Q. The RFP states you are seeking in-house, non-brokered design service and we are unclear what that definition means. Are you seeking a designer who will work at your facility, or will you accept responses from graphic design firms (such as us) who would perform the design services from our offices and coordinate production with outside printers?

A. By in-house, we mean that the designer should be a member of the firm that we choose. We want to work directly with the designer that is employed by the firms that are chosen.

Q. On scope of services, we understand the kinds of materials you need developed (marketing collateral, invitations and direct mail, event materials, etc.). Can you also give us a sense of annual volume, i.e., numbers of brochures or events you typically need materials for?

A. No

Q. Whether companies from Outside USA can apply for this? (From India or Canada)

A. No

Q. Whether we need to come over there for meetings?

A. Yes

Q. Can we perform the tasks outside USA? (From India or Canada)

A. No

Q. You specified a maximum of $100,000 budget for this project. Are direct cost (i.e., printing) handled separately by the college and out of a different budget? The RFP specifies that the agency would be responsible for delivery or upload of final artwork to the printers, but I wanted to clarify that the actual direct costs are outside of this budget.

A. Printing is a separate budget line this is only for the Graphic Design.

Q. A few places in the RFP you request a specified location. Our company has a few East Coast clients and one large project in PA; however, we are based in Wisconsin. Are you open to work with out of state vendors for your graphic design needs? We are in PA on a monthly basis and could easily accommodate onsite meetings.

A. Yes

Q. Is there a preference on proving our rates by hour or by project?

A. Please list how you normally do this.
Q. Is Montgomery County Community College currently working with an outside vendor for your graphic needs or are they being handled internally at this time? If so, could you provide the name of the vendor you are currently working with and the length of contract?

A. The college currently outsources most of its design work; however, no contracts are in place.

Q. For the RFP for Graphic Design Services can you please provide me with an estimate on the number of anticipated design jobs / types? Or the total design jobs commissioned for the past year? Prior to bidding, I would like to ensure that we have an appropriate number of personnel to handle the design work.

A. We don't have an estimate of jobs since this isn't exclusive to one designer. It would depend on the skill set of each designer that we look at and approve. Jobs could be spread over several designers – this is not an exclusive contract.

Q. Does the scope of work include creative/marketing strategy for each executed piece or only design execution of provided creative strategy?

A. Usually it is the execution of the provided creative design; however, sometimes creative input would be needed.

Q. Is copy supplied or would Lorel write copy base on specific copy points provided by Montgomery County Community College?

A. Copy is usually supplied; however, there are times when it would not be.

Q. Is there an image database or does stock photography need to be utilized?

A. Usually we provide images; however, there may be exceptions depending on the project.

Q. Is the incumbent invited to respond to this RFP?

A. They all are invited.