

# Request for Proposals

## 2019 Michigan Works! Conference Photography

---

**Due Date: February 6, 2019 12:00 PM (EST)**

Inquiries and Proposals Should Be Directed To:

Anisa Mazuca  
Director of Operations  
[mazucaa@michiganworks.org](mailto:mazucaa@michiganworks.org)

## **BACKGROUND INFORMATION**

### **Michigan Works! Association**

The Michigan Works! Association is a 501(c)(3) non-profit membership organization that supports Michigan's talent development system: Michigan Works!.

The Association connects members with resources to help them better serve employers and job seekers:

- Michigan Works! Agencies
- Michigan Works! Agency Board Chairs
- Chief Local-Elected Officials
- Associate Members
- Service Providers

Michigan Works! Association provides the following services to its members:

- Advocacy and participation in the legislative process by advancing and defending interests on behalf of the Michigan Works! System
- Convening meetings as a way for members to network and share best practices
- Events to promote the Michigan Works! System
- Staff development and technical assistance

The mission of the Michigan Works! Association is to provide leadership and services, and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

### **Michigan Works! System**

The Michigan Works! System is the first unified workforce development system in the country and an instrumental partner for developing Michigan's economic future.

Michigan Works! Agencies are unique, but share several fundamental qualities:

- Locally-responsive and demand-driven
- Governed by a Workforce Development Board comprised of private sector representatives and Local Elected Officials
- Provide access to a full range of core employment-related services to assist businesses find the skilled workers they need, and help job seekers find satisfying careers and employment opportunities.

The Michigan Works! System contributes to the state's economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers.

## **STATEMENT OF NEED**

The Michigan Works! Association is looking for a photographer to take photos of our 2019 Michigan Works! Annual Conference taking place September 8-10, 2019 at the Kalamazoo Plaza Hotel and Suites, 100 West Michigan Avenue, Kalamazoo, Michigan.

### **Requested Photography**

- General crowd shots and attendee interaction:
  - Opening reception
  - Opening session (colors presentation, keynote speakers and award winners – podium and posed shots)
  - Workshops (approximately 20 over three days – including speakers)
  - Lunch session (including feature/keynote speakers and award winners – podium and posed shots)
  - Closing session (including feature/keynote speakers and award winners – podium and posed shots)
  - Additional small group receptions
  - Establishing shots of food and décor at receptions and main stage events
  - Exhibitor booths (posed and attendee interaction)
  - Posed attendee photos for use in marketing materials (will work with staff to identify models)

### **Requirements**

- High resolution digital photography
- A USB flash drive with every photo taken delivered no later than Monday, September 17, 2018
- Proposed budget of \$1950.00, please include a breakdown of rate for each day, as well as the comprehensive event rate

### **Time:**

Sunday, September 8	12:00 p.m. – 8:00 p.m. (arrive by 11:30 a.m.)
Monday, September 9	8:00 a.m. – 5:00 p.m. (arrive by 7:45 a.m.)
Tuesday, September 10	8:00 a.m. – 12:00 p.m.

## **PROPOSAL PROCESS**

The purpose of this RFP is to identify potential vendors to provide services described in the Statement of Need.

### **INSTRUCTIONS ON PROPOSAL SUBMISSION**

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Offerors may submit their proposal (**Section I, II and III**) electronically or via hardcopy and will be accepted through **February 6, 2019, 12:00 PM (EST)**.

**Electronic quotes** must be submitted in PDF format only to [mazucaa@michiganworks.org](mailto:mazucaa@michiganworks.org)

**Hardcopy quotes** may be delivered in person or via mail service delivery and must include one original and one copy of the completed proposal. Any differences between the original or copies are at the liability of the bidder:

Michigan Works! Association  
Attn: Anisa Mazuca  
2500 Kerry Street, Suite 210  
Lansing, MI 48912

## **Inquiries**

To ensure the Association maintains an open competition process, inquiries regarding this RFP must be in writing and sent to Anisa Mazuca, [mazucaa@michiganworks.org](mailto:mazucaa@michiganworks.org). Inquiries will be accepted through **Friday, January 25, 2019, 12:00 PM (EST)**. Inquiries and responses will be posted at <http://www.michiganworks.org/rfps-rfgs> by **5:00 PM (EST) on Wednesday, January 30, 2019**.

**NOTE:** Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFP.

## **Conditions of Proposal**

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association. Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

## **General Information/Right to Reject:**

This RFP does not commit the Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to accept or reject any or all proposals received as a result of this request, if it is in the best interest of the Michigan Works! Association. The Association may require the offerors selected to participate in negotiations and to submit such cost, technical, or other revisions of their proposals as a result of negotiations. The Association is not liable for any costs incurred by the bidder prior to the signing of a contract and/or written authorization from the Association to proceed with the service.

