

THE WOODLANDS

CONVENTION & VISITORS BUREAU

The Woodlands, Texas

Request for Proposal (RFP)
Photo Services For 2016-2017 Creative Campaign

SCOPE: The purpose of this Request for Proposal (RFP) is to select a professional photographer to photograph the people, places and attractions of our destination being The Woodlands, Texas. Photos will be used to support the new brand campaign efforts and showcase the diversity of experiences available in The Woodlands. Included below are a sampling of images that exemplify our brand.

General Specifications:

- Submissions should include a portfolio of work, whether through the photographer's website or other methods to provide examples.
- Preferred photography style is warm, natural, sophisticated, vibrant and engaging.
- The Woodlands Convention & Visitors Bureau ("TWCVB") shall obtain through procurement of your services paid-in-full exclusive ownership of 20 or so primary images in the form of high-quality digital photography, as well as a library of secondary images of TWCVB choosing from those shot by photographer. THERE SHALL BE NO ADDITIONAL FEES FOR FULL OWNERSHIP AND USE OF ALL IMAGERY BEYOND THE HOURLY SERVICE FEE QUOTED IN YOUR RESPONSE TO THE RFP.
- A diverse mix of main talent and extras should also be included in portraying leisure family travel, leisure 55+ travel, corporate meetings and business travel audiences.
- TWCVB reserves the right to accept or reject any and all proposals, to accept any proposal deemed advantageous, and to waive irregularity in any bid.
- By bidding, the bidder acknowledges and will adhere to all bid specifications as stated within this RFP packet.
- To be eligible to respond to this RFP, the bidder must demonstrate that they have the skill, capacity, and ability to provide full digital image production services, including, but not limited to, photography, editing, approval processes and appropriate staff.
- All Bids must be made on the required BID TABULATION FORM. All blank spaces for Bid prices must be filled in, in ink or typewritten, and the Bid Tabulation Form must be fully completed and executed when submitted.
- TWCVB shall not be liable for any costs incurred by bidders in responding to this RFP, preparing or completing the proposal package, or for the performance evaluation, if

required, and shall in no way assume any other liability of bidders in responding to this RFP.

- A conditional Bid may be cause for rejection.
- Sealed Proposal Packages must contain: Specifications, Requirements and Acknowledgement Form; Bid Tabulation Form; Vendor Insurance Certificate; and three (3) references. All Bids must be received by TWCVB's at The Woodlands Convention and Visitors Bureau, Attn: Emilie Harris, 2801 Technology Forest Blvd. The Woodlands, TX 77381. Proposal Packages may also be submitted electronically. Please Email Proposal Packages to: Alie Broussard at alie.broussard@thewoodlandscvb.com, **no later than 5 p.m. on Thursday, October 27, 2016.**
- Any questions about the meaning, the intent or the specifications must be inquired by the Bidder in writing by **5 p.m. on Monday, October 24 2016** by email to Jayme Legros at jayme@theatkinsgroup.com. Any and all questions will be responded to in the form of a written addendum. All addenda received shall become a part of the contract documents and shall be acknowledged and dated on the bottom of the Bid Tabulation Form.
- TWCVB reserves the right to amend or revise any of these RFP documents, in whole or in part, as they deem necessary and without further notice to the bidders. Any addenda, revisions or amendments to these RFP documents shall replace the latest version of the RFP and may be uploaded to the same location as the original RFP on TWCVB's website, www.visitthewoodlands.com.

ATTACHMENT A
Specifications, Requirements and Acknowledgment FORM

Bidder shall **complete every space and submit additional items stated (see bolded text)** in the bidder acknowledgement column with initials to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications.

