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Answers to Questions about City of Burien Graphic Design Services RFP

Updated December 28, 2018.

- 1. Are out of state vendors eligible to apply for this RFP?**
Yes
- 2. Will face to face meetings be required or other forms of virtual meetings are acceptable?**
Virtual meetings are acceptable.
- 3. Is there a budget allocated for Recreation Guide? If so please state what it is.** Yes, there is a budget of \$17,000 per year for recreation guide *design* and miscellaneous design services.
- 4. Who is the incumbent?**
Creative Fuel Studios
- 5. What hourly rate was the incumbent paid for other additional services?**
\$65 per hour
- 6. What was the incumbent paid for the design services of Recreation Guide in the past?**
Our budget has changed for 2019 and 2020. Creative Fuel Studios was paid \$7,150 for four issues. The new annual design budget for the recreation guide is \$10,000.
- 7. Is there a goal for small and disadvantaged businesses in the TFP? Does the City require/consider MWB certifications issued through OMWBE?**
We don't require MWB certification though we encourage minority and women-owned businesses to apply.
- 8. What is an hourly Graphic Designer pay rate/range you have paid previously, or are willing to spend?** The previous graphic designer was paid \$65 per hour. We are willing to explore other pay rates.
- 9. Regarding the newsletter, is every issue a full redesign? Or is this more of an updating and evolving sort of a document, when it comes to look and feel?** There is an existing template that we expect won't need to change much. It's more of an updating of a template document.
- 10. Do foresee any required in-house meetings/work sessions over the course of these projects? Can you estimate how many?** There will need to be 1 or 2 initial meetings to discuss projects and communication and workflow, but those could be virtual meetings.
- 11. I would like to submit samples of a project campaign which consists of multiple pieces. Can we consider one "project" as one sample, or do we need to strictly limit to one piece?** You can submit as many pieces as you like.
- 12. Will the new designer take over the project and be expected to continue with the same design? Or are new design concepts expected for the Recreation Guide?** We would be open to new design concepts, but it's not required.
- 13. Will the designer have access to copies of the native Indesign files to work with from the previous guides?** Yes.

