

**REQUEST FOR SERVICE QUALIFICATIONS (RFSQ)  
LOS ANGELES COUNTY DEPARTMENT OF ARTS AND CULTURE  
SEEKS GRAPHIC DESIGNER FOR A PREQUALIFIED LIST**

**FREQUENTLY ASKED QUESTIONS (FAQS)**

**QUESTION 1: Is this the first time a bench list approach for graphic design services is being undertaken by LA County Department of Arts and Culture (Arts and Culture)?**

Yes.

**QUESTION 2: Approximately how many graphic design projects does Arts and Culture generate per year?**

Arts and Culture estimates there will be between 5 to 12 projects per year.

**QUESTION 3: Does Arts and Culture have brand guidelines or a style guide that we should follow if we were selected to work on a project?**

Yes, the style guide will be provided to designer(s) once they have been selected for a project and have been contracted.

**QUESTION 4: When submitting work samples, does it have to be paid work? Can they be school projects or non-paid work?**

Applicants may submit school projects or unpaid work as part of their work samples. Applicants should include this information in the description.

**QUESTION 5: Regarding 10 work samples: in some cases, one project may include multiple layouts. For example, in the case of “branding,” it may be necessary to include multiple layouts to demonstrate how the brand was implemented as a whole. Would this count as one work sample or multiple towards the 10 maximum?**

If a work sample requires showing multiple layouts or images to show the breadth of the project, applicant should include all of the images in one PDF and upload it to the corresponding work sample.

**QUESTION 6: Can I show my work sample projects by attaching a link to my website? or through a PDF file?**

Applicants can upload a PDF file with a website link to imagery for a project (e.g., to a project page on applicant’s website or to a Flickr gallery). Please ensure the link goes directly to the project page or specific gallery and that the description makes clear for the panel what they should be viewing.

**QUESTION 7: How should we submit all of the requirements?**

Please use the link below to submit materials through our submission portal.

[https://apply-lacdac.smapply.io/prog/graphic\\_design\\_rfsq/](https://apply-lacdac.smapply.io/prog/graphic_design_rfsq/)

**QUESTION 8: We don't hire employees, but we do hire subcontractors on a per-project basis. Would the GAIN/GROW attestation apply to future subcontractor hires?**

Yes.

**QUESTION 9: Does Arts and Culture currently contract with graphic design firms? If so, how many?**

Arts and Culture has contracted with graphic designers and graphic design firms in the past on an individual project basis.