



REQUEST FOR PROPOSALS: **Photography Contractor Roster**

PROPOSAL INFORMATION:

Proposal Name: Photography Contractor Roster
Date Issued: June 03, 2019
Contact Person: Matt Perkins
E-Mail Address: matt.perkins@cvpdc.org
Phone Number: (434) 845 - 3491

SUBMIT PROPOSALS TO:

Matt Perkins, *Special Projects Manager*
Central VA Planning District Commission
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matt.perkins@cvpdc.org

PROPOSALS ACCEPTED UNTIL: June 14, 2019 at 2:00 PM

1. **REQUEST FOR PROPOSALS:** The Central Virginia Planning District Commission (PDC) is soliciting qualifications and service rates for professional photographers for a roster of contractors that will be used to acquire imagery of various points of interest, programs, events and attractions to support the PDC's public relations and social media needs.

Individuals with demonstrated professional experience in these fields must provide a letter of interest, along with evidence of qualifications, references and rates for consideration to be placed on the PDC's roster of qualified providers for these services.

Responses must be received by Friday, June 14, 2019 at 2:00 PM. The roster will be used as the selection resource for contract assignments for the PDC's fiscal years FY20 and FY21 and may, at the PDC's discretion, be extended for up to three additional one-year time periods.

Proposals will be accepted via email or by hard copy delivered in person or via mail.

2. **BACKGROUND:** The PDC is one of 21 planning districts which serve the local governments of the Commonwealth. The PDC works to provide services for member localities and identify and develop opportunities for coordination among the region's local governments. Our mission is to be a dynamic public forum for matters of regional significance; to create solutions by coordinating plans and building coalitions; and to provide service excellence to our localities and to the Commonwealth.

Selection of photographer(s) will be based on the following criteria: (1) Overall quality of work; (2) Rates and any additional fees, such as processing, editing, and mileage; (3) Timeliness, responsiveness and availability; and (4) Caliber of equipment.

While primary contracts will be limited, all candidates meeting minimum qualifications will be placed on the PDC roster. Staff can draw upon this roster for selection and scheduling of services as needed.

3. **SCOPE OF WORK:** The PDC will contract for photo services for public meetings, events, programs and imagery of people, places and landmarks to support our public relations and communications initiatives.

Contractors will be scheduled based on PDC need and to work a mutually agreed number of hours which will vary by assignment.

Prior to the shoot, contractors will be advised of the assignment details, including but not limited to, deadline and delivery method for receipt of photos.

Prior to each shoot, PDC staff will provide a brief summary of imagery to be acquired. It is the contractor's responsibility to provide the PDC with only high-quality imagery upon completion of the assignment. All poorly composed, unfocused or otherwise poor-quality shots must be deleted prior to delivery of the imagery to the PDC.

While the PDC may schedule an assignment to meet a specific communication need, the PDC retains all rights to, and unrestricted use of, all imagery acquired during a contracted assignment. Contractors retain the right to use the imagery for the promotion of their business, but may not transfer rights, share imagery with a third party, or resell any imagery acquired during assigned hours of the PDC without the expressed written consent of the PDC.

4. **TERM OF AGREEMENT:** The initial contract period will be from approximately July 1, 2019 through June 30, 2021. At the completion of this time period, and at the PDC's discretion, the PDC may extend the roster for up to three additional one-year periods after the initial contract term, that ending on June 30, 2021, at which time all qualified contractors in good standing may opt to extend their original proposals or request to be withdrawn from the roster.
5. **SUBMITTAL REQUIREMENTS:** Interested bidders should submit a single copy of their proposal which must include the Bid Form (attached). Portfolios must be provided digitally. If additional information is submitted in addition to the Bid Form, please limit your response to no more than three (3) standard pages. All submittals will be screened for completeness of information and adherence to the above guidelines.
6. **EVALUATION:** Proposals will be evaluated on the following criteria and point scale:
 1. Quality of Work: Captivating imagery of events, regional landmarks, nature, wildlife, and people in a digital portfolio. Bidders should include a minimum of 5 images which they feel supports the PDC's programs and initiatives. (1-40 points).

