

## Request for Quotations

### Project Description

DRC-NH is issuing a request for quotations (RFQ) to identify 1) a Graphic Designer to conduct a one-time redesign of, and continued layout for, the RAP Sheet and 2) an Editor to assist with the development of each issue of the RAP Sheet.

- Note: The responsibilities of Graphic Designer and Editor can be combined for someone with both skill sets.

The RAP Sheet is a 16-page print magazine published 3-4 times per year on disability issues in NH. It has approximately 2,000 print subscribers and 1,000 email subscribers. Each issue is also shared on a dedicated webpage (<https://drcnh.org/get-involved/the-rap-sheet/>) and via social media.

It is a joint publication of DRC–NH, the [NH Council on Developmental Disabilities](#) (NHCDD) and [University of New Hampshire's Institute on Disability](#) (IOD). Each issue of the RAP Sheet has a theme highlighting an aspect of disability (e.g. disability and employment, disability and the criminal justice system, disability and education) and includes several stories written by people with disabilities and family members about their personal experiences with the issue theme. Additional articles are a mix of research, policy, and technical assistance written by staff from the publisher agencies and other issue area experts.

### Project Details

The RAP Sheet publishing team is seeking:

1. A Graphic Designer/Graphic Design Firm to:
  - Update and modernize the RAP Sheet's current template (design and layout) for print and web. The new design will be full color. It must be clean, intuitive, user-friendly, uncluttered, and accessible. It should communicate authority and experience both in print and on-line (website, social media platforms).
    - Must have a working knowledge of communications accessibility standards and practices including creating digitally accessible documents for users of diverse abilities (e.g. accessible pdfs, alt text) and a general understanding of web accessibility guidelines
    - The new design must follow best practices for accessibility of printed materials. One guideline is available at <https://www.cms.gov/Outreach-and-Education/Outreach/WrittenMaterialsToolkit/Downloads/ToolkitPart05Chapter03.pdf>.
    - The print template must utilize Adobe InDesign or professional software to create a printer-ready template.

- Sample of current print version: <https://drcnh.org/wp-content/uploads/2019/04/Spring-2019-RAP-Sheet-FINAL.pdf>
- Assist in updating the RAP Sheet webpage (Created in Wordpress) to reflect the redesign. Sample of current on-line version: <https://drcnh.org/rap-sheet/spring-2019-advocacy-for-everyone/>
- Estimated Time Commitment: 40 hours
- Use the new template to layout each issue and create a print ready PDF of the publication (2-3 times a year). Work with the editor on any needed edits or revisions.
  - Estimated Time Commitment: 10-15 hours per issue, 2-3 issues per year

2. An Editor to:

- Assist with the creation of each issue including:
  - Scheduling and facilitating a meeting to identify the theme for the issue and assign articles
  - Recording and typing meeting notes. Distributing notes to editorial team.
  - Following up with IOD, DRC-NH and NHCDD staff regarding article assignments and photographs.
  - Editing of articles, including the use people first language and readability
  - Coordinating approval of edits with authors/editorial staff
  - Working with the designer on the layout of each issue
  - Coordinating editorial review, final approval, and distribution of each issue
  - Estimated Time Commitment: 40-55 hours per issue (2-3 issues per year).

### **Accessibility Statement**

DRC-NH, IOD, and NHDDC are state-wide leaders in disability rights. Only responses that demonstrate a plan for ensuring that the print pdf version of the RAP Sheet is accessible and ADA compliant will be considered.

### **Contract Terms**

The selected contractor (s) will be paid a negotiated hourly rate, based on actual hours on this project not to exceed 50 hours for the redesign, 20 hours for the layout per issue and 60 hours for the editing per issue. If the contractor believes that his or her time will exceed this, the contractor must notify Disability Rights Center -NH and receive approval to bill additional hours.

The contractor is responsible for providing all labor, tools, computer program, other equipment and materials to perform the services.

The contractor(s) will be reimbursed for actual in-state travel expenses at a rate of \$0.51/mile.

## **RFQ Requirements**

To respond to this RFQ, send the following to [rapsheet@drcnh.org](mailto:rapsheet@drcnh.org):

- Identification of which role(s) you are interested in (Designer and/or Editor)
- Hourly rate
- Qualifications and work samples
- Three client references: Name, Title, Company, Address, Contact Info and Project worked on together

**Deadline for Responses: August 15, 2019**

## **Contact**

For questions, please email [rapsheet@drcnh.org](mailto:rapsheet@drcnh.org).

People with disabilities are encouraged to respond.