



Request for Proposal (RFP)

Issued by:

CeJay Enterprises of Louisiana, LLC
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RFP Issued: 07/29/2025

Proposal Due: 12/31/2025

1. Introduction

CeJay Enterprises of Louisiana, LLC is seeking a highly creative, professional graphic designer or design agency to provide visual design services that align with our brand identity and high standards across all projects. Our needs span across nonprofit initiatives, cultural events, business ventures, and branded campaigns.

We are specifically looking for a designer proficient in Adobe Photoshop with the ability to deliver original, high-quality work on tight timelines. ***Designs created in Canva, AI-based tools, or drag-and-drop platforms will not be accepted.***

2. Scope of Work

The designer will support CeJay Enterprises on a project-by-project basis. Deliverables may include (but are not limited to):

Design Types

- Social Media Graphics (IG, FB, Twitter, LinkedIn)
- Flyers & Posters (Digital and Print)
- Event Programs, Invitations & Booklets
- Banners, Step-and-Repeats, and Pull-Up Banners

- Business Cards, Certificates, and Branded Templates
- Web Graphics and Email Headers
- Sponsorship Decks and Custom Slide Presentations
- Merchandise and Apparel Designs
- Logo, Branding Packages, and Visual Identity Assets

Typical Sizes Requested

- 1080×1080, 1080×1920, 1200×628, 1080×1350 (social)
- 4x6, 5x7, 8.5x11, 11x17 (print)
- 3x6 ft, 10x8 ft, 33x80 in (banners)
- 728×90, 300×250, 1200×400 (web banners)

3. Software Requirements

Designers must be highly proficient in:

- Adobe Photoshop (Required)
- Adobe Illustrator and InDesign (Preferred for layout and print work)

Please Note: Canva, AI-generated artwork, or any drag-and-drop design tools will not be accepted for any project.

4. Proposal Requirements

Your proposal must include:

- Designer or Agency Bio
- Portfolio of past Adobe-based work
- Description of your creative process and workflow
- Estimated turnaround time per design type
- Pricing model (hourly, per project, or monthly retainer)
- Two (2) professional references
- List of software used and formats for final deliverables
- Confirmation of availability to begin work immediately upon selection

5. Vendor Requirements

If selected, the designer will be required to:

- Execute a Professional Services Agreement with CeJay Enterprises of Louisiana, LLC
- Comply with our Accounts Payable calendar and procedures
- Submit invoices in accordance with project milestones and approved timelines

- Maintain professional communication and responsiveness throughout the term of engagement
- Deliver editable working files and final files in high-resolution formats as required

6. Evaluation Criteria

Proposals will be evaluated based on:

- Quality, creativity, and originality of previous work
- Demonstrated expertise in Adobe Creative Suite (Photoshop required)
- Turnaround time and reliability
- Pricing and value
- Professionalism and alignment with CeJay Enterprises brand and mission

7. Submission Instructions

- All proposals must be submitted via email by 12/31/2025 to: info@cejaybrands.com
- Subject Line: *Graphic Design Proposal – [Your Name or Company]*
- Late or incomplete submissions will not be considered.

8. Timeline

Milestone	Date
RFP Released	07/29/2025
Deadline for Questions	N/A
Proposal Submission Deadline	N/A
Vendor Selected & Notified	N/A
Initial Project Kickoff	N/A

9. Additional Notes

CeJay Enterprises of Louisiana, LLC reserves the right to:

- Accept or reject any or all proposals
- Engage more than one designer or firm if needed
- Request additional documentation or interviews
- Award work based on individual project needs

We look forward to working with a design partner who brings both skill and passion to the table.
Thank you for your interest in supporting our creative work.