Contractors who are unfamiliar with PDC can view our website: CVPDC.org

2. Rates and Fees: Shooting fees and any additional fees (e.g. processing, post-production, editing, mileage, equipment rental, same day turnaround) required to deliver imagery as outlined within the Scope of Work and Term of Agreement. (1-40 points)
3. Timeliness, Responsiveness, Availability: Ability to turn around imagery, quickly as needed to meet news cycle or other deadlines and availability to attend various PDC events, meetings, and programs. (1-10 points)
4. Caliber of Equipment: Bidders should list all equipment. (1-10 points)

Respondents will be evaluated based on responses submitted. Up to two (2) photographers will be identified as the best qualified to serve as the primary contractor(s) for the PDC.

7. **SIGNATURES:** Proposals shall be signed by an authorized agent/representative of firm. If awarded the contract, the proposal shall also be so executed.
8. **REJECTION OF PROPOSALS:** The PDC reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the PDC to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the PDC to accept or contract for any expressed or implied services.
9. **CONTRACT AWARD:** The PDC reserves the right to make an award without further discussion of the Proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the firm can offer. The PDC shall not be bound or in any way obligated until both parties have executed a vendor contract. The firm(s) selected as the successful firm(s) will be expected to enter into a contract with PDC.
10. **PAYMENT:** The contractor shall provide invoices for each assignment with submission of final imagery. All invoices shall be paid by the PDC within thirty (30) days of receipt of a proper invoice after approval of the firm's completed tasks/deliverables.
11. **INSURANCE REQUIREMENTS:** The firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks. Evidence of such insurance will be required at that time a vendor contract is executed.
12. **BUSINESS REGISTRATION AND TAXATION:** The firm awarded the contract must submit to the PDC federal tax form W-9 prior to any invoices being processed.
13. **NON-ENDORSEMENT:** As a result of the selection of a vendor to supply services to the PDC, the firm agrees to make no reference to the PDC in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the PDC.

- 14. NON-COLLUSION:** Submittal and signature of a Proposal swears that the Proposal is genuine and not a sham or collusive, and not made in the interest of any person not named, and that the firm has not induced or solicited others to submit a sham offer, or to refrain from proposing.
- 15. COMPLIANCE WITH LAWS AND REGULATIONS:** The firm awarded the contract shall comply with all federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.
- 16. COOPERATIVE PROCUREMENT:** This procurement is being conducted by the Central Virginia Planning District Commission with the provisions of 2.2-4304 CODE OF VIRGINIA. Except for contracts for architectural and engineering services, if agreed to by the contractor, other public bodies may utilize this contract. The Contractor shall deal directly with any public body it authorizes to use the contract. The PDC, its officials and staff are not responsible for placement of orders, invoicing, payments, contractual disputes, or any other transactions between the Contractor and any other public bodies, and in no event shall the PDC, its officials or staff be responsible for any costs, damages or injury resulting to any party from use of a PDC Contract. The PDC assumes no responsibility for any notification of the availability of the contract for use by other public bodies, but the Contractor may conduct such notification.
- 17. PUBLIC RECORDS:** Under Virginia state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the Central Virginia Planning District Commission (PDC), subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the PDC receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the PDC and upon the written request of such person, received by the PDC within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The PDC assumes no contractual obligation to enforce any exemption.
- 18. QUESTIONS:** Questions regarding this RFP may be directed to Matt Perkins at (434) 845-3491 or matt.perkins@CVPDC.org. Questions should be submitted no later than 4:00 pm on June 7, 2019.

All submitted questions, and their answers, are available at the following link:
<https://www.cvpdc.org/procurements/670-q-a-photography-contractor-roster.html>