



## Request for Proposals for

### Graphic Design Services

*Issue Date: August 23, 2019*

*Due Date: September 16, 2019 at 4:00 PM (Local Time)*

The Mayor's Workforce Development Board (MWDB) is directly responsible and accountable to the State of Michigan, Workforce Development Agency (WDA) for the planning and oversight of talent development programs in the City of Detroit. Designated by the MWDB, Detroit Employment Solutions Corporation (DESC) serves as the fiscal and administrative entity that provides workforce services to job seekers and employers. DESC manages the Detroit Michigan Works! One-Stop Service Centers branded locally as Detroit at Work Career Centers. The Corporation enters into contracts with qualified entities to provide workforce development programs and services for job seekers and employers.

**DESC is seeking proposals from qualified individuals and/or firms to provide Graphic Design services for the Detroit Employment Solutions Corporation (DESC), Detroit at Work and the Mayor's Workforce Development Board (MWDB).**

Prospective vendors must demonstrate their relevant experience and ability to effectively provide services as set forth in this RFP.

**Requests for the bid package must be emailed to DESC at [procurement@detempsol.org](mailto:procurement@detempsol.org).** In order to receive a bid package, qualified applicants must submit the following information via email: company name, address, office phone number, contact person's name, title, and valid email address.

Email subject line should include: **Graphic Design RFP Request**

*Notifications and changes related to this RFP will be in writing, issued by DESC and will be sent to each prospective applicant who has identified themselves as a potential responder by requesting a bid package.*

Proposals must be submitted electronically to [procurement@detempsol.org](mailto:procurement@detempsol.org) on or prior to **September 16, 2019 at 4:00 PM (EST)**. Each applicant is responsible for ensuring that its bid response is received by DESC on a timely basis. **Late bids will not be accepted.**



**Mayor's Workforce Development Board**  
Cynthia J. Pasky, *Co-Chairperson*  
David E. Meador, *Co-Chairperson*

**Detroit Employment Solutions Corporation**  
Terri Weems, *Interim President and Chief Executive Officer*

**Detroit Employment Solutions Corporation Board**  
Calvin Sharp, *Chairperson*



A proud partner of the  
**AmericanJobCenter**  
network

An equal opportunity employer/program. Supported by the State of Michigan, Talent Investment Agency. Auxiliary aids and services available upon request to individuals with disabilities. 1-800-285-WORK. TTY: 711.