

Questions and Answers as of April 14, 2021 to Request for Quotes for Graphic Designer:

**Question:** *There appears to be three documents produced for each year: Annual Report Web Version, Annual Report Audited Financial Statement, and Summary Report. Will the selected firm design all three documents? If not, which ones are included in the design project?*

Answer: Design project is only focused on the Annual Report (web and print), with priority focus given to a web version.

**Question:** *Will the selected designer also create maps and charts or will those elements be provided?*

Answer: CHFA staff will provide maps and charts.

**Question:** *Is CHFA open to working with an out-of-state firm or a firm located out of the country?*

Answer: The firm must have offices located in the State of Connecticut.

**Question:** *Is there a budget range for this project?*

Answer: CHFA does not have a specific budget range to disclose.

**Question:** *The Request for Quotes stated that CHFA wants digital (desktop and mobile) versions of CHFA's Annual Report. Does CHFA want it uploaded to an HTML file? If so, is the selected firm responsible for hosting? If that is not the case can you clarify what you mean by having a digital version?*

Answer: The digital version shall be delivered to CHFA in an HTML file to be hosted on CHFA's website.

**Question:** *Will companies be required to attend in person meetings?*

Answer: Meetings may be held either in person or virtually, consistent with guidelines set forth by the State of Connecticut.

**Question:** *Can proposals be submitted via email?*

Answer: Responses must be submitted via email to RFP.RFQ@chfa.org