

Scottish Mountain Rescue Annual Review and Statistics Report of 2016

Seeking Design Bids

Background

Mountain Rescue in Scotland is carried out by around 1,000 highly skilled and trained volunteers organized in teams around the country.

Scottish Mountain Rescue (SMR) is an organization that represents 23 of the 27 teams across Scotland and is preparing two documents

- An annual review of calendar year 2016.
- A statistical report of calendar year 2016

We seek bids from a person or company to design both documents and

- Annual review, take to print along with digital version suitable for web publication
- Stats report, produce a digital version suitable for web publication

Design Style

The first task for the successful designer will be to offer 3 (minimum) design styles suitable to both documents, giving them a coherence and house style appropriate to our organization.

Once SMR selects a preferred style then both documents to be designed within that one style.

The Annual Review of 2016

The designed and printed document will be

- A4
- Number of pages to be discussed and agreed as an early priority after text provided to designer.
- full colour throughout

For information the Annual Review of 2015 is available at

<http://www.scottishmountainrescue.org/wp-content/uploads/2016/11/SMR-Report-Final-Low-no-printers-mark-up.pdf>

We can provide a printed version if that helps with your consideration.

We expect the designer to produce an A4 infographic summarizing and portraying in a simple and clear graphical style the statistics from 2016. This infographic is to be included in the annual review. An example of the previous infographic is on inside rear cover of the 2015 statistical report available at the below link.

The Statistics Report of 2016

The designed document will be

- A4
- Number of pages to be discussed and agreed as an early priority after text provided to designer.
- Full colour throughout, with due consideration that statistical information presented (tables, charts and graphs) must be easily legible.

For information previous statistical reports are available at

<http://www.scottishmountainrescue.org/member-page/mrcos-documents/statistics/>

In recent years, statistical reports have not been printed documents.

Services required

The successful bidder will

- Receive from SMR a word file for each document and images that may be used in either (or both).
- Design both documents in agreed design style using material provided
- Provide opportunity for comment on draft design and adopt changes agreed by SMR (significant changes possible at this stage)
- Provide a proof copy and adopt changes agreed by SMR (we hope that minor changes only are required at this stage, but if something significant materializes we would expect that to be changed also)
- Liaise with the SMR personnel as useful throughout the process
- Provide SMR with 3 (minimum) prices (different printers) for printing and delivery of 500, 600 & 700 copies of the annual review. Cost of printing to be invoiced separately. Delivery to the SMR office at Glenmore Lodge.
- Provide SMR with a high resolution file copy of both documents.
- Provide SMR with a low resolution digital version of both documents suitable for upload to our website, eg without printer mark-up.
- Provide SMR with separate digital files (high and low resolution) of the produced statistical infographic

We wish for a close working relationship and whilst we seek expert advice and suggestions that we will listen to, we expect the designer to be flexible and in discussion with SMR make changes that we decide and request.

Delivery & Timescale

Finished printed Annual Review to be delivered to the Scottish Mountain Rescue office at Glenmore Lodge to be available before the SMR AGM on 24th June 2017.

Digital versions of both documents available to SMR prior to the above date and the statistical report as soon as possible.

Budget

SMR has a budget of £750 (seven hundred and fifty pounds) available for design work and is keen not to exceed that sum.

This sum does not include the cost of printing the Annual Review.

Work will not necessarily be placed on the basis of lowest cost.

We reserve the right not to place the work with any person or company who bids for this work in response to this document.

Copyright

Copyright of finished product and all images provided (used or not) will belong to SMR unless otherwise specified. We expect that once the annual review is complete the designer will delete digital copies of images from their records.

If requested the designer will receive a small number of reference printed copies for their own use.

Confidentiality

We expect that designer to recognize and respect any confidential information for example but not limited to, names or faces of people assisted by any rescue team. We may be providing pictures containing faces that we ask to be edited or cropped to preserve anonymity.

Bids

Please supply your bid for delivering this service by email to Andy Rockall on generalmanager@scottishmountainrescue.org no later than 9am on Monday 24th April.

Include an outline of your experience and anybody who is likely to be involved this work and provide copies or access to digital versions of previous work.

Email is preferred, but you may also post material to Andy Rockall, SMR, Glenmore Lodge, Glenmore, Aviemore, PH22 1QZ.

Invoicing

We will pay one invoice in full after delivery of the finished product. In exceptional cases alternate arrangements may be possible by negotiation.

We expect the successful designer to be compliant with relevant HMRC regulation.

Decision

SMR will make a decision and place this work with the successful bidder before close of business on Friday 28th April.

Other work

We may also have other design work from time to time, for example, display materials, clothing or paperwork and may come back to successful individual or company with other items also.

Queries

If you have any queries prior to putting in a bid please contact Andy Rockall on the above email or call 01479 861370, or for the week 10-14 April on 07436 102774.