

# City of Beaverton

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## Request for Proposal

### Your City Newsletter Graphic Design Services

### Solicitation #3248-18B

**DATE & TIME PROPOSALS ARE DUE:**  
**July 21, 2017 at 2:00 PM**

**SUBMIT PROPOSAL BY EMAIL TO: Nicole Walters, Marketing  
Manager, [publicinformation@BeavertonOregon.gov](mailto:publicinformation@BeavertonOregon.gov)**

**A. INTRODUCTION**

The City of Beaverton is soliciting bids for graphic design services for *Your City*, the city's 16-page newsletter.

**B. BACKGROUND**

*Your City* newsletter is one of the city's primary communication tools with the community. The publication is mailed bimonthly to 65,000 households in Beaverton and posted on the city website. Content includes upcoming events, city priorities, news on development projects, etc.

Content and photos for each issue will be provided by city staff. The graphic designer will place content and work with staff to edit and finalize the design file, including providing print-ready PDFs. Printing and mailing is contracted to an outside firm and not part of the scope of this project.

The complete RFP can be downloaded at [www.BeavertonOregon.gov/bids](http://www.BeavertonOregon.gov/bids)

