

**REQUEST FOR PROPOSAL
TO SECURE
FHSAA STATE CHAMPIONSHIP SERIES PHOTOGRAPHY CONTRACT
2010-11 & 2011-12 SCHOOL YEARS**

This document requests your proposal for securing the state championship series photography contract of the Florida High School Athletic Association for a term of two (2) years, with an option to extend for another two (2) years upon mutual agreement. (The fall season for 2010-11 will not be under consideration for this proposal since it concludes in December 2010.) It requests information about your company, as well as provides the service requirements.

The FHSAA is seeking a royalty-based contract. Alternatives to a royalty-based contract will be considered (i.e., consultant for photography services, contingent upon FHSAA retaining rights to all photographs). This is not a closed bid process. These specifications are “proposal specifications” and not “bid specifications.” You may include additional items beyond those covered in the specifications in your proposal, but this is not required. You may also submit proposals that differ from these specifications. While you may take liberties with your proposal, you should understand that the Association is seeking substantial compliance with these specifications. The FHSAA will give the most consideration to those proposals that meet or exceed the minimums. The FHSAA staff will evaluate each proposal and grant the contract to a vendor(s) based on a variety of factors.

BACKGROUND.

The Florida High School Athletic Association is the governing body for interscholastic athletic competition in Florida. It is a voluntary organization with a membership of 770 middle and senior high schools. It operates as a representative democracy. Member schools elect their representatives to one of three governmental bodies – the Board of Directors (executive), the Representative Assembly (legislative) and the Sectional Appeals Committees (judicial). The Board of Directors employs an executive director, the chief executive officer, and staff to administer the Association’s programs on a day-to-day basis.

The FHSAA adopts and enforces student eligibility and competitive equity rules and regulations to ensure that all student-athletes in its member schools are able to compete against each other on an equitable basis. The Association annually conducts a state championship series in from one to eight school classifications in 30 sports (15 boys sports, 15 girls sports) through which the official state high school champions in the respective school classifications are determined. Each state series consists of a successive series of games, tournaments or meets on the district, regional and state levels.

The FHSAA is a not-for-profit 501-C-3 corporation as defined by the Internal Revenue Service Code and holds a tax-exempt certificate from the State of Florida (copy available upon request).

PHOTOGRAPHY SERVICES.

The FHSAA is seeking a vendor that will provide high quality, professional photographs of the following events and make them available for purchase either on-site or online each year of the agreement. The vendor shall provide a minimum of one on-site photographer at each of the following events, unless mutually agreed upon otherwise:

- a. **State Finals Events.** All 24 state final events (see attached schedule).
- b. **Recognition Events.** The Florida High School Athletic Hall of Fame Induction Ceremony in April and the Academic All-State Awards Banquet in June.
- c. **Board and Staff Photos.** Group photo at the Board of Directors meeting in September and individual staff and board head shots at the Hall of Fame Induction Ceremony in April.

The vendor shall also consider the following requests:

Provide the following free of charge each year to the FHSAA:

- a. One 8x10 photo print of the Board President.
- b. Seventeen (17) 8x10 photo prints of the Board of Directors Group Shot.
- c. One 11x14 photo print of the Board of Directors Group Shot.
- d. 16x20 team photo prints of the semifinalists at each of the team sport finals events (baseball, basketball, flag football, football, lacrosse, soccer, softball, boys volleyball, girls volleyball, water polo).
- e. CD containing all photographs taken at each State Championship Event within 10 days following the event.
- f. CD containing all photographs taken at the Hall of Fame Ceremony within 10 days following the event.
- g. CD containing all photographs taken at the Academic All-State Award Ceremony with 10 days following the event.
- h. CDs shall have label ceding reproduction rights to FHSAA.

PROPOSAL TERMS & CONDITIONS

- a. Proposals, and all inquiries relative to this request for proposal, must be submitted to:

Laurel Ring, Public Relations Specialist
FHSAA
1801 NW 80th Boulevard
Gainesville, FL 32606
Phone: (352) 372-9551 ext. 350
Fax: 352.244.5056
E-mail: lring@fhsaa.org

Proposals must be received by **5 p.m. EST Friday, Jan. 7, 2011.**

- b. The FHSAA reserves the right to negotiate with one or more vendors for the best possible outcome for the Association. The FHSAA may not award the contract to provide all types of photography to the same one vendor.
- c. The FHSAA reserves the right to reject any and all proposals and retains the right to waive any and all formalities.
- d. Respondents are expected to complete all enclosed forms.
- e. Respondents acknowledge that the rights of all images are the sole property of the FHSAA.
- f. Respondents agree to comply with all related applicable state and federal laws in the performance of the contract if awarded.
- g. Respondents may be asked to provide a portfolio of athletic event photographs to the FHSAA for review.
- h. A contract may be terminated by the FHSAA at its sole discretion in the event the contracted vendor fails to provide appropriate materials, or for any other material breach of these proposal terms and specifications.
- i. This is a request for proposal, not an order for services. The FHSAA is not responsible for any costs incurred by respondents in the preparation of their proposals.

