



Request for Proposals

Strategic Communications Services: Professional Document Design and Finishing

RFP Release Date: January 23rd, 2023
Proposal Due Date: January 30th, 2023 (12pm NST)

Objective:

The objective of this competitive process is to award one strategic communications contract for the design and finishing of one technical document.

Overview and Scope of Work

econext is currently accepting quotes for the professional design and finishing services for a 30-page technical document.

Deliverables and Timing

Task #1: The review and editing of text to ensure effective communications and messaging is being achieved.

Task #2: The formatting and design of the document, including graphs and charts, in a professional format and presentation.

It is anticipated the project will commence on February 1st, 2023 and conclude February 8th, 2023. Tasks #1 and #2 must be pursued concurrently.

The contractor must be able to complete the document within one (1) week of receiving document.

The payment schedule will be negotiated with the successful proponent.

Evaluation Criteria

Submissions will be evaluated according to the following criteria:

- Knowledge and experience in relation to the work: demonstrated ability to meet expectations based on completion of similar projects and/or quality of previous works
- Understanding of the scope and objectives of the project: demonstrated comprehension of/adherence to the RFP
- Proposed approach/workplan and schedule
- Knowledge of and experience working with or within Newfoundland and Labrador's energy industry and/or ocean industries.
- Price - value of work proposed versus identified costs

Proposal Submissions

The contracting organization for this RFP is econext. A single electronic document is sufficient. The proposal should be no longer than two (2) pages, and be concisely worded with clearly described objectives, methods, timelines, and outcomes. The proposal must acknowledge and fully accept the terms and conditions as laid out in this RFP.

The proposal should feature appendices, including (1) a brief description of the respondent's company and its relevant experience with similar projects, and (2) a description of the relevant work experience of the staff assigned to this project.

Price is just one of the criteria that will be used in the evaluation of received proposals. Submissions should include detailed budgets that align with the proposed methodology, project components, and timelines.

The electronic copy of submissions should be in DOC and/or PDF format, and sent to Kieran Hanley, *econext's* CEO, via email at kieran@econext.ca no later than **January 30th, 2023 at 12pm NST**. Questions from interested applicants can be directed to the same address

Terms and Conditions

- All proposals received will be considered strictly confidential;
- The lowest cost, or any proposal, will not necessarily be accepted;
- Proposed costs must be represented in Canadian dollars;
- No payment will be made for the preparation and submission of proposals for this project;
- No fee will be made on the cost of work incurred to remedy errors or omissions for which the consultant is responsible; and
- econext reserves the right to meet with all, or any, of the applicants during the proposal evaluation stage to clarify information in the submissions and seek additional detail which may be used in the evaluation.