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**Request for Proposals (RFP) for Graphic designer for  
conference magazine publication.**

Native American Finance Officers Association (NAFOA) is seeking proposals from qualified graphic designers for our conference magazine (the NAFOA Navigator). This publication is produced twice a year in conjunction with our spring and fall conferences.

**ABOUT NAFOA**

Through its work in growing tribal economies and strengthening tribal finance NAFOA supports the advancement of independent and culturally vibrant American Indian and Alaska Native communities. NAFOA launched over three decades ago as the Native American Finance Officers Association to highlight the role of tribal finance in fostering economic opportunities. Since that time, NAFOA has grown along with tribal economies.

**Project Summary**

NAFOA is seeking proposals from qualified graphic designers for designing and editing the print and digital versions of our conference publication, The NAFOA Navigator that is produced twice a year.

The designer must have the ability to adapt to changing schedules and deadlines and solve design issues quickly and creatively. Flexibility with edits and revisions is especially important in the last two-three weeks before the print deadline.

The designer will work with NAFOA staff to determine the overall design look and feel of the Navigator.

All final print and digital materials will be owned by NAFOA.

**Description of Work**

NAFOA will require the services of a graphic designer to produce the print and digital versions of the Navigator conference magazine. The document is typically around 100 pages.

Sample content includes:

- Conference agenda
- Article submissions
- Advertising layouts (the digital version includes links to each advertiser)
- Text layout

The designer will be expected to deliver both print and digital formats of the final Navigator for review and approval by NAFOA staff. The final product needs to be delivered to our printer by March 7, 2022 for the spring conference and September 1, 2022 for the fall conference.



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### **Award**

NAFOA plans to award the contract by January 26, 2022. Work on the publication will begin the first week in February, 2022.

### **RFP Questions and Responses**

All questions pertaining to this proposal must be submitted in writing via email to:

Missy Dunne  
Director of Conferences and Events  
missy@nafoa.org

### **Statement of Non-Commitment**

Issuance of this RFP does not obligate NAFOA to award a contract or to pay any costs incurred in the preparation of proposals responding to this RFP.

### **Submit for Consideration**

Please submit your proposal to Missy Dunne, Director of Conferences and Events at missy@nafoa.org by **5:00 pm EST on Friday, January 14, 2022**. Please state your requested compensation to meet our project needs and provide a brief portfolio of relevant work examples.

**Proposals not meeting the criteria outlined in the RFP will not be considered.**