REQUEST FOR PROPOSALS (RFP)

Photography and Videography Contractor Roster

PROPOSAL INFORMATION
Proposal Name: Photography and Videography Contractor Roster
Date Issued: January 30, 2017
Contact Person: Nancy Johnson
E-Mail Address: nancyj@tacomaparks.com
Phone Number: (253) 226-4530

SUBMIT PROPOSALS TO:
Contact Nancy Johnson
Metro Parks Tacoma
4702 South 19th Street
Tacoma, WA 98405

Proposals Accepted Until: February 14, 2017 at 4:00 PM

REQUEST FOR PROPOSALS:
Metro Parks Tacoma is soliciting qualifications and service rates for professional photographers and videographers for a roster of contractors that will be used to acquire imagery of various programs, events and attractions to support the District’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 District’s roster of qualified providers for these services.

Responses must be received by February 14, 2017 at 4:00 p.m. The roster will be used as the selection resource for contract assignments for calendar year 2017 and may, at the District’s discretion, be extended for up to two additional one-year time periods. Questions regarding this Request for Proposals may be directed to Nancy Johnson at (253) 226-4530 or via email at nancyj@tacomaparks.com

BACKGROUND:
Metro Parks Tacoma
Established in 1907, Metro Parks Tacoma was the first independent park district formed in Washington State. The District is home to several regional attractions including Point Defiance Zoo & Aquarium, Northwest Trek Wildlife Park, Fort Nisqually Living History Museum and Seymour Botanical Conservatory, in addition to diverse parks and recreation programs, facilities and events.

The District contracts for photo and video services of parks, programs, events and attractions to support public relations and communications initiatives. Respondents will be evaluated on the basis of responses submitted. One to four photographers and one to four videographers will be identified as the best qualified to serve as the primary contractor(s) for the District for the 2017 calendar year. Selection 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 and responsiveness; and (4) Caliber of equipment.

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

SCOPE OF WORK:
Contractors will be scheduled based on District need to work a mutually agreed number of hours which will vary by assignment.

Prior to the shoot, contractors will be advised of the deadline and delivery method for receipt of photos and video.
Prior to each shoot, Metro Parks staff will provide a brief summary of imagery to be acquired. Contractors are expected to arrive at and depart from the shoot at the times agreed upon at the time of scheduling.

It is the contractor’s responsibility to provide the District with only high quality imagery upon completion of the assignment. All poorly composed, unfocused or otherwise poor quality shots/footage must be deleted prior to delivery of the imagery to the District.

**TERM OF AGREEMENT:**
The initial contract period will be from approximately February 10, 2017 through December 31, 2017. At the completion of this time period, at the District’s discretion, Metro Parks may extend the roster for up to two additional one-year periods ending on December 31, 2019 at which time all qualified contractors in good standing may opt to extend their original proposals or request to be withdrawn from the roster.

While the District may schedule an assignment to meet a specific communication need, the District 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 on Metro Parks properties without the expressed written consent of the District.

The contractor will provide invoices for each assignment by or before the last day of the month in which services are rendered. Payment is processed according to the District’s accounts payable schedule.

**SUBMITTAL REQUIREMENTS:**

Proposals will be evaluated on the following criteria and point scale:

1. **Quality of Work:** captivating imagery of sporting and arts events, nature and wildlife, and people in a digital portfolio. Bidders should include a minimum of 20 images or clips which reflect the Metro Parks brand. Contractors who are unfamiliar with Metro Parks can view the District’s websites: metroparkstacoma.org, pdza.org, and nwtrek.org (1-40 points).

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 and Responsiveness:** Ability to turn around imagery quickly as needed to meet news cycle or other deadlines. (1-10 points)

4. **Caliber of Equipment:** Bidders should list all equipment. (1-10 points)

Interested bidders should submit four (4) copies of their proposals. Portfolios must be provided digitally. Please limit your response to no more than five (5) standard pages. Resumes and references are not included in the five (5) page limit. Late or incomplete submittals and those that do not conform to these guidelines will not be considered. All submittals will be screened for completeness of information and adherence to the above guidelines.
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• **SIGNATURES:** Proposals shall be signed by one of the legally authorized officers of said firm. If awarded the contract, the proposal shall also be so executed.

• **QUESTIONS:** Questions regarding this RFP may be directed to Nancy Johnson at 253-226-4530 or nancyj@tacomaparks.com

• **REJECTION OF PROPOSALS:** MPT 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 MPT to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate MPT to accept or contract for any expressed or implied services.

• **CONTRACT AWARD:** MPT 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. MPT shall not be bound or in any way obligated until both parties have executed a vendor contract. The firm selected as the apparently successful firm will be expected to enter into a contract with MPT.

• **PAYMENT:** All invoices shall be paid by mailing a MPT warrant within thirty (30) days of receipt of a proper invoice after approval of the firm’s completed tasks/deliverables to the date of the invoice or monthly report, as appropriate.

• **EQUAL OPPORTUNITY EMPLOYMENT:** The successful firm must comply with the MPT equal opportunity requirements. MPT is committed to a program of equal employment opportunity regardless of race, color, creed, sex, age, nationality or disability.

• **INSURANCE REQUIREMENTS:** The firm shall maintain insurance that is sufficient to protect the firm’s business against all applicable risks. A Certificate of Insurance, naming Metro Parks as also insured will be required prior to performance of work assignments.

• **BUSINESS REGISTRATION AND TAXATION:** The firm awarded the contract will be subject to City of Tacoma Business Registration and Business Taxation.

• **NON-ENDORSEMENT:** As a result of the selection of a vendor to supply products and/or services to MPT, the firm agrees to make no reference to MPT in any literature, promotional material, brochures, sales presentation or the like without the express written consent of MPT.

• **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.

• **COMPLIANCE WITH LAWS AND REGULATIONS:** In addition to nondiscrimination and affirmative action compliance requirements previously listed, the firm awarded the contract shall comply with 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.
• **PUBLIC RECORDS:** Under Washington 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 MPT, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If MPT receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to MPT and upon the written request of such person, received by MPT 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. MPT assumes no contractual obligation to enforce any exemption.