The Michigan Works! Association encourages small businesses, minority-owned firms and women-owned business enterprises to submit a proposal, and to indicate as such on the cover sheet.

## **Administrative Requirements**

The selected vendor must sign and return all contracts to Michigan Works! Association within ten (10) days of the receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

## **Disclaimer**

Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

## **Notification of Award**

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

## **EVALUATION**

### **Proposal Evaluation Criteria**

All proposals will be reviewed and rated by a Michigan Works! Association review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

For simplicity, please prepare your proposal with this outline:

- I. Pricing separated out for each day of photography. Separate fees for photography and travel, etc.

### **Rating Criteria (Out of 100 points):**

<b>40</b>	<b>Vendor Experience</b>
<b>30</b>	<b>Budget Considerations</b> Sufficient detail provided to assure reasonable cost
<b>15</b>	<b>Guarantee of Rates</b> Vendor will be able to guarantee quoted rate
<b>10</b>	<b>Prior Working Relationship with the Michigan Works! Association</b> Photography projects contracted for the Michigan Works! Association.
<b>5</b>	<b>Prior Working Relationship with Michigan Works! Agencies</b> Photography projects contracted for any Michigan Works! Agency.
<hr/>	
<b>100</b>	<b>Maximum points awarded</b>

**SECTION I – QUOTE COVER PAGE**

Michigan Works! Association  
Request for Proposal – Michigan Works! Conference Photography

<b>Applicant Organization</b>		<b>Federal ID Number/ SSN</b>
<b>Street Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>
<b>Printed Name</b>		<b>Title of Applicant's Authorized</b>
<b>Telephone Number</b>		<b>Fax Number</b>
<b>Email Address</b>		<b>Website</b>
<b>Small Business</b>	<b>Female-Owned</b>	<b>Minority-Owned</b>

***Certification***

I certify that:

- a) I have been authorized to submit and sign this bid on behalf of the submitting organization;
- b) the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;
- c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;
- d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association; and,
- e) the organization that I represent is an equal opportunity employer/provider.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

## **SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS**

Complete the following information and submit **one copy** with the signed Quote Cover Page (**Section I**). Complete responses are required for each section. All quotes must include the following:

### **A. Organizational Background**

Provide a brief description (100 words or less) of your organization

### **B. Portfolio**

Please include a website address to view samples of relevant work

### **C. Location and Timeframe**

#### **Date:**

September 8-10, 2019

#### **Location:**

Radisson Plaza Hotel and Suites  
100 West Michigan Avenue, Kalamazoo, MI 49007

#### **Time:**

Sunday, September 8	12:00 p.m. – 8:00 p.m.
Monday, September 9	8:00 a.m. – 5:00 p.m. (arrive by 7:45 a.m.)
Tuesday, September 10	8:00 a.m. – 12:00 p.m.

### **D. Rate**

Please include a breakdown of rate for each separate day, as well as the comprehensive event rate. The tentative agenda is posted on our website for review, <http://www.michiganworksconference.org/education/schedule-at-a-glance/>.

### **E. Requested Photography**

- General crowd shots prior to and during event
- Opening reception
- Opening session (including colors presentation, feature/keynote speakers)
- Workshop shots (20 approximately)
- Lunch session (including feature/keynote speakers)
- Closing session (including feature/keynote speakers, award winners)

### **F. Requirements**

- Digital photography
- Access to photo gallery online post-event with ability to download images
- A USB flash drive with every photo taken delivered no later than Monday, September 16, 2019

**SECTION III - TERMS**

If awarded, the applicant hereby certifies and assures that it will fully comply with the following federal regulations (if applicable to your organization):

**Certification and Other Terms/Conditions**

- The signing individual certifies that he/she is authorized to contract on behalf of the organization offering this proposal.
- The signing individual certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- When delivering services under an approved contract, the contractor shall work under the broad supervision of Michigan Works! Association staff.
- The signing individual certifies that there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- The signing individual certifies that he/she has read and understands all of the information in this Request for Proposals.
- The signing individual certifies that his/her organization, and any individuals to be assigned to the project, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government.
- Michigan Works! Association reserves the right to negotiate a best and final offer with applicant selected.
- Payments shall be made on a cost reimbursement basis (no advances). Invoices shall detail expenses based on the line items in the proposal budget. Generally, Michigan Works! Association will pay invoices within 30 days of receipt, unless questions arise as to the appropriateness of an expense.
- All information received by the contractor during the course of the contract period is considered confidential, and shall be protected to the utmost ability of the contractor.
- The contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

*(Signed certification/conditions to be returned with the proposal)*