

City of Philadelphia, Office of Community Empowerment and Opportunity
Graphic Design RFP – 2019
Responses to Questions Received from Prospective Applicants

Date received	Question	Response
7/3/2019	Will you accept out of state proposals? Will [an out of state applicant] be able to obtain a license in the city of Philadelphia?	The contracting opportunity is open to in-state and out-of-state firms. Applicants are responsible for ensuring that they comply with all state and local regulations. For more information, visit https://business.phila.gov/do-business-with-the-city/ .
7/10/2019	<p>Re: Community Needs Assessment</p> <p>The RFP mentions that the staff would like a template and technical assistance for the Community Needs Assessment.</p> <p>(1) What kind of software is available to the staff? Does the template need to be in Word or can it be created in Adobe software?</p> <p>(2) Would CEO be open to a solution where the Contractor creates the entire document?</p>	<p>(1) CEO has the basic Microsoft suite and Adobe Acrobat Pro DC. Staff here at CEO are more familiar with Microsoft Word for in-house document production. However, if an easy-to-use template in Adobe can be created, we are open to using that application instead.</p> <p>(2) Yes. However, one of the reasons we are requesting a template is because we would like to be able to use it to format the 2016 Community Needs Assessment, which was completed in 2016 but never published on our website. We ideally would like to have a consistent look for the most recent past report and the current (2019) report.</p>
7/10/2019	<p>Re: Brand Collateral for CEO-sponsored Conference</p> <p>What type of email system will be used for the email announcements? (MailChimp, Hubspot, etc).</p>	We currently use Constant Contact.
7/10/2019	I have tried clicking on the link [provided in the earlier response] and I have read a lot of the website, but I cannot figure out how to get a license.	If you are having difficulty finding information about applying for a commercial activity license on the City of Philadelphia’s Business Services website, try using the link below. https://business.phila.gov/commercial-activity-license-city-of-philadelphia-tax-id/
7/10/2019	How will prospective applicants get the answers to questions posed by other proposers?	All answers to questions received by CEO will be posted on CEO’s website at the following link: http://www.sharedprosperityphila.org/ceo-is-seeking-graphic-design-services/

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7/15/2019	[Can] our agency can apply to this job? I'm asking because some companies only look for individual contractors.	This RFP is not limited to individual contractors. Graphic design firms or agencies are encouraged to apply.
7/15/2019	Do you have a specification on the location of the applying graphic design agency?	As we indicated in response to an earlier question, the contracting opportunity is open to in-state and out-of-state firms. Applicants are responsible for ensuring that they comply with all state and local regulations. For more information, visit https://business.phila.gov/do-business-with-the-city/ .