

REQUEST FOR PROPOSALS RFP22-015

FOR

COLLEGIATE PHOTOGRAPHER FALL 2021

Submission Deadline: August 3, 2021

2:00 p.m. Central Time

Questions and/or requests for clarification of this RFP should be submitted via email to the Purchasing Manager, Kelly Sloan at purchase@missouriwestern.edu. All questions and/or clarifications can be sent regarding this RFP to the Purchasing Department until 12:00pm on July 30, 2021. Questions received after this date may not be answered. Please reference RFP22-015 on all correspondence. Answers to the submitted questions will be emailed to each vendor as an addendum to this RFP. It is the responsibility of all interested parties to read this information and return it as part of the RFP confirming receipt.



**BID SPECIFICATION SHEET FOR RFP22-015**

COLLEGIATE PHOTOGRAPHER FALL 2021

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 3000 students.

**Scope of Services**: Missouri Western is seeking to obtain paid services with a professional photographer specializing in higher education to assist with a photoshoot early in the fall semester, 2021. 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.

**Photo rights:** Missouri Western will have full, unlimited usage rights of the images provided by the photographer. Missouri Western will be granted the rights of using the images in unlimited types of media, including, but not limited to websites, publications, social media, advertisements, etc.

**Photoshoot:** Missouri Western is requesting an extended stay photoshoot. We would like several photos taken over the course of two to three days. A complete list will be provided to the selected photographer. Some photos that we are interested in capturing include, but are not limited to:

* 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 at particular landmarks around campus (Clock tower, Kelley Commons, Griffon Plaza etc.)
  3. 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, including inside rooms and common areas
     4. Greek Life
     5. Fitness Center
  4. Academic shots
     1. Student/faculty interaction
     2. Classroom shots
     3. Chemistry labs
     4. Artists at work and art displays
  5. Buildings and campus color
     1. Interesting patterns that could be used as a background with text overlay
     2. Building shots
     3. Buildings and iconic places at dawn/dusk

**RFP Categories:** Missouri Western would like your proposal response divided into the following three categories:

1. Portfolio: Missouri Western would like a sample of edited higher education photos provided from the photographer. A digital portfolio is preferred.
2. References: Every vendor must provide at least three references that reflect a successful implementation of similar scope and size. References should include the following information:
   1. Customer name and address
   2. Contact person and telephone number
   3. Description of the project
   4. Number of students
3. Completed RFP spreadsheet: including costs for photography, photo editing, photo rights, travel and any other expenses.

**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 required; please include previous work in samples. Prior experience on Missouri Western’s campus is preferred.

**Project Timeline:** The fall 2021 photoshoot must be completed between Sept. 13-19.

**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 three 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 with the Request for Proposal Number **(RFP22-015)** 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 by an authorized officer of the company. All costs incurred by the Respondent in replying to this RFP shall be the responsibility of the Respondent. 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. **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. Central Time, August 3, 2021.**

**RFP Questions:** RFP questions and/or requests for clarification should be submitted via email to the Purchasing Manager, Kelly Sloan, at purchase@missouriwestern.edu. All questions and/or clarifications can be sent at any time regarding this RFP to the Purchasing Department until the 12:00pm on July 30, 2021. Questions received after this date may not be answered.

**Evaluation:** The award of the contract resulting from this Request for Proposal shall be awarded in response to written proposals based on the lowest and best bid. 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:

* Quality of work
* Creativity of work
* Higher education photography experience
* Applicant History and References
* Cost

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 excel spreadsheet with the RFP. Missouri Western will not be responsible for costs not included in the proposal.

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