



Request for Proposal (RFP) for Graphic Design Work

About Us

The Hospital Council of Northwest Ohio (HCNO) is a 501(c)3 non-profit organization that represents and advocates on behalf of its member hospitals and health systems. HCNO also provides collaborative opportunities to enhance the health status of residents in the region. HCNO coordinates several community health programs, including the Northwest Ohio Pathways HUB care coordination system and the Healthy Lucas County coalition. Additionally, HCNO provides the administration for Toledo/Lucas County CareNet. More information about HCNO can be found at hcno.org, including links to websites for Healthy Lucas County and CareNet.

Description of Work

HCNO is seeking a graphic designer on an as-needed basis for the electronic and print design needs of the Northwest Ohio Pathways HUB, CareNet, Healthy Lucas County, and other HCNO programs, services, and coalitions. The design work could include communications templates in Canva and Microsoft Word; print ads; annual and other types of reports; fundraising materials; brochures and other collateral; and digital content such as infographics and social media posts. Other electronic and print design needs could be determined after a contract is established.

General Conditions and Requirements

- HCNO will contact the designer when there is a need; designer should respond in writing with estimated time and materials required for a project.
- Each project must be approved before work and billing commences.
- HCNO will own all final data files and artwork.

Submission Information

To reply to this RFP, please provide a proposal that includes creative samples, references, and an explanation of hourly graphic design rates. The proposal deadline is noon on Friday, November 4 to Julie McKinnon, HCNO Communications Director, at jmckinnon@hcno.org. HCNO is an equal opportunity employer. HCNO seeks to support a diverse workforce and encourages minorities, women, and candidates with disabilities to apply.