Graphic Design Support

Graphic Design Support - Status: Open - Open Oct 15, 2026 - Close Nov 13, 2026

Summary

NASTAD is seeking proposals from vendors to provide graphic design, document layout, editing, and animation support on an as-needed basis through December 2029. Applicants are not required to cover all services and may apply for specific areas of expertise, though NASTAD particularly emphasizes graphic designers experienced in data visualization, non-profit work, and sensitive public health topics like HIV. Selected vendors will be awarded discrete project work orders covering tasks such as infographics, logos, report layouts, and digital ads, with workload expected to fluctuate (historically averaging over 500 hours annually across multiple providers).

Details

Through this RFP, NASTAD intends to enter into a contractual agreement with several vendors who can provide support in the following areas:

- Graphic design
- Document layout and editing
- Animation

Vendors selected through this process will be eligible to work with NASTAD through December 2029. For this RFP, there is no set number of projects to be delivered. Rather, individual projects or scopes of work will be developed by NASTAD at its discretion on an asneeded basis. NASTAD will select vendors who can provide the best value in terms of price, quality, performance, and relevant experience. After vendor selection is made, work orders will be issued to include budget, scope of work, and period of performance to cover the required work.

Vendors do not need to address each of the areas above to respond to this RFP. For example, a graphic designer who can only provide graphic design and not animation is welcome to respond to just that portion of the RFP.

NASTAD requests proposals from graphic designers who specialize in data visualization, working with non-profits, and developing materials for sensitive public health challenges such as HIV.

The selected designer(s) will:

- Develop infographics.
- Layout reports and other print materials, including text and cover page.
- Create logos for specific initiatives and projects.
- Design web- and print-based ads.
- Design content for NASTAD's website, social media, and other digital properties.

We estimate that we will need at least five to ten hours of design work per month. However, the amount of hours can vary significantly from month to month and by project. Over the last two years, we have averaged more than 500 hours of design work each fiscal year across multiple vendors.

WHO WE ARE

NASTAD is a leading non-partisan non-profit association that represents public health officials who administer HIV and hepatitis programs in the U.S. We work to advance the health and dignity of people living with and impacted by HIV/AIDS, viral hepatitis, and intersecting epidemics by strengthening governmental public health through advocacy, capacity building, and social justice. You can read more about our work on our website at www.nastad.org.

Eligibility

The following will be key factors in our decision-making process:

- Demonstrated commitment to exceptional customer service and responding to client requests in a timely fashion.
- Experience working with non-profit organizations, especially organizations focused on sensitive public health challenges such as HIV and key populations such as gay and bisexual men and Black communities.
- Price that is commensurate with the value offered by the firm/individual and ability to work within a budget.
- Potential for a long-term partnership; not just a one-time engagement.
- Candidate has successfully completed similar projects and has the qualifications necessary to undertake this project.
- Vendor takes a holistic approach to an organization's communications and technology needs.
- Responses are presented in a clear, organized, and logical manner.

Submission

For consideration, please provide:

- Company/Freelancer name
- Contact information
- Brief description of your experience
- Description of approach to graphic design consulting projects
- Description of your availability
- Description of your pricing model and breakdown of your fees by role
- Two to three references

Milestones

Nov 13, 2026 - Proposals Due

Nov 30, 2026 - Notification of Award

Jan 1, 2027 - Project Kickoff

Dec 31, 2029 - Project Complete