

# ***Greene County Youth Athletic Association***

***PO Box 324, Jefferson, IA 50129***

***[www.gcyaa.org](http://www.gcyaa.org) - [gcyaa1@gmail.com](mailto:gcyaa1@gmail.com) 515-386-3070***

## **Request for Proposal Sports Photography**

### **PURPOSE**

The purpose of the Photography RFP is to seek a qualified photography firm to provide photography (photo packages) to GCYAA sports participants. (Softball, Baseball, T-Ball, Basketball, Wrestling, and Football)

### **GENERAL SCOPE**

The photographer selected to provide photo services will be responsible for team and individual photos in GCYAA sports programs. Also pictures of one (1) event game from each sport activity.

### **GCYAA SPORTS PROGRAMS**

- Baseball/Softball/T-ball (Little League) - 250 athletes (Spring)
- Football - 70 athletes (Fall)
- Wrestling - 30 athletes (Winter)
- Basketball - 30 athletes (Winter)

### **PHOTOGRAPHER RESPONSIBILITIES**

1. Schedule all team photos and provide adequate staff to assure timely and efficient photo sessions without delay to game schedules.
2. Collect and account for all money paid for photo packages while offering a variety of methods of payment.
3. Photo packages will be mailed directly to the home of the participant within three weeks after each photo session.
4. Provide a variety of packages including affordable options.
5. Provide all participants with clear, properly formatted, professional quality color prints.
6. Resolve any problems associated with photo sessions or with the delivered products.
7. Provide GCYAA with a 16 x 20 team photo of each sports team delivered to GCYAA within three weeks after each photo session.

8. Provide GCYAA with Digital copies of each team photo of each sports team delivered to GCYAA within three weeks after each photo session for use in marketing only.
9. Provide each head coach with a 5 x 7 team photo delivered to GCYAA within three weeks after each photo session.
10. Provide one assistant coach per team a 5 x 7 team photo delivered to GCYAA within three weeks after each photo session.
11. Provide proof of a clear criminal background check on all staff in contact with any youth through this contract.

### **GCYAA RESPONSIBILITIES**

1. Provide schedules to Photographers for days of photo sessions.
2. Deliver photo information to the coaches prior to team photo sessions.
3. Assist when possible on resolving incorrect delivery information if a package is returned to the photography vendor.

### **PROPOSAL INFORMATION AND INSTRUCTIONS**

- Submittal deadline: **12PM CST April 1<sup>st</sup>, 2022**
- Submit to the Attention of **GCYAA Marketing**
- Include on outside of sealed envelope: **GCYAA Photography Submittal**
- Expected Award Date: **April 30<sup>th</sup>, 2022**

**Submittals:** Shall be submitted to GCYAA Marketing, to either the mailing or physical delivery address as provided on the front page. ***One (1) printed copy and one (1) electronic copy in .pdf format are required.*** Remember to label the most exterior envelope with "**GCYAA Photography Submittal**". The electronic copy may either be included within the submittal package or sent to [gcyaa1@gmail.com](mailto:gcyaa1@gmail.com). Documents will be accepted until **April 1<sup>st</sup>, 2022**. **BOTH** parts of the submission must be received by the deadline. There will not be a bid open. Responses will not be accepted after the aforementioned time and date. We will not accept proposals by fax or any method other than stated. The sender must allow ample delivery time for the selected shipment or transmission methods.

**Withdrawal of Proposals:** Proposing vendors may withdraw their Proposals any time before the deadline for submission, but the withdrawal must be submitted in writing and signed by the proposing vendor.

**Inquiries and Corrections:** All inquiries relating to this request should be in writing and addressed to: GCYAA Marketing, PO Box 324, Jefferson, IA 50129 or emailed to [gcyaa1@gmail.com](mailto:gcyaa1@gmail.com). If a proposing vendor finds discrepancies in or omissions from the specifications or should require additional clarification of any part, a written request for interpretation shall be submitted to [gcyaa1@gmail.com](mailto:gcyaa1@gmail.com). Any interpretation of or changes made to the RFP will be made by written addendum to each proposing consultant and shall

become part of the request for any contract awarded. GCYAA will not be responsible for the accuracy of any other oral explanations, interpretations, or representations.

**All inquiries must be submitted by 12PM CST April 1<sup>st</sup>, 2022.** It shall be the responsibility of each proposing organization or individual to verify that every addendum has been received prior to submitting Proposals.

**Vendor Certification:** The submission of proposal shall be deemed a representation and certification that the proposing vendor:

- Has carefully read and fully understands the information provided by GCYAA in this RFP;
- Is financially solvent and as the capability to successfully undertake and complete the responsibilities and obligations of the proposal submitted;
- Represents that all of the information contained in the submitted proposal is true and correct;
- Did not in any way collude or conspire with any other parties, directly or indirectly, in regard to the amount, terms or conditions of this Proposal;
- Acknowledges that GCYAA has the right to make any inquiry it deems appropriate to substantiate or supplement information provided by proposing vendors and hereby grants GCYAA permission to make these inquiries; and
- Acknowledges that any proposal cannot be modified after its submission for any reason.

**Format & Deadline of Proposals:** Late Proposals will not be accepted under any circumstance and will not be opened or reviewed. We will not accept Proposals by fax or any method other than is outlined under Proposal Instructions. The sender must allow ample delivery time for the selected shipment or transmission methods.

**PROPOSAL REQUIREMENTS AND EVALUATION CRITERIA: (Include all items in your submittal)**

**In addition to package pricing, the factors below will be considered when submissions are evaluated;**

1. Demonstrated experience with sports team photos. Submit your firm's overall organization structure and history, including sport team photography.
2. Presentation of photography programs and how well they are run. Discuss photography day and how it is structured.
3. Presentation of detailed packages and package options. Include samples.
4. Ability to provide staff with clean criminal background history
5. References - Include a minimum of two (2) references (preferably youth sport organizations).
6. Provide name(s) of those authorized to represent you (include titles and telephone numbers) and who will work with staff on the project.
7. Value of commission to the GCYAA
8. Other information to help us understand your company and the value you bring.
9. Completed Vendor Form

## 10. 10. Complete Proposal Submittal

### **Contract Term/Conditions**

The selected vendor will be required to enter a contract with GCYAA. The County intends to enter a contract with the selected vendor or vendors for (1) one initial contract term. The first contract term is (12) months, **June 1<sup>st</sup>, 2022 through May 31<sup>st</sup>, 2023**. GCYAA reserves the right to terminate the contract at any time. Bidder warrants that proposal prices, terms, and conditions