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Request for Proposal

Chenango County Relocation & Community Guide

January 13, 2021

Issued by: Commerce Chenango
Representative: Audrey Robinson
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607.334.1429

Commerce Chenango is updating our Chenango County Relocation & Community Guide. We are accepting proposals for a qualified candidate to help create and design this publication. Our goals for the guide is to:

- Expand our information to local residents and visitors
- Increase awareness of our organization
- Present a professional, modern image

The objective of this request for proposal is to find a graphic artist that will provide the best overall value and results for our organization. We hope to have both an on-line version as well as a print version of the book ready for distribution by May 1, 2021.

Organizational background and project history:

Organized in 1959, the Chamber has worked in partnership with community and business leaders for more than 62 years. In 2007, consolidation of tourism, economic development and Chamber operation was achieved under the Commerce Chenango name.

The Chenango County Relocation and Community Guide is a publication of Commerce Chenango and is distributed as a quality of life piece and resource for those looking to relocate here or visit Chenango County.

Project requirements:

The successful candidate will be responsible for edit, design, and layout of the publication for both print and on-line with the approval of Commerce Chenango. You will provide a color mock-up of the pages where changes and corrections can be made prior to printing, as well as the final ready-to-print proof. The proposal should include proofs and any other materials you feel necessary to complete the job.

Potential advertisers will be asked to provide their ad in a format specified by the candidate awarded the project. i.e. Illustrator, InDesign, Photoshop, etc. You may create ads if asked by the organization; however, you will invoice them direct.

Note: You will **not** be responsible for content, photos, or securing advertising.

Print specifications:

Text pages: 24+ pgs.

Size: 24 pages plus cover – 8.5” x 11”

Color: 4C process 2/S

Cover: 4pg. self-cover

Potential Candidate should include:

- Pricing
 - Note the fixed price for the project with an itemized price listing. Also, note the number of hours you expect the project to take. (Not including the time spent on any ad creation that you will invoice direct to the advertiser you are creating the ad for.)
- References (if you are not a current vendor of Commerce Chenango)
 - Include name, contact details, and samples from three previous clients.
 - Any terms and conditions for working with you

Proposal selection criteria:

Commerce Chenango reserves the right to award the contract to the candidate that represents the best value as determined by Commerce Chenango.

You will agree to join the Chamber for the term(s) of at least one-year (if not already a member).

Potential timeline:

- Request for proposal issuance: 01/13/21
- Deadline for proposal submission: 02/01/21 by 5:00 p.m.
- Selection of vendor: 02/05/21
- Ad sales begins: 02/08/21 and ends 03/05/21
- Content, photos & ads due to vendor for project: 03/19/21
- Project to printer: Estimated week 04/19/21

Qualified and interested parties are asked to respond to this request for proposal **by the close of business (5:00 p.m.) on Monday, February 1, 2021**. Send proposals via email (arobinson@chenangony.org) or by mail to Audrey Robinson, Director of Communications, Commerce Chenango, 15 South Broad Street, Norwich, NY 13815.

The winning candidate will be notified by Friday, February 5, 2021.

To see the previous version of the Guide, or download a copy of the RFP, visit our website page at <https://commercechenango.com/about-chenango-county/>

Questions may be directed to Audrey Robinson, Communications Director, at 607.334.1429.