

Request for Proposal

Media Developer for Grant Project: From the Earth

In search of a media developer(s) to assist with branding efforts as it relates to media and promotions management for the Stockbridge-Munsee Community (SMC) Agriculture Department grant project, From the Earth. Duties for this consultant will include: maintain an agriculture website, create teaching videos on garden techniques and food preservation, and design promotional materials for the grant project.

Proposal Period: May 2019 through November 2021

Scope of work:

1. Website and Social Media Management

- a. Developer should design, construct, maintain, and transfer management of a website and social media profiles that feature information relevant to the grant project. Website and social media should be functional by September 2019. Website should be fully transitioned to SMC staff by October of 2021.
- b. Website should be a dynamic space to share information regarding food sustainability, including, but not limited to: story map, blog posts, videos, photos, and general information regarding food sustainability for the SMC.

2. Teaching Video Development

- a. Developer should edit and post 10-12 teaching videos annually, totaling up to 36 videos over the three-year grant project. Videos should range from two to eight minutes in length and must be approved by SMC staff before posting.
- b. Videos should be posted monthly during June, July, August, and September during 2019, 2020, and 2021.

3. Promotional Materials Design

- a. Developer should design a logo and other promotional materials including: signs, brochures, fact sheets, and posters that may be edited and used by SMC staff.
- b. Logo design should be completed by July of 2019 and design of other promotional materials should be completed by December of 2019.

Proposals may be submitted for individual items in the scope of work (for example: Item 1, 2, or 3) or all three. All proposals/bids must be submitted with examples of work within media development as it pertains to the above scope of work. Bids must be submitted on a cost per project basis. All bids must be in a sealed envelope marked "**Bid for Agriculture Media Developer**" and be delivered or received on or before **12:00pm, May 17th, 2019 to Jerilyn Johnson, Tribal Office, N8476 Moh He Con Nuck Road, Bowler, Wisconsin, 54416.**

Tribal Council has the right to accept or reject any and all bids or to wave any irregularities.

Please contact Kellie Zahn (715-793-3031) with any questions or at kellie.zahn@mohican.com