



Request for Proposal

Services – IAP2 Publications

Annual Report and Core Values Awards Showcase

1.0 INTRODUCTION

The International Association for Public Participation (IAP2 International Federation) is seeking a contractor to manage the content development, design and production of two publications: 2018 Annual Report and Core Values Awards Showcase. This Request for Proposal is to seek bids to undertake this work under contract to IAP2.

IAP2 is an international association of members who seek to promote and improve the practice of public participation / public engagement in relation to individuals, governments, institutions, and other entities that affect the public interest in nations throughout the world. Our mission is to advance and extend the practice of public participation through professional development, certification, standards of practice, core values, advocacy and key initiatives with strategic partners around the world.

Respondents to this Request for Proposals (RFP) should have experience in marketing and/or public relations communications, designing and creating high-quality reports, with visual appeal and information graphics, for businesses and educational or other not-for-profit institutions.

Each publication is to be prepared as a printable booklet in PDF format suitable for users to view online or download for printing (8.5 x 11 and A4). Publications are produced in English. Actual printing and binding of the report is not a part of this project's scope of work.

The completed files must be delivered to IAP2 for final inspection and acceptance no later than:

- 2018 Annual Report – April 30, 2019
- Core Values Awards Showcase – October 15, 2019

Samples of previous years publications are available at iap2.org.

- [Annual Reports](#)
- [Core Values Awards Showcase](#)

2.0 PROJECT SCOPE

IAP2 invites proposals to manage the content development, design and production of its publications in 2019.

This work has three key elements:

2.1 Content Development – Gathering content from IAP2 national affiliates and international, copywriting, editing, image selection, organizing content and ensuring key information is presented.

2.2 Design - Publication design must be professional and easy to read, and design elements should have visual appeal, apply accessibility principles and flow throughout the document.

2.3 Production – Each publication is produced as a “printable booklet” PDF file, downloadable from the IAP2 website, with active hyperlinks.

3.0 PROPOSAL FORMAT

The bidder’s proposal will be limited to 2-3 pages (single sided); font size no smaller than 12 points on 8.5 x 11 (or A4) size paper and submitted electronically.

- Company Profile – include documentation to support organizational stability, relevant staff and related biographies, details providing area of expertise and relevant accomplishments
- Previous Experience (relevant to this project) – Provide a list of previous comparable projects with similar scope and related project goals and outcomes achieved. List any associated challenges.
- Graphics Samples – Include at least 3 samples of previous publication work in your proposal.
- Financial Information – All quotes must be provided in US Dollars and must include a budget, timeline and list of deliverables. The bid must not exceed \$5,000USD
- References – Contact names, phone numbers and email addresses for references that can provide information relevant to bidder’s experience on related types of work undertaken in the last three years.
- Conflict of Interest – All bidders will be required to declare any conflict of interest with the organization.

4.0 PROPOSAL SUBMISSION

Proposals must be submitted via email to Ellen Ernst at operations@iap2.org by 5:00PM Pacific Time (US/Canada), Monday, April 1

The bidder shall bear all costs for preparing the proposal.

5.0 TERM OF CONTRACT

It is expected this contract will begin immediately following awarding and completion is expected by October 31, 2019.

6.0 SUMMARY OF DATES*

Request for Proposal released – March 23, 2019

Proposal submission deadline – Monday, April 1, 2019 at 5:00PM Pacific Time (US/Canada)

Notification of successful bidder – April 3, 2019, by email with a contract for signing and return to operations@iap2.org within 48 hours

Start date of contract – Immediate upon contract

*IAP2 reserves the right to modify the schedule at any time

7.0 Mandatory Requirements

The proposal must be received electronically by the closing date or will be disqualified from consideration. A confirmation will be provided.

The proposal must be signed by a person authorized to sign on behalf of the bidder.

The bid must not exceed \$5,000USD with all costs included

8.0 Essential Criteria

Criteria	Weight
Demonstrated technical ability and experience to provide the required services in consideration of the complexity of IAP2's audience	25%
Samples of previous work supporting publication design and production	25%
Experience and understanding in designing for an international audience	25%
Value for money and capacity to deliver on time	25%