

## Request for Quote

### 2015 DISC Village, Inc. Professional Photography Services

Due Date: May 29, 2015

Inquiries and Quotes should be directed to:  
**Amy Grissom,**  
Contract and Business Development Manager  
[agrissom@discvillage.com](mailto:agrissom@discvillage.com)

#### **Background Information:**

DISC Village is a non-profit 501C-3 corporation that has been in operation for over 40 years and is one of the largest and most comprehensive prevention, intervention, and treatment agencies in Florida. Through the years, DISC Village has become recognized as a leader in the state for initiating, managing, and coordinating delinquency and substance abuse prevention/intervention programs in Northwest Florida.

DISC Village has contracts with state and federal agencies while also relying of private sector funds to provide substance abuse treatment for juveniles and adults with substance abuse and co-occurring disorders. Our offices expand from Madison County to Escambia County and as far south as Taylor County.

### Section I

#### **Bid Process**

The purpose of this RFQ is to identify possible photographers who can provide the services described in Section III. The successful bidder will need to be able to provide photography services for DISC Village in multiple locations throughout Northwest Florida.

#### **Instructions and Submission**

Offerors may submit their bid electronically or via hardcopy and will be accepted through **June 1, 2015**.

**Electronic quotes** must be submitted in PDF format only to [agrissom@discvillage.com](mailto:agrissom@discvillage.com)

**Hardcopy quotes** may be delivered in person or via mail service delivery and must include one original copy of the completed quote to:

DISC Village, Inc.  
Attn: Amy Grissom  
3333 W. Pensacola Street, Suite 330  
Tallahassee, FL 32304

#### **Inquiries**

To ensure DISC Village maintains an open and competitive process, all inquiries regarding this RFQ must be provided in writing only, via email to Amy Grissom, [agrissom@discvillage.com](mailto:agrissom@discvillage.com). Answers to all questions regarding this proposal will be submitted to all potential bidders and posted on the corporation's web site, [www.discvillage.com](http://www.discvillage.com).

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 the bid will be the responsibility of the Offeror and will not be reimbursed by DISC Village.

**Right to Reject**

DISC Village 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 DISC Village 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 DISC Village 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 the first event date. The event dates are outlined in Section II.

All invoices and supporting documentation must be submitted within thirty (30) days of any event date, and payment will be made within 30 days of invoice submission. Failure to submit an invoice may result in non-payment.

**Disclaimer**

DISC Village 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 services) 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 two weeks of submission deadline.

**Quote Evaluation Criteria**

All quotes will be reviewed and rated by a DISC Village 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):**

<b>Points</b>	<b>Criteria</b>
40	Vendor Experience – samples, reviews, number of years in business, etc.
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 DISC Village or other non-profits
5	Prior working relationship with DISC Village partners
<b>Total Points</b>	
<b>100</b>	<b>Maximum points awarded</b>

**SECTION II – Quote Cover Page**

DISC Village, Inc. Request for Quote – Professional Photography Services		
<b>Applicant:</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 Representative</b>
<b>Telephone Number</b>		<b>Fax Number</b>
<b>E-mail Address</b>		<b>Web site</b>

***Certification***

I certify that:

- (a) I have been authorized to submit and sign this proposal on behalf of the submitting organization;
- (b) that the quotation 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 DISC Village, Inc.;
- (e) the proposed photography rates will be valid for a period of up to one year from date of submission of quote** and,
- (f) the organization that I represent is an equal opportunity employer/provider.

\_\_\_\_\_

***Authorized Signature***

\_\_\_\_\_

***Date***

### **Section III – Qualifications and Quote Components**

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

#### **A. Organizational Background**

Provide a brief description (250 words or less) of your organization.

#### **B. Portfolio**

Please include a website address to view samples of relevant work. If a website isn't available, supply a portfolio of completed work.

#### **C. Dates and Location**

At the request of DISC Village, other dates may be requested or additional photography services requested outside of the dates listed below. Please note, some dates may be altered due to availability however must be completed within a +/- 2 day option, unless otherwise agreed upon.

<b>Date:</b>	<b>Location:</b>	<b>Time:</b>
June 9, 2015	DISC Village, Inc. 3333 W. Pensacola Street Tallahassee, FL 32304	12:00 p.m. – 2:00 p.m.
June 12, 2015	DISC Village, Inc. 3333 W. Pensacola Street Tallahassee, FL 32304	10:00 a.m. – 12:00 p.m.
TBD	Woodville, Wakulla County, Franklin County	TBD
TBD	Quincy	TBD
TBD	Taylor County, Madison County	TBD
TBD	Panama City and Pensacola	TBD

#### **D. Rate**

Please include a breakdown of rate(s) for each separate day, as well as a comprehensive event rate. Events could range from multiple hours to daily event. All rates should include travel, insurance and any other expenses that may be incurred; however, DISC Village reserves the right to request a breakdown of all expenses.

#### **E. Requested Photography**

1. General crowd shots
2. Grounds and facility shots
3. Professional headshots of supervisors and management
4. Workshop events
5. Daily or routine work shots (staff interactions – staged)

#### **F. Requirements**

1. Digital photography or professional supplies and equipment
2. Access to photo gallery online post-event with ability to download images
3. A USB flash drive with every photo taken delivered no later than 10 business days from date of event.
4. DISC Village owns all rights to all photographs with no restrictions on where or how they are used at DISC Village needs.