

Request for Proposal for Communication Services

DATE: May 17, 2019
TO: Invited Parties
FROM: CUPE Local 374
SUBJECT: Professional Communication Services

The Local is soliciting proposals from qualified individuals to maintain the Local's website and social media accounts. The Local is looking for someone to monitor the accounts with frequent posts as well as keep the website upto date. We are looking to improve our communications to our membership and create regular activity with a digital newsletter.

Your proposal should contain, but not be limited to the following considerations:

1. Education and eligibilty qualifying you to provide Professional Communication Services.
2. Experience in relation to maintaining and monitoring websites and social media for businesses and/or organizations.
3. A list of sites you are currently responsible for that can be viewed.
4. Your availability to complete daily tasks and occasionally time sensitive material.
 - What times of day would you want to devote to our Local.
 - Availability to respond to questions that may arise on social media.
 - Availability to interact with Executive Staff regarding information that may need to be posted.
5. Detailed communications plan.
6. Your fee proposal to conduct communications services, along with your fee schedule for additional services that may be required beyond the scope of the baisc communications engagement. This should also include an estimated time commitment per week.
7. Estimated number of hours to complete the initial set up of communication channels for you to proceed.
8. Detail of expenses expected to be incurred for initial setup.

CUPE LOCAL 374
201-524 CULDUTHEL ROAD
VICTORIA, BC V8Z 1G1
(250) 472 0374

Below is a list of the current website and social media accounts. Please review and incorporate ideas for improvements in your proposal.

The final decision of the selection of the individual to perform communication services will be made by the three (3) Executive Board Members. The final agreement will be in the form of a written contract.

All questions and correspondence should be directed to **Carol McNichol** in writing at the above address, **emailing admin@cupe374.ca** or by calling **(250) 472 0374**.

We will look forward to receiving your proposals on or before **June 27th, 2019**.

Sincerely,

Shireen Clark
President, CUPE Local 374

Website: www.cupe374.ca
Facebook: CUPE Local 374
Instagram: CUPE 374

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Communications Proposal Information

Sealed audit proposals will be accepted by the CUPE Local 374 District until 4:00p.m., on June 27th. Please direct proposals to the attention of Shireen Clark. All proposals become the property of CUPE.

All proposals will become part of the requester's files without obligation.

Nature of Services Required

1. Communication services on a daily basis with up to three (3) hours per week through (one year contract initially with renewal option).
2. Special reports, posts and information to be supplied by Executive for posting professionally:
 - Annual General Meetings (1 per year).
 - General Membership Meetings (2 per year).
 - Special Membership Meetings (as required).
3. Conferences and Conventions:
 - Annual Conference(s) information posted and circulated.
 - Annual Conference attendance recorded and posted.
 - Annual Convention(s) information posted and circulated.
 - Annual Convention attendance record with daily posts.
4. Increase in Engaging Membership:
 - Increasing social media presence and engaging members.
5. Executive members will be available to provide photos and information as required.
6. Report Requirements:
 - The report will be addressed to the Executive Board.
7. Time Requirements:
 - Proposals will be delivered to the Local office at 201-524 Culduthel Road, Victoria, BC V8Z 1G1 not later than 4:00 p.m. on June 27th, 2019.
 - If presentations of possible finalists are necessary, no one with personal bias will interview proposers.
 - The Executive Board have made no decision as to the date of the award of the audit. All proposers will be notified of the Board action in a timely manner.
 - Once a contract has been signed, work may begin immediately to improve communication with the local's membership.

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8. The Local Reserves the Right:

- To reject any and all proposals submitted.
- To request additional information from all proposers.