REQUEST FOR PROPOSAL 16-041

Missouri Western State University

Collegiate Photographer Fall 2015

**Background:** Missouri Western State University is a four-year public institution providing a blend of traditional liberal arts and professional degree programs. The University offers associate, baccalaureate and graduate degrees, as well as certificate and graduate certificate programs and has an enrollment of approximately 5,800 students.

**Scope of Services**: Missouri Western is seeking to obtain paid services with a professional photographer specializing in higher education to assist with a fall photoshoot. Missouri Western is looking to capture photos for our Admissions publications, website, social media accounts and various other publications with both candid and posed pictures.

Missouri Western would like your proposal response divided into the following four categories, they are as follows:

1. Photoshoot: Missouri Western is requesting an extended stay photoshoot. We would like several photos taken over the course of a couple of days. Some photos that we are interested in capturing (but at not limited to) include:
	1. Students walking around campus with their friends
	2. Student candids around campus
		1. Inside the library
		2. Inside coffee shops around campus
		3. Inside Blum Union
		4. Inside Remington Hall (to capture some of the unique architecture in that building)
		5. Outside of Remington Hall
		6. Outside at particular landmarks around campus (Clock tower, Kelley Commons, Griffon Plaza etc…)
	3. Generic student life shots
		1. Playing catch or other games on the lawn around campus
		2. Eating in the cafeteria
		3. Relaxing and socializing in the residence halls
	4. Authentic emotion from students
2. Editing: Missouri Western would like a sample of 100 edited photos provided from the photographer.
3. Photo rights: Missouri Western will have full usage rights of the images provided by the photographer, edited and unedited. Missouri Western will be granted the rights of reproducing the images via any production (website, publications, social media, advertisements, etc…)
4. Travel/accommodations: All travel accommodations should be included in the RFP. Missouri Western will pay for lunch during the work day but the photographer is responsible for mileage, transportation, hotel and breakfast and dinner while on site for the photoshoot.

**RFP Requirements**: Submissions **must** include portfolio of work, whether through the photographer’s website or other methods to provide samples. If samples are not included (either by website link or physical samples) the RFP will not be reviewed. Prior experience with higher education photography is preferred; please include previous work in samples.

**Project Timeline:** The Fall 2015 photoshoot must be completed by November 6, 2015.

**SUBMISSION OF PROPOSAL**: The Respondent must respond to this RFP by submitting all required data in order for the proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration for award. To facilitate evaluation of the proposals, it is required that the proposals be organized to respond to each of the four categories listed in the RFP, particularly, utilize the same numbering arrangement for each item in the specifications. **Do not refer solely to attached sales literature as a response. The University reserves the right to declare a proposal as non-responsive if an Applicant fails to respond properly to any part of this RFP.**

Proposals must be signed and sealed in mailing envelopes with the Respondent’s name and address clearly written on the outside. The Request for Proposal Number **(RFP16-041)** shall also be clearly marked on the outside of the envelope or package. The completed Request for Proposal Page (Cover Sheet) as well as the Pricing Sheet shall be incorporated into the Respondent’s proposal and shall be signed in ink by an authorized officer of the company. All costs incurred by the Respondent in replying to this RFP shall be borne by the Respondent. **Proposals are to be mailed or hand delivered to Missouri Western State University, Purchasing Department, Room 221, 4525 Downs Drive, St. Joseph MO 64507, prior to 2:00 p.m. CST, Wednesday, October 14, 2015.**

**RFP Questions:** RFP questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan at sloan@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until the end of business on Thursday, October 8, 2015. Questions received after this date may not be answered. Respondent shall submit an **original document, plus two (2) copies for a total of three (3) hard copy documents.** ELECTRONIC AND/OR FAXED COPIES WILL NOT BE ACCEPTED.

**Evaluation:** The award of the contract resulting from this Request for Proposal shall be awarded in response to written proposals based on the best and lowest cost. Each proposal will be evaluated using a subjective review of the information presented by the vendor to ascertain which proposal provides all required services and is most advantageous to Missouri Western State University. The University will award this contract based on the following evaluation categories:

Cost

Higher education photography experience

Quality of work

Creativity of work

Applicant History and References

The University reserves the right to reject any and all bids received in response to this RFP and to waive any minor irregularity or informality.

**Costs:** Missouri Western requires all vendors to complete the attached Excel sheet with the calculated totals. Photographers must submit the attached form with the RFP.

**Notes:** Please provide specific notes/explanations regarding your work if necessary.