



The Southwest Ohio Region
WORKFORCE INVESTMENT BOARD

REQUEST FOR PROPOSALS FOR PHOTOGRAPHIC AND VIDEO-GRAPHIC SERVICES

Bid Date: May 29, 2020

Information Contact for Any Questions: smarshall@SWORWIB.org

NOTE: Forgive any typos or possible syntax errors and ask for clarification to smarshall@SWORWIB.org

Deadline for Receipt of Response: June 19, 2020 4:00 p.m. EDT

TO: smarshall@SWORWIB.org or by Delivery as noted at the bottom of the last page.

Basic Photography and Videography Services Request for Bids

The Southwest Ohio Region Workforce Investment Board invites you to submit a written proposal to provide photographic and video-graphic services. This work will be procured as a consultant on a 1099 tax form for which no taxes or withholdings will be covered by the SWORWIB. The Bidder can submit a proposal on an hourly rate basis or project based cost model. Payment will be monthly after submission of an invoice of services by the middle of each month or at project completion.

Background

The Southwest Ohio Region Workforce Investment Board (SWORWIB) is a 20 year-old 501(c)(3) non-profit 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 federal Workforce Innovation and Opportunity Act of 2014 (WIOA) dollars for the development, maintenance and improvement of the public workforce development system. The SWORWIB board is comprised of 50+ board members with 51% business representatives and the remaining Veterans, public sector, nonprofit, education, community and other partners. There are multiple committees to be managed throughout the year with different meeting schedules, but only the Quarterly Board Minutes are added to the website post approval. The SWORWIB office activities span the board work, grant applications, marketing, newsletters, unique marketing and educational materials, special projects, presentations and events, responding to audits and other business required activities for implementing core efforts. The SWORWIB is funded with federal (WIOA) dollars that are funneled through the State of Ohio to various counties and municipalities that then subcontract through the Local Workforce Area (LWA) that, in this case, is Ohio Area #13, serving the City of Cincinnati and Hamilton County. The SWORWIB is the provider of WIOA programs in this LWA. The entity has a One Stop Employment Center known as the OhioMeansJobs Center of Cincinnati and Hamilton County and located at 1916 Central Parkway. The OMJ Center facility is three full floors, 45,000 square-feet with an adjacent two-story parking structure. The SWORWIB has a lease with Hamilton County as part of a state-based Memorandum of Understanding for multi-agency participation in facility costs.

REQUEST FOR QUALIFICATIONS AND QUOTATIONS

Please quote on the following services and mail or deliver your hard copy response as soon as possible and no later than the: **Deadline for Receipt of Response: June 19, 2020 4:00 p.m. EDT and to: smarshall@SWORWIB.org** or by delivery through prearranged appointment
– call 513-608-6061

***Sherry Kelley Marshall, President/CEO SWORWIB
100 Scarlet Oaks Drive, Building 100
Sharonville, OH 45241
513-612-3643
smarshall@SWORWIB.org***

Requisitioned Services Included in this Request for Quotation

The SWORWIB does not require a full time photographer or videographer due to limited need for these services as well as limited resources for such services. The SWORWIB expects to be treated respectfully and as a priority customer. Additionally, the SWORWIB requests identification of a single point of contact to manage services to the SWORWIB. We recognize that bidders may have a variety of staff who will be involved in delivery of our services, but we expect a Single Point of Contact (SPOC) to manage communications and assignment of their internal staff rather than expect the SWORWIB team to understand and manage the contractor's communications and staffing assignments. In the event of an absence or departure of the SPOC, an alternative contact must be identified and trained to the SWORWIB's specific needs under this service contract.

The service being requisitioned in this Request for Quotations is a standard contract for services related to the delivery of periodic photographic product and periodic video-graphic product and such other related needs of the Southwest Ohio Region Workforce Investment Board.

We expect the photographer and/or videographer to work with a specific SWORWIB representative in well-planned and delivered activities and products. Specifically, we expect that the contractor will obtain information for each photo or video and probably label these products for the SWORWIB's use. Photos and videos should be identified in product storage mechanisms that will permit the SWORWIB to access the necessary product for use. Handing us a disk without a document indicating what is on the disk and in what order will not be acceptable.

Bid responses will be reviewed as received by the deadline and considered at submission. All costs related to this request should be included in the quotation. Following the award of the contract and if mutually agreed to by both parties, this contract will be termed for a two-year period and may then be extended for (2) additional one-year periods. The price will remain unchanged for the first two years of this contract. Pricing for years 3 & 4 should be submitted at time of this bid. In no instance shall the pricing of the extended year exceed 8% of the original quote.

The Proposal Format has been prepared to facilitate the submissions. Proposers are required to include the signed Quotation and Certification Form.

The following Proposal Content Outline should be used and included for all of the following:

- Signed Quotation and Signed Certification Form (page 5)
- Qualifications of personnel who will undertake the work identified in this quotation response. A short biography and resume will suffice.
- Description of non-profit experience with firm demonstration of a history of successful service similar to this proposed engagement for services.

- Additionally, the successful proposal must demonstrate sufficient capacity and depth to provide these services on a timely and consistent basis.
- Plan of action for undertaking the work identified and any specific information or resources expected to be provided.
- At least two local references.
- Provide an hourly rate or other preference clearly to simplify proposal analysis.

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

WE QUOTE YOU AS INDICATED ON THE ATTACHED REQUEST FOR QUOTATIONS

Date: _____

Individual Contractor or Firm Name: _____

Signature: _____

Title _____

Quotation Amount: Year 1: _____ 2 _____ 3 _____ 4) _____

CERTIFICATION OF BID QUOTATION AND/OR VENDOR
(Required to submit with Bid)

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 by 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 certifications above, if you are unable to certify to any of the statements in this certification, an explanation must be attached to your bid/quotation, proposal or vendor application.

Signature: _____

Date: _____

Printed Name and Title: _____