



Rio Vista Community Association, Inc.

Post Office Box 254

Saint Michaels, MD 21663

QUARTERLY NEWSLETTER SERVICES REQUEST FOR PROPOSAL

ASSOCIATION NAME: Rio Vista Community Association, Inc. (RVCA)
DATE ISSUED: March 1, 2026
SUBMITTAL DEADLINE: April 15, 2026

1. INTRODUCTION & PROJECT GOAL

The Rio Vista Community Association is seeking proposals from qualified vendors to design and layout a quarterly community newsletter. The goal is to improve communication, foster a sense of community, and keep homeowners informed about news, events, and rules.

2. SCOPE OF WORK

The selected vendor will be responsible for the following:

- **Production Frequency:** Four (4) issues per year (
 - Quarterly: December 1, March 1, June 1 and September 1)
- **Content Creation:** Draft, edit, and proofread articles based on input from the RVCA Board of Governors.
- **Content Types:** Include community Board/Committee updates, board meeting summaries, financial highlights, local event spotlights (calendar of events), advertisements and rule reminders.
- **Design & Layout:** Create a professional, visually appealing layout using consistent branding.
- **Photography:** Incorporate photos of community events or amenities.
- **Product:** Prepare draft versions for Board input. Final pdf versions for electronic distribution via email and print quality for mailing or posting to the community website/portal.
 - Issues are routinely between 14 and 18 pages, may increase with additional advertisements.
 - **Source Documents:** Source documents final provided to RVCA and become property of the RVCA
- **Revisions:** Allow for multiple rounds of revisions per issue.

3. VENDOR QUALIFICATIONS

- Proven experience in newsletter design and copywriting.
- Knowledge of community association management or local community news is a plus.
- Ability to meet strict quarterly deadlines.

4. PROPOSAL REQUIREMENTS

Interested parties should submit a proposal including:

- **Company Profile:** Experience and portfolio of similar work.
- **Content Strategy:** Approach to gathering news and engaging residents.
- **Pricing Structure:** Cost per issue or annual contract price.
- **References:** Contact information for two (2) current clients.



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5. EVALUATION CRITERIA

Proposals will be reviewed based on:

- Creativity and quality of the proposed newsletter style.
- Cost-effectiveness.
- Experience with HOAs.

6. CONTACT INFORMATION FOR QUESTIONS and RFP SUBMITTAL

Please submit proposals by April 15, 2026

to:

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Address: Rio Vista Community Association
Attn: Barry Burke
PO Box 254
St. Michaels, MD 21663