

Proposal For Communications Support

Submitted by
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INTRODUCTION / EXPERIENCE

I have worked as a professional communicator for 12 years, including six for a Provincial government's bureau, and the past 5 years as an independent consultant. My education and work experience are summarized in the attached resume.

I am a member of IABC, committed to continually improving my professional skills. My skills are suited to a number of projects in your Call for Proposals. My strengths include: excellent writing and editing skills, strategic planning and campaign implementation, consulting skills, and highly developed organization skills which enable me to manage many aspects of a project toward a final objective, budget and deadline.

AVAILABILITY

I am available on a year-round basis, Monday to Friday. My hours are flexible. (I can work after 5:00 p.m. or weekends if necessary). My availability for each project would of course be determined at the time of assignment.

I am available for on-site contract work, or I can work out of my downtown office.

SAMPLES

Attached (Please return or call and I will pick up.)

SPECIFIC FUNCTIONS

1. a) Writing (letters, proclamations, speeches etc.)

Fee: \$50.00 per hour (based on the maximum of half an hour per page requested). This would assume that all research and information is provided. One re-write at no extra cost. Additional revisions based on new client information or direction which involve re-thinking and re-writing are charged at the same hourly rate.

b) Corporate Display

Experience: I have written copy and managed the production of a number of displays for various government departments and private sector clients, including Technology, Research and Telecommunications, and Provincial Envirofuels.

Fee: \$385.00 Based on one day research and meetings, four hours writing, and two meetings with the display company. This estimate could vary depending on the complexity of the project.

2. Statistical Analysis

a) Media Analysis

Experience: I have provided media analyses for senior managers and ministers in several Provincial government departments. While I have not used any formulas, I have provided synopses, objective interpretations, and quantitative analyses.

Fee: \$40.00 per hour

3. Media Relations Workshops

Experience: While I have no direct experience leading workshops, I would like to offer my services as an assistant if required. (For example: preparing background information, developing appropriate questions and answers, and providing feedback to participants.) I have extensive media relations consulting experience and have worked closely with workshop facilitators on the client side.

Fee: \$25.00 per hour

4. Communications Support for Overload Times

My interest and expertise is in all areas expressed: special events, writing, and communication planning.

Fee: \$40.00 to \$50.00 per hour depending on length of project.

OFFICE TECHNOLOGY

My office is fully equipped with a fax machine, modem and Macintosh, using Microsoft Word 4.0 and HP Deskwriter ink-jet printer. I can convert IBM files to Macintosh and vice versa.

INCIDENTAL EXPENSES

The only incidental expense I charge in addition to fees is long distance charges.