

Q&A's for RFP Graphic Design and Illustration for Library Conservation Kids  
7/17/2018

Q1. Where will you be placing illustrations? Brochures? Posters?

A1. The illustrations will be used in packets to be included in the library and conservation kits. In addition, one trifold for marketing purposes is requested. We would like to use the illustrations and graphics (or parts of them) in as many materials as possible, e.g. posters.

Q2. How many do you need?

A2. Stated in RFP

Q3. Will you be needing designs in English and Spanish?

A3. We want to use the same designs for English and Spanish, and would like to ability to edit or make small modifications all materials after delivery.

Q4. Do you have a budget for this project?

A4. Stated in RFP

Q5. We are New York based - is that OK?

A5. Yes.

Q6. Can companies from Outside USA can apply for this? (like,from India or Canada)

A6. Yes.

Q7. Do we need to come over there for meetings?

A7. A face-to-face kick-off meeting is preferable, but remote meetings are possible.

Q8. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A8. Please see sections 4.E.; 6.B.; 10. Insurance; 13.D.; 14. Assignments/Subcontracting

Q9. Can we submit the proposals via email?

A9. Yes. Stated in RFP

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Q10. Do you have any illustration style samples you like? any requirement for the style? Like minimal line style? abstract vivid style? more normal style? etc. If so better to send to me to have a look so I can know what style you want exactly.

A10. We do not have any samples or style requirements other than those listed in the RFP (e.g. suitable ages, easy to translate).

Q11. So basically you want the whole illustration no more than 20 right? Just a confirm.

A11. That is correct.

Q12. Do you have any size requirement for each illustration?

A12. Each illustration should be able to be viewed as 4.25x5.5 inches as the smallest resolution. Depending on the delivered product, we could make some illustrations poster-sized.

Q13. What's the next step you need from me? Send my work samples and rates proposal and introduce my approach after this email?

A13. Please see the RFP for proposal requirements.