

SOUTHWEST OHIO REGION WORKFORCE INVESTMENT BOARD
441 VINE STREET, 300 CAREW TOWER
CINCINNATI, OH 45202
smarshall@cincinnati-chamber.com
513-579-3142

REQUEST FOR PROPOSALS FOR PHOTOGRAPHIC SERVICES
JUNE 28, 2014

Please give us your best quotation(s) for providing photographic services in the furtherance of producing annual reports and other marketing materials. Prior annual reports are available at www.superjobs.com/SWORWIB. Quotations must be received no later than August 8, 2014. Do not include federal or state taxes in your quotations. Exemption certificates will be furnished, where necessary. The Southwest Ohio Region Workforce Investment Board reserves the right to reject any or all bids, or any part of any bid. SWORWIB phone: 513-579-3142. Only emailed or mailed bids are acceptable.

No person, on the grounds of race, color, religion, sex, age, mental or physical handicap, veteran status, or national origin, will be excluded from participation in or denied benefits of this agreement or be otherwise subjected to discrimination in the performance of this agreement, or in employment or bidding practices.

Questions concerning this bid should be directed to: Sherry Kelley Marshall at the address above. The attached material outlines the services requested for bid quotation.

Firm Name _____

Signature _____

Title _____

Date _____

QUOTATION AMOUNT: Year 1 _____

Year 2 _____

Year 3 _____

Year 4 _____

Year 5 _____

**RETURN THIS TO SOUTHWEST OHIO REGION
WORKFORCE INVESTMENT BOARD AS ABOVE**

Bid #: PHOTOGRAPHIC SERVICES
DATE: JUNE 28, 2014

Please quote on the following services and mail or deliver your bid response by close of business Friday, August 8, 2014 to:

Sherry Kelley Marshall, President
Southwest Ohio Workforce Investment Board
441 Vine Street, 300 Carew Tower
Cincinnati, OH 45202
smarshall@cincinnatiachamber.com
Office Phone: 513-579-3118
Business Cell: 513-608-6061

Bid responses that are received after the deadline will not be considered as received in a timely manner and will be disqualified and shown as being received late. All costs related to this request should be included in the amount bid. Following the award of the contract and if mutually agreed to by both parties, this contract may be extended for four (4) additional one-year periods. The price will remain unchanged for the first two years of this contract. Pricing for the remaining 3rd, 4th, and 5th years of this contract should be submitted at this time. In no instance should the pricing exceed 10% of the original quotes.

BACKGROUND

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 501(c)(3) nonprofit entity in the State of Ohio under contract with Hamilton County and the City of Cincinnati to provide business leadership and oversight of the use of Workforce Investment Act dollars for the development, maintenance and improvement of the public workforce development system. The Southwest Ohio Region Workforce Investment Board is funded with federal Workforce Investment Act (WIA) dollars that are funneled through the State of Ohio to various counties and municipalities which then subcontract through the Local Workforce Investment Area's (LWIA's) which in this case is Ohio Area #13, Hamilton County and the City of Cincinnati. The Southwest Ohio Region Workforce Investment Board is the provider of WIA programs in this LWIA. The entity has a One Stop office, known as OhioMeansJobs Cincinnati-Hamilton County, located centrally at 1916 Central Parkway. The SWORWIB also rents office space and office services for its current staff from the Cincinnati USA Regional Chamber. Annually, the SWORWIB produces an annual report for distribution to elected officials and the broader community documenting the activities of the organization.

REQUISITIONED SERVICES INCLUDED IN THIS REQUEST FOR QUOTATION

The Southwest Ohio Region Workforce Investment Board (WIB) is seeking proposals from photographic services providers interested in serving our agency and programs. The photographer will assist us in documenting the funded activities of the SWORWIB.

PROPOSAL FORMAT

The proposal format has been prepared to facilitate the submissions. Proposers are required to include the signed Cover and Certification Form. The Proposal Content Outline is as follows:

- Signed Cover
- Signed Certification Form

- Qualifications of personnel who will undertake the work identified in this quotation request. A short biography and resume will suffice.
- Two non-profit references
- Cost/Fee Quotation

The quotation proposal must address all portions of the above outline and as may be amended prior to the negotiated contract with a selected provider.

The SWORWIB reserves the right to request clarification or correction to proposals, to reject any and all proposals, or to cancel the RFP in its entirety at its sole discretion. SWORWIB does not obligate itself to accept the lowest or any other proposal. Proposals which do not meet the general instructions may be considered “non-responsive” and may be rejected. Only the selected bidder will be contacted.

CERTIFICATION OF VENDOR

Please fill out and return the bottom section with your quotation (REQUIRED).

CERTIFICATION OF BID QUOTATION AND/OR VENDOR

I certify this bid/quotation is not made in connection with any other bidder submitting a bid for the same commodity(s) and this bid is in all other respects fair and without collusion, fraud or conflict of interest.

I additionally certify, by affixing my signature below and submission of this bid/quotation, or proposal, that neither I nor my principals are presently disbarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I hereby certify and verify that the establishment/facility/individual business person making this bid/quotation does not discriminate on the basis of sex, race, color, religion, ancestry, national origin or disability.

Concerning the certification above, if you are unable to certify to any of the statement in that certification, an explanation must be attached to your bid/quotation, proposal or vendor application.

Authorized Signature (REQUIRED)

Date