



REQUEST FOR PROPOSALS

Legal Services of Eastern Missouri, a non-profit organization serving 21 Missouri counties, is requesting bids for **comprehensive public relations and communications services**.

Legal Services currently has a department of 3.5 staff in Development and Communications, who coordinate the fundraising, communications and marketing for the organization across its four offices in St. Louis, Clayton, Union and Hannibal. Contract agencies will work at the direction of internal staff and senior management.

Proposals should address the ongoing and future internal and external communication needs of the organization with respect to message development for all media platforms (print, digital and broadcast).

Competitive proposals will include:

- Details of your agency's prior experience and staff qualifications;
- Samples of materials;
- List of other non-profit clients;
- An overview of what services you can provide and how this will leverage Legal Service's profile in the community;
- Ability to effectively disperse important news from Legal Services;
- Promote public recognition of, and confidence in, Legal Services;
- Proposed project costs with a not-to-exceed amount (hourly rates will not be competitive).

In responding to this Request for Proposals, agencies are encouraged to:

- Review collateral materials on the Legal Services website, Facebook, LinkedIn, etc;
- Look at the current scope of Legal Services Media Coverage with intent to develop a dynamic new plan for increasing community awareness of Legal Services in 2018

All proposals are due by the close-of-business on Monday, January 8, 2018.

All responses will be confidential.

For any additional details or questions, please contact Louisa Gregory, Associate Director of Development for Special Events & Digital Media, at 314.256.8736 or imgregory.org

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Legal Services of Eastern Missouri is proud to be a Legal Services Corporation (LSC) grantee, and we comply with all LSC conditions and prohibitions in acceptance of all funds.