Item #	Description of Requirements	Bidder's Acknowledgement
1	Bid prices shall be inclusive of all costs related to the provision of digital image photography and production services (staff, talent, vehicles, set up, tear down, equipment, etc).	
Standard of Conduct and Appearance		
2	Vendor shall exhibit proper decorum and act in a professional manner during all directed production. Vendor may not smoke or drink alcoholic beverages while providing services to TWCVB that are outlined in this RFP.	
3	Vendor shall adhere to image standards - meaning each employee will be identified by a company uniform (shirt, pants, shorts, etc.).	
Timeline and Contract Term		
4	The contract for services, if awarded, shall be for the calendar year 2016-2017 (November 2016 through December 2017). Any and all financial obligations of the TWCVB under a proposed contract are conditional as they relate to a yearly appropriation.	
5	Timeline: (estimated) <ul style="list-style-type: none"> • Questions re: Bid – 5 p.m. on Monday, October 24, 2016 • Bid Due Date – 5 p.m. on Thursday, October 27, 2016 • Bid Approval Date – November 2016 • Contract Commencement Date – November 2016 	
Communication		
6	Though the contractor will have one (1) main contact, communication will be with multiple staff members due to the number of programs and events. Bidder shall be capable of receiving communication by web, email, or via phone call/message. If awarded, the contractor will work closely with TWCVB staff and advertising agency on specific locations, shot list, schedule, and details.	
Payment		
7	Payment will be made by the TWCVB' Agency within thirty (30) calendar days after submission of a qualifying invoice in accordance with contract and with all questions of TWCVB staff being resolved based on the Accounts Payable calendar which will be provided to the successful contractor.	
8	No taxes shall be included in the bid price since the TWCVB are exempt from all sales tax and will provide the selected vendor	

	applicable proof of sales tax exemption.	
9	All invoices shall indicate the type of service (program or event), services provided, time of event, location, etc.	
	Insurance Requirements	
10	Selected contractor shall provide the TWCVB acceptable proof of insurance which meets the requirements as identified in the bid packet. See “Attachment C.”	
	Sub-contractors	
11	The successful bidder shall not employ any subcontractor to fulfill any of the duties herein specified without express, prior written approval of the TWCVB, which may be withheld in TWCVB sole discretion.	
	Non-exclusive Arrangement	
12	The contractor agrees and understands that the contract shall not be construed as an exclusive arrangement and further agrees that the TWCVB may, at any time, secure similar or identical services from other vendors at its sole option.	
	Township / TWCVB Responsibility	
13	The TWCVB shall provide direction for all projects it initiates.	
	Technical Requirements	
14	It shall be the vendor’s responsibility to have the proper equipment necessary for these services.	
	Programs/ Events	
15	TWCVB shall meet with the photographer to discuss suggested photographic scenes and locations for desired images.	
	Additional Services	
16	The TWCVB may require additional items of a similar nature, but not specifically listed in this contract. The vendor agrees to provide such items, and shall provide the TWCVB prices on such additional items based upon the formula or method which is the same or similar to that used in establishing the prices in this proposal. If acceptable to the TWCVB, the TWCVB shall authorize the Vendor to provide such additional goods and services, and Vendor shall timely provide such additional goods and services. Notwithstanding the forgoing, the TWCVB reserves the right to procure any such additional services from other Producers, contractors, or to utilize the TWCVB employees, agents, affiliates or assigns to provide the additional good and services at any time and at its sole discretion.	
	Bid Evaluation	
17	Evaluations of the bid will be based on a variety of criteria as determined solely by the TWCVB and may include, in whole or in part: total cost of services for specified services, vendor’s experience and proven ability to successfully perform the specified work, vendor’s experience with similar contracts and/or scope of	

	services, quality, reliability, and references.	
18	Bidder is required to submit an introduction of you/your company's background, and relevant experience (Brief:1-2 paragraphs).	
19	Bidder is required to submit two (2) references.	
20	Bidder is required to submit samples of past work and project and how they will inform this project (Submitted online, as an attached pdf or printed)	
21	<p>Proposed budget for the project. Total Cost for the project should include:</p> <ul style="list-style-type: none"> -Photo usage for print, outdoor, web, online TV (unlimited use). -All creative fees- directors of photography, casting, preproduction, producer, scouting, assistants, stylists, wardrobe, insurance, craft services, mileage, supplies, misc. -All Talent Expenses (Including all talent fees for unlimited use of imagery for unlimited amount of time.) 	
22	Proposed timetable for development and implementation	
23	If the vendor has not previously performed like services for the The Woodlands Township or TWCVB, the TWCVB reserves the right to require a probationary period to determine if the Vendor can perform in accordance with the requirements of the contract and to the satisfaction of the TWCVB. Such period can be from thirty (30) to ninety (90) days, and will be conducted under all specifications, terms and conditions contained in the contract. A performance evaluation will be conducted prior to the end of the test period and that evaluation will be the basis for the decision of TWCVB to continue with the vendor or select another vendor.	

