

REQUEST FOR QUALIFICATIONS (RFQ) - Graphic Design Services

Deschutes County is soliciting statements of qualifications until 4 p.m., on Tuesday, September 6 for an individual or firm to provide graphic design services. Work may include design projects that support print and digital campaigns intended to promote County services and programs.

SUBMITALS

Contractors are invited to submit their Statement of Qualifications (SOQ) at their own cost. Deschutes County assumes no obligation of any kind for expenses incurred by any respondent to this solicitation. A SOQ in response to this RFQ must include all of the following:

1) A description of contractor qualifications as they relate to the primary responsibilities and desired skills and qualifications as described above. This may include:

- Applicable education, training or experience
- Description of current or past work performed
- Work samples
- Dates work was performed
- Client or employer's name and contact information

2) Proposed hourly rate.

3) References: Name and contact information for at least three references.

Please email SOQ responses to Whitney Hale, Deschutes County Administration, (whitney.hale@deschutes.org) by 4 p.m. on Tuesday, September 6.

SUBMITTALS EVALUATION AND SELECTION CRITERIA

Contractors will be selected for interviews based on their SOQ as provided in Submittals, above. Deschutes County intends to select the preferred contractor based on the SOQ and information provided through the interview process. The County intends to negotiate a contract with the selected contractor. If the County cannot negotiate a contract to the satisfaction of the County and the contractor the County intends to negotiate with the next highest candidate, until a selection is made or the contract process is revisited. Deschutes County reserves the right to seek additional proposals beyond the final submission date, if, in Deschutes County's sole discretion, the proposals received do not meet with the approval of Deschutes County.

CONTRACT AND PERIOD OF SERVICE

A standard Deschutes County Services Contract (example available upon request) is expected to be awarded once a contractor is selected. A contract awarded as a result of this RFQ will be for a period of two years and is intended to begin by November 1. Should a new contract be awarded for subsequent years, the County reserves the right to award a new contract with the selected contractor for this service without the need for further competitive procurement, subject to the availability of sufficient funds and satisfactory performance by the contractor.

NOTE: All proposals submitted in response to this RFQ shall become the property of Deschutes County and may be utilized in any manner and for any purpose by Deschutes County. Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws. If you intend to submit any information with your proposal which you believe is confidential, proprietary or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure." Where authorized by law, and at its sole discretion, Deschutes County will endeavor to resist disclosure of properly identified portions of the proposals.