

Request for Proposals

COMMUNICATIONS SPECIALIST CONTRACTOR

Organizations Requesting the Services

The Manitoba HIV Collective Impact Research-Evaluation-Action Network, administered through Nine Circles Community Health Centre, is partnering with the Manitoba HIV Program to solicit proposals for a qualified contractor. These two entities are the Partners requesting this service.

Location

Winnipeg

Duration

November 1, 2017 - March 31, 2018 with possibility of contract renewal for 2018 - 2019

Professional Fee

Not to exceed \$14,000 including GST/PST including expenses

Services Requested Summary

The Manitoba HIV Program and the MB HIV Collective Impact Research-Evaluation-Action Network (administered through Nine Circles Community Health Centre) are seeking proposals from professional graphics and communication consultants to provide contractual services.

The services provided include:

- Communications expertise to provide services and guidance to the Partners to:
 - Develop a communication strategy (internal & external) for each Partner
 - Increase brand identity and increase the level and quality of effective communications
 - Planning of web pages for each Partner
- Graphic design expertise to develop professional, high quality design and layout templates for such publications such as (but not limited to):
 - Infographics, post cards, reports, briefing papers, pull up banners, posters, flyers, and guidelines

Bidder Qualifications

- Demonstrated training and expertise in communications and graphic design
- Ability to work in a timely manner and deliver products in line with agreed timeframes, ensuring strong communication with the Partner project team
- Knowledge of the health-community-social sector is an asset
- Fluent in English Application process
- Ability to meet client in Winnipeg for face to face meetings

Bidder Requirements for Submission

Bidders are to include the following information:

- Firm background and related projects
- Approach to the required work
- Ability to provide 3-5 samples of work
- Rates for required work
- Three references

How to Apply

Interested bidders will electronically forward their submission to (not to exceed 20MB):

Email: humanresources@ninecircles.ca

Website links to work samples will also be accepted.

Mention "Communications RFP" in the subject line of your email application.

Deadline for application: Friday, October 13, 2017 by 4:00 p.m.

Nine Circles thanks all bidders for their interest, however only those selected for further consideration will be contacted.