

Request for Quote

2016 Awards Ceremony Photography

Due Date: March 11, 2016

Inquiries and Quotes Should Be Directed To:

Anisa Mazuca
Director of Operations
mazucaa@michiganworks.org

BACKGROUND INFORMATION

The Michigan Works! Association is a 501(c)(3) non-profit organization and serves as a statewide association providing support to the Michigan Works! System made up of 10 Prosperity Regions.

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 help businesses find the skilled workers they need, and help job seekers find satisfying careers

The Michigan Works! System is demand-driven and 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.

With a statewide network of Service Centers, the Michigan Works! System serves over three million customers each year.

BID PROCESS

The purpose of this RFQ is to identify possible photographers who can provide the services described in **Section II** (page 7).

The successful bidder will provide photography services for the Michigan Works! Impact Awards being held on April 27, 2016 at the Anderson House Office Building, Mackinac Room in Lansing Michigan.

INSTRUCTIONS ON BID SUBMISSION

Offerors may submit their bid (**Section I, II and III**) electronically or via hardcopy and will be accepted through **March 11, 2016**.

Electronic quotes must be submitted in PDF format only to
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 quote. Any differences between the original, copies, or CD 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, all inquiries regarding this RFQ must be provided in writing only, via email to Anisa Mazuca, mazucaa@michiganworks.org.

Answers to all questions regarding this proposal will be posted on the Association's Web site, www.michiganworks.org.

All quotes will be considered firm bids. No changes will be made after submission. Expensive bindings, color displays, or packaging are not necessary or desired. Emphasis should be based on conformity to the instructions and requirements of this RFQ.

Conditions of Bid

All costs incurred in the preparation of a bid will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association.

INSTRUCTIONS ON BID SUBMISSION (cont)

Right to Reject

Michigan Works! Association reserves the right to reject any or all quotes or any part of same; to award a contract(s) other than to the lowest bid, and to use the accepted bid as the basis and point of departure for final contract negotiations; to waive irregularities and/or informalities; and to make any decisions which Michigan Works! Association deems to be in its own best interest.

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.

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.

Cancellation of the contract, by either party, must be submitted in writing no later than ten (10) days prior to April 1, 2015.

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 bidder prior to the effective date of any contract resulting from this RFQ.

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

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

EVALUATION

Quote Evaluation Criteria

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

Rating Criteria (Out of 100 points):

- 40 Vendor Experience**
- 30 Budget Considerations**
Sufficient detail provided to assure reasonable cost.
- 15 Guarantee of Rates**
Vendor will be able to guarantee quoted rate
- 10 Prior Working Relationship with the Michigan Works! Association**
Photography projects contracted for the Michigan Works! Association.
- 5 Prior Working Relationship with Michigan Works! Agencies**
Photography projects contracted for any Michigan Works! Agency.

100	Maximum points awarded
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SECTION I – QUOTE COVER PAGE

Michigan Works! Association
Request for Quote – Impact Awards Photography

Applicant Organization		Federal ID Number/ SSN		
Street Address				
City	State	Zip Code		
Printed Name		Title of Applicant's Authorized Representative		
Telephone Number		Fax Number		
E-mail Address		Web site		
<p style="text-align: center;"><i>Certification</i></p> <p>I certify that:</p> <p>(a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;</p> <p>(b) that the quotation is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service;</p> <p>(c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs;</p> <p>(d) my organization will implement the services in compliance with the stipulations and guidelines set forth by Michigan Works! Association;</p> <p>(e) <u>the proposed photography rates will be valid for the event timeframe (April 27, 2016)</u>, and,</p> <p>(f) the organization that I represent is an equal opportunity employer/provider.</p> <table border="0" style="width: 100%;"><tr><td style="width: 50%;"><hr/>Authorized Signature</td><td style="width: 50%;"><hr/>Date</td></tr></table>			<hr/> Authorized Signature	<hr/> Date
<hr/> Authorized Signature	<hr/> Date			

SECTION II – QUALIFICATIONS / QUOTE 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/Time:

Wednesday, April 27, 2016

10:00 a.m. – 3:00 p.m.

Location:

Anderson House Office Building
Mackinac Room, 5th Floor
124 N. Capitol Avenue, Lansing, MI 48909

D. Rate

Please include a comprehensive event rate.

E. Requested Photography

- General crowd shots prior to and during event
- Two shots of award winner with Legislators, Michigan Works! Agency staff, and family (after winners have received their award)
- Feature/Keynote speakers

F. Requirements

- Digital photography
- Access to photo gallery online post-event with ability to download images
- A USB flash drive with every photo taken – Do not destroy/delete any photographs
- In order of photos taken group photo images displayed on an 8 ½ x 11 piece of paper, six images per page, for post-event identification
- USB flash drive must be delivered to arrive no later than **Monday, May 2, 2016**