I have read and completely understand this, SPECIFICATIONS, REQUIREMENTS AND ACKNOWLEDGMENT FORM, and hereby affirm that I am able to and shall meet, conduct and perform each specification and requirement contained therein.

DATE

COMPANY

SIGNATURE

NAME (PLEASE PRINT)

TITLE

EMAIL

PHONE

WEBSITE

The Woodlands Convention & Visitors Bureau use only

DATE RECEIVED

RECEIVED BY

ATTACHMENT B
Photo Production Bid Tabulation Form

PART ONE: Price

Service	Price Per Hour
Strategy Meeting(s) with Client	
Pre-Production	
Casting Talent and Other Expenses	
Photography	
Editing	
Post Production	

Bidders will be scored based on the following criteria:

Service	Percentage of Score
Project Approach	25
Quality of previous work	25
Pricing	40
References	10

I, _____, certify that this bid is made without prior understanding, agreement or connection with any corporation, firm, or person submitting a bid for the same materials, supplies or equipment and is in all respects fair and without collusion or fraud. I agree that all information that I have provided herein is true and correct and accurately reflects my skills and ability and the quality of my production services. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

SIGNATURE

NAME (PLEASE PRINT)

TITLE

COMPANY

ATTACHMENT C
Insurance Requirements

Vendor agrees to maintain and require its subcontractors to maintain at all times the following coverage at no less than the limits indicated:

<u>Worker's Compensation Insurance</u>	-	Statutory
Employers Liability	-	\$100,000
<u>Automobile Liability</u> (Including Owned and Non-Owned autos)		
Bodily Injury	-	\$250,000 each person
	-	\$500,000 each occurrence
Property Damage	-	\$100,000 each occurrence
<u>Commercial General Liability</u>		
Combined Single Limits for Bodily Injury and Property Damage:		
Each occurrence for premises/operations:		
Broad form CGL liability coverage		\$1,000,000
Products/ Operations aggregate		\$1,000,000
Advertising Injury	-	\$1,000,000
General Aggregate	-	\$2,000,000
<u>Umbrella Liability</u>	-	\$1,000,000 each occurrence
	-	\$1,000,000 annual aggregate
	-	\$ 25,000 self insured retention

Vendor's coverage must be written on an Occurrence (not claims made) basis with companies acceptable to The Woodlands Township ("Township") and The Woodlands Convention & Visitors Bureau (TWCVB), must stipulate that no take-out endorsements are included on the General Liability policy, and each policy providing coverage hereunder shall contain provisions that no cancellation or material reduction in coverage in the policy shall become effective except upon thirty (30) days prior written notice thereof to the Township/TWCVB, who shall be named as additional insured with respect to liability imposed upon it resulting from the performance of Work under this Agreement. There shall be no right of subrogation against the Township/TWCVB and this waiver of subrogation shall be endorsed upon the policies. Prior to the commencement of performance of the Work, Vendor shall furnish certificates which shall identify the Township/TWCVB as additional insurers to the Township/TWCVB in duplicate, evidencing compliance with all requirements herein. **The limits of such insurance shall in no way be construed as limiting Vendor's obligation to completely defend, indemnify and hold harmless the Township and TWCVB.**

ATTACHMENT D
References Form

Please provide the following information from three (3) clients for whom you have provided professional photography services within the past twelve (12) months. Please also attach to this form letters of recommendation from the below-named clients.

1. Agency/Company:

Contact Name:

Contact Phone:

Contact Email:

Website:

Products Delivered:

2. Agency/Company:

Contact Name:

Contact Phone:

Contact Email:

Website:

Products Delivered: