



**FIRST PEOPLES'**  
CULTURAL COUNCIL

# REQUEST FOR QUALIFICATIONS

## Graphic Designer

September 20, 2022



## The Opportunity

The First Peoples' Cultural Council (FPCC) has provided funding, training and resources to B.C. First Nations communities to support First Nations languages, heritage, arts and cultures since 1990.

Our promotional and visual offerings have grown over the years. We currently have a brand guide, some graphic elements, colour palette and a distinctive identity, but we do not have an in-house graphic designer. We are developing a list of qualified graphic designers who can work with us on contract to support consistent and quality brand recognition to the people we serve. Services of the selected designers will be contracted on an as-needed basis based on availability and project requirements.

## The Scope

Below is a list of the types of work we do. We are interested in receiving portfolios from designers who have experience with some or all these items. Submissions do not need to include expertise in all areas, although we ask that you indicate which of these products you have experience creating:

- Annual Reports
- Policy/research papers
- Fact sheets & resource publications
- Swag
- Rack cards
- Business cards
- Signage/booth materials
- Presentations
- Event posters
- Newsletter templates
- Graphic illustrations

## Considerations

- We prioritize creating opportunities for First Nations and Indigenous designers and also welcome allies who share our values.
- Contracts with accepted designers may include options for the delivery of original design files for future FPCC use and editing of some products, especially design templates.
- Internal reviews are an important part of our design process. Sometimes there can be several rounds of changes as we seek internal input on design pieces. We appreciate designers who demonstrate good project management skills and quality control.
- We welcome innovative and creative ideas that meet the needs of the audience and fit with our brand identity.

## Submissions

- Tell us about yourself! Please include a bio so we can learn more about you.
- Provide a link to your portfolio: either a website or social media account.
- Let us know more about your expertise and experience – are you a CDP? B.Des.?
- Provide information about your rates for different design products and 2-3 references.

**Submission deadline:** Open until filled

**Submission contact:** Emmy McMillan, Senior Communications Officer

Email: [emmy@fpcc.ca](mailto:emmy@fpcc.ca)

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All communications and questions regarding this RFQ should be directed to the submission contact via email. Email is the preferred method of communication.