



Request for Proposals: Annual Report Content and Design Consultant

Introduction

The St. Louis County Children's Service Fund's mission is "To improve the lives of children, youth, and families in St. Louis County by strategically investing in the creation and maintenance of an integrated system of care that delivers effective and quality mental health and substance abuse services."

As a fund fueled by tax revenue, the Children's Service Fund values accountability and transparency. Every year, the Children's Service Fund creates an Annual Report to show taxpayers and partner agencies goals that have been accomplished as well as allocation trends.

Overview

The St. Louis County Children's Service Fund (CSF) is requesting proposals from qualified organizations to design content and layout of the organization's Annual Report.

The deadline for submitting the proposal is **March 11, 2016 at 4pm**. The Annual Report must be completed by **April 15, 2016**. CSF expects an award to be made within one week of the submission deadline.

Questions and proposals should be e-mailed to Melissa Jamieson, Director of Operations, at mjamieson@stlouisco.com, 222 South Meramec, Suite 202, Clayton, MO, 63105, 314-615-5863.

CSF is seeking a vendor that will be able to start work as soon as the contract has been executed. The chosen contractor will be expected to perform all services on behalf of and to the satisfaction of CSF. Each chosen contractor will be expected to designate at least one person as an account representative to serve as a liaison throughout the entire process and term of the contract.

Submission Requirements

At a minimum, the following six items must be included with each proposal:

- 1) Three references that demonstrate the vendor's prior experience in designing annual reports for governmental or not-for-profit agencies.
- 2) Resumes of team leader and key staff.
- 3) An overall detailed budget.
- 4) An overall project plan and suggested timeline.
- 5) A description of staff capacity to meet deadlines in a cost-effective manner.
- 6) An address, phone number, and e-mail contact address.

CSF will only evaluate submissions that include at least the six required items listed above. Budget estimates should also include an hourly rate basis for project components. The successful bidder must comply with all federal, state and local laws, ordinances and regulations applicable to the work being performed under the contract. The successful bidder will be required to comply with the provisions of the Health Insurance Portability and Accountability Act of 1996.

Scope of Service

- I. 20% Work with the Children's Service Fund staff to determine what data is available to be included in the Annual Report for 2015;
- II. 5% Design visual tools to illustrate data compiled;
- III. 75% Design annual report layout, including pictures and graphics. Final decision will be made by the CSF staff.