

**REQUEST FOR PROPOSAL FOR A  
GRAPHIC DESIGNER**

**FOR THE PERIOD: 6/13/22-7/11/22**

**DEADLINE: 5/31/22**

INQUIRIES AND PROPOSALS SHOULD BE DIRECTED TO:

Submit inquiries & proposals via email to: [ToKeeSkuySooNey-wo-chek@yuroktribe.nsn.us](mailto:ToKeeSkuySooNey-wo-chek@yuroktribe.nsn.us)

**Via Mail (proposals) or phone (for inquiries):**

**Kendall Allen-Guyer  
MMIW Project Manager  
Yurok Tribal Court  
PO Box 1027  
Klamath, CA 95548  
Cell: (707) 458-5483  
Fax: (707) 482-0105**

## I. GENERAL INFORMATION

- a. **Purpose.** This request for proposal (RFP) is to contract for graphic design services to produce aesthetically pleasing images and formatting to accompany the To' Kee Skuy' Soo Ney-wo-chek' project's current and final written year three report.

b. **Who May Respond?**

**Graphic Designer**

Brief Description: Seeking individuals have performed illustration, computer graphics, and design for a minimum of (2) years. Possess the qualifications for design, layout, editing, copy writing, photo manipulation, illustration, information graphic production, conceptualization, photography, and production realization. Must possess the hardware and software to complete the requested services detailed herein both adequately and timely. At minimum, a bachelor's degree is required.

Tasks:

- Ability to convert our year three report for the To' Kee Skuy' Soo Ney-wo-chek' Project containing some 100-200 word document pages, into a finalized graphic product.
- Ability to conceptualize our year three report and carry that vision forward to its completion. This will include meeting with our MMIW Staff and Research Team and being involved in discussions about the finalized report.
- Ability to provide or develop graphic production to include design and realization of charts, illustrations, art elements, and design layouts that correlate to the provided digital art cover page.
- Ability to work with Sharepoint and other Microsoft Office programs proficiently.
- Ability to be well-versed about Yurok country and the surrounding area of Northern California.

Submission Requirements:

- Need to include previous product samples with application materials: 2-3 hard copies or web addresses.
- Time Commitment of roughly 15-25 hours per week, no benefits; would be considered an Independent Contractor
- Provide bid with a proposed hourly rate and expected hours believed necessary for the project's completion.

c. **Instructions on Proposal Submissions.**

- i. **Closing Submission Date.** Proposals must be submitted **no later than 5pm on May 31, 2022.**
- ii. **Inquiries.** Inquiries concerning this RFP should be mailed to (email is preferred):

Kendall Allen-Guyer

MMIW Project Manager  
Yurok Tribal Court  
PO Box 1027  
Klamath, CA 95548  
Cell: (707) 458-5483  
Fax: (707) 482-0105  
Or emailed to: [ToKeeSkuySooNey-wo-chek@yuroktribe.nsn.us](mailto:ToKeeSkuySooNey-wo-chek@yuroktribe.nsn.us)

- iii. **Conditions of Proposal.** All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the Offeror and will not be reimbursed by the To' Kee Skuy' Soo Ney-wo-chek', herein referred to as the Program.
- iv. **Instructions to Prospective Contractors.** Your proposal should be addressed to:
  - Kendall Allen-Guyer
  - MMIW Project Manager Yurok Tribal Court
  - PO Box 1027
  - Klamath, CA 95548

It is important that the Offeror's proposal submitted and identified with the following information:

Request for Graphic Designer

It is the responsibility of the Offeror to ensure that the RFP is received by the Program, by the date and time specified above. Late RFPs will not be considered.

- v. **Right to Reject.** The Program reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal(s) will be drafted based upon the factors described in this RFP.
- vi. **Small and/or Minority-Owned Businesses.** Efforts will be made by the Program to utilize small businesses, women and/or minority owned businesses. Offeror qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 C.F.R. § 121.201).
- vii. **Yurok Tribal Enforcement Rights Ordinance (TERO).** This RFP shall be governed by the Tribe's TERO including providing Indian Preference to Qualified Indian Offerors and Indian Firms. The TERO can be found at the following link:  
  
[Title 5 Div. I Employment Rights Office \(TERO\) | Yurok Tribal Code](#)
- viii. **Notification of Award.** It is expected that a decision selecting the successful Candidate(s) will be made within one week of the closing date for the receipt

of proposals. It is expected that the contract shall end in July 2022 with the possible opportunity for renewal.

- ix. **Description of Entity.** The Program is a tribal agency of the Yurok Tribe located in Humboldt and Del Norte Counties in California. The main administrative office is located in Klamath with satellite offices in Eureka and Weitchpec. The Program has two dedicated staff members including a Program Manager and Paralegal.

**II. SCOPE OF SERVICES.** The Offeror shall be available to perform the tasks described above in Section I(b), as needed. The Offeror shall be prepared to submit detailed billing statements for all services billed at an hourly rate, if any, broken down into time increments of no less than a quarter hour. Offeror shall also include summaries of work performed and time spent on services performed, as discussed below.

**III. PROPOSAL CONTENTS.** The Offeror, in its proposal, shall submit the attached Bid Form, include the following:

- a. **Experience.** The Offeror should describe their experience including the length and depth of their qualifications for design, layout, editing, copy writing, photo manipulation, illustration, information graphic production, conceptualization, photography, and production realization. Include, if any, personal knowledge, familiarity with the subject matter as it relates to the Program.
- b. **Availability.** Graphic Designer should expect to commit between 15-25 hours per week.
- c. **Price.** The Offeror's proposed price should include information on their hourly billing rate.

#### **IV. PROPOSAL EVALUATION**

- a. **Submission of Proposals.** All proposals shall include the proposal and information required as well as the writing samples referenced above in Section I(b).
- b. **Evaluation Procedures and Criteria.** The Supervising Staff Attorney and appropriate To' Kee Skuy' Soo Ney-wo-chek' staff will review proposals and make recommendations to the Yurok Tribal Council and other Tribal Departments for approval. The Supervising Staff Attorney and/or Program Manager may request a meeting with some qualified Offerors prior to final selection. Proposals will be reviewed in accordance with the following criteria:
  - i. Level of knowledge of the individual(s) identified to work on this matter;
  - ii. Availability; and
  - iii. Cost.