



greater victoria
coalition to end
homelessness
hope has found a home

Issue Date: October 12, 2017

Request for Quote: Aboriginal Coalition to End Homelessness Promotional Booklet

PROJECT DESCRIPTION

The Greater Victoria Coalition to End Homelessness (the Coalition) requests a quote to develop and design a promotional booklet for the Aboriginal Coalition to End Homelessness. This booklet will outline the purpose, mission and vision of the organization, as well as its geographic range, ongoing activities, estimated operational budget and letters of endorsement/support.

The target audience of this booklet are elected officials (federal, provincial, regional, and Indigenous), funding organizations, Indigenous communities and organizations, as well as non-elected government officials.

The design must be simple and clean, professional looking, and demonstrate the Indigenous focus of the organization without being tokenistic or culturally insensitive.

Quotes will be received by email until end of day Wednesday, October 18, 2017.

The successful proponent will be notified no later than end of day Friday, October 20, 2017.

QUOTES ARE TO BE SENT TO:

Fran Hunt-Jinnouchi, Executive Director
Aboriginal Coalition to End Homelessness
franhj16@hotmail.com

Shannon Whissell
Manager, Community Development
Greater Victoria Coalition to End Homelessness
SWhissell@victoriahomelessness.ca

Questions and clarifications should be addressed to Fran Hunt-Jinnouchi and Shannon Whissell by email.

ABOUT THE ABORIGINAL COALITION

The Aboriginal Coalition to End Homelessness (ACEH) works collaboratively with the Greater Victoria Coalition to End Homelessness to create a culturally-specific approach to Aboriginal (First Nations, Inuit, and Métis) homelessness on the traditional Coast Salish, Nuu-chah-nulth and Kwakwaka'wakw territories.

The ACEH activities are symbolized as four posts of the Big House and are the foundation of activities including:

- Housing and Shelter
- Governance, Policy and Resources
- Community-Building
- Support Service

ACEH is a Vancouver Island-wide coalition that creates a space for the voices of Aboriginal community members who are experiencing homelessness. We are committed to ending Aboriginal homelessness on our traditional territories.

PROMOTIONAL BOOKLET

The promotional booklet is to be used by the ACEH as a handout at meetings with elected officials and at presentations to regional districts, funders, Indigenous communities and organizations, and other relevant audiences. The purpose is to generate interest in the value-add of the ACEH and solicit long-term core organizational funding.

The booklet should clearly demonstrate the strengths, accomplishments and ongoing requirements of the ACEH as well as detail the specific needs of Indigenous Peoples. The ACEH will provide all written content in the form of a Word document – this content will be mostly finalized when it is received.

Fran Hunt-Jinnouchi will be the primary point of contact for content and will be responsible for providing written submissions and key visual components. The successful proponent will be responsible for overall appearance of the document, layout and printing of 50 copies.

SUBMISSION REQUIREMENTS

In order to be eligible for this quote, please provide:

- A maximum of three concepts for review.
- A quote or cost range on designing a booklet of between 6 – 16 pages.
- A cost quote for printing a total of fifty (50) copies.
- Detailed timelines, allowing for multiple ACEH review and approvals.

DEADLINE

The final printed copies are required to be delivered no later than: **November 10, 2017**

Printed copies are to be delivered addressed to:

ATTN: Shannon Whissell
Greater Victoria Coalition to End Homelessness
1125 Pembroke St. Victoria BC
V8T 1J3
(778) 977-3494

TERMS AND CONDITIONS

- Progress payments will be made on invoiced work.
- The Coalition is not bound to accept any of the quotes received as a result of this RFQ.
- Proponents may be asked after the submission date to modify certain components of their initial quote, or to add in additional services not originally outlined, subject to the agreement of all parties, including the ACEH, GVCEH and the proponent.
- All costs of a proponent in the preparation and submission of the quote, and any additional costs incurred in responding to requests for further information during the evaluation process, shall be at the sole expense of the proponent.
- Proponents who are short-listed may be required to attend a presentation and interview for clarification and exploration.
- The final working files will be provided to the Coalition on a thumb drive upon completion of the booklet.

CONFIDENTIALITY OF INFORMATION

- Information pertaining to this quote or any information obtained by the proponent as a result of participation in this project is confidential and must not be disclosed without written authorization from the Greater Victoria Coalition to End Homelessness.

OWNERSHIP OF MATERIALS AND RESULTS

- The ACEH has full authorization to distribute, use, reference or post the promotional booklet or any elements contained within in any way related to the fulfillment of the society's purpose.
- Other than permitted use by the ACEH, the promotion booklet and any elements contained within are the sole property of the Greater Victoria Coalition to End Homelessness, and may not be shared, sold or disclosed without the written authorization of the Coalition.