Written content for the **2018 SPRA Conference Brochure**.
- Event Branding and Visual Guidelines.
- Access to the SPRA Image Bank.
- Samples of Past Event Brochures.
- Direction from the SPRA Communications Consultant.

Submission Details

The Consultant or Firm:

- Will provide a brief description of the individual, firm or organization, including qualifications, references, experience and ability to fulfill the scope of work described in this Request for Proposal (RFP).
- Will include samples of past work.
- Will provide a signed copy of the Proposal Form (Appendix I).



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- Will provide SPRA with the total cost to perform the work outlined in this Request for Proposals.
Total costs are to be itemized as follows:
 - Design/production costs
 - Costs of photography and images
 - Taxes
 - Hourly rate should the scope of work go beyond what has been outlined in this RFP

Forward two (2) copies of the Proposal to:
Saskatchewan Parks and Recreation Association (SPRA)
Attention: Lori Ross, Consultant - Communications
#100 – 1445 Park Street
Regina SK S4N 4C5

Email: lross@spra.sk.ca
Phone: (306) 780-9370

Submissions must be received at the SPRA office by May 21, 2018.

SPRA reserves the right to cancel this Request for Proposals for any reason, without any liability to any Agency or to waive irregularities at its own discretion. The lowest priced proposal may not necessarily be accepted.

Proposals shall be irrevocable until SPRA awards this Contract, cancels this Request for Proposals or a period of 90 days has elapsed since the deadline for submission.

All prices are to be in Canadian Funds.

Note: The successful applicant may be considered for ongoing graphic design work with SPRA, depending on the outcome and compatibility demonstrated in the completion of this project.

Appendix I – Proposal Form

We _____
(Company name)

of _____
(Business address)

having examined the requirements of this RFP, hereby offer to enter into a contract to perform all the work outlined for a fixed price of _____ dollars (\$ _____) in Canadian Funds, which price includes all applicable taxes and disbursements. Itemized as follows:

\$_____ Design/production costs

\$_____ Photography and image costs

\$_____ Other. Please specify: _____

\$_____ Taxes

Please indicate the hourly rate for additional work above and beyond the scope of the RFP.

\$_____ Hourly rate

Signature

Name

Position

Date

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