**HDC202403 – Design**

**RFQ Clarifications received from 19th February to 23rd February 2024**

1. In the supplied document: HDC202403 - RFQ Design Hart News

You mention:

|  |  |  |  |
| --- | --- | --- | --- |
| Distribution starts | 10 June  | 18 November | Agency |
| Distribution ends | 22 June  | 2 December | Agency |

Is the distribution handled by your own local agency and our print production will need to be delivered to them? or do you wish us to handle/source the print distribution completely?

Answer: We would like the print and distribution to be handled completely. Currently, we do not use a local agency.

 2. Based on our understanding of the requirements, the council will provide all editorial content and advertising information, the Agency will then provide graphic design service following Brand Guidelines and providing royalty free images as required.

* i.e. No requirement for research relating to content generation or selling advertising space?

Answer Thats correct, we won’t require content generation or selling advertising space

 3. Please can you provide access to the brand guidelines as we cannot locate (Appendix 1) within the documents issued.

Answer: Attached

 4. What is the actual pagination we are to cost against 12pp A4 or 16pp A4.

Answers: 16pp A4

 5. Are there any word count restrictions when answering the quality questions.

Answers: 500 words maximum

 6. Can we provide supporting information as appendices linked to the question, or do all responses need to be direct into the text boxes (including any images) of the document issued.

Answer We’re happy for supporting information to be submitted which add value and context to your response

 7. References / Case studies, do you required contact details to be provided to take up references, if so, how many references and supporting case studies do you require.

Answer: If you can provide two or three case studies to showcase the work you’ve done. We won’t take up references at this time