QUESTIONS

- a. Questions regarding the bid process should be directed to Laurel Ring, Public Relations Specialist, by e-mail to “lring@fhsaa.org” or by phone to (352) 372-9551 ext. 350.
- b. Questions regarding finances and payment should be directed to Linda Robertson, Chief Financial Officer, by e-mail to “lrobertson@fhsaa.org” or by phone to (352) 372-9551 ext. 140.

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PROPOSAL

Florida High School Athletic Association State Championship Series Photography

Company Name: _____

Physical Address: _____

Mailing Address: _____

Contact Person: _____

Phone No: (_____) _____ ext. _____ Fax No: (_____) _____

E-mail: _____

How many years has your company been in business under your current name? _____

How many years has your company been in business under your current ownership? _____

Provide three (3) references for whom you have provided similar materials:

(1) Company: _____

Location: _____

Contact Person: _____

Phone: (_____) _____

(2) Company: _____

Location: _____

Contact Person: _____

Phone: (_____) _____

(3) Company: _____

Location: _____

Contact Person: _____

Phone: (_____) _____

A portfolio of athletic event photos produced by your company (___ is) (___ is not) provided.

This proposal prepared by

Name, Title

Signature

Date

PROPOSAL

Schedule of FHSAA Finals Dates (2011-12 dates are tentative)

Winter 2011

Competitive Cheerleading	Silver Spurs Arena, Kissimmee	Feb. 4-5
Girls Soccer	University of Tampa	Feb. 9-12
Girls Weightlifting	Kissimmee Civic Center	Feb. 12
Boys Soccer	University of Tampa	Feb. 16-19
Wrestling	Lakeland Center	Feb. 18-19
Girls Basketball	Lakeland Center	Feb. 23-26
Boys Basketball	Lakeland Center	Mar. 2-5

Spring 2011

Boys Weightlifting	Kissimmee Civic Center	Apr. 15-16
Hall of Fame Induction Ceremony	UF Hilton, Gainesville	Apr. 17
Tennis (boys & girls)	Seminole County	Apr. 18-22
Water Polo (boys & girls)	Orlando YMCA	Apr. 29-30
Track & Field (1A/2A; boys & girls)	Showalter Field, Winter Park	Apr. 29-30
Flag Football	Boca Raton HS	May 6-7
Lacrosse (boys & girls)	West Orange HS, Winter Garden	May 6-7
Track & Field (3A/4A; boys & girls)	Showalter Field, Winter Park	May 6-7
Softball	National Training Center, Clermont	May 9-14
Boys Volleyball	St. Andrew's School, Boca Raton	May 13-14
Baseball	Digital Domain Park, Port St. Lucie	May 18-24
Academic All-State Awards Banquet	Best Western Gateway Grand, Gainesville	June 13

Fall 2011

Board of Directors meeting	FHSAA Office, Gainesville	Sept. 25
Golf (boys & girls)	TBA	Nov. 1-2
Bowling (boys & girls)	TBA	Nov. 8-9
Swimming & Diving (boys & girls)	TBA	Nov. 10-12
Girls Volleyball	TBA	Nov. 16-19
Cross Country (boys & girls)	TBA	Nov. 19
Football (lower classes)	TBA	Dec. 9-10
Football (higher classes)	TBA	Dec. 16-17

Winter 2012

Competitive Cheerleading	TBA	Feb. 3-4
Girls Soccer	University of Tampa	Feb. 8-11
Girls Weightlifting	Kissimmee Civic Center	Feb. 11
Boys Soccer	University of Tampa	Feb. 15-18
Wrestling	TBA	Feb. 17-18
Girls Basketball	TBA	Feb. 22-25
Boys Basketball	TBA	Feb. 29-Mar. 3

Spring 2012

Lacrosse (boys & girls)	TBA	Apr. 20-21
Boys Weightlifting	Kissimmee Civic Center	Apr. 20-21
Tennis (boys & girls)	TBA	Apr. 23-27
Hall of Fame Induction Ceremony	TBA	Apr. 22
Water Polo (boys & girls)	TBA	Apr. 27-28
Track & Field (1A/2A; boys & girls)	TBA	Apr. 27-28
Flag Football	TBA	May 4-5
Track & Field (3A/4A; boys & girls)	TBA	May 4-5
Softball	TBA	May 7-12
Boys Volleyball	TBA	May 11-12
Baseball	TBA	May 16-22
Academic All-State Awards Banquet	TBA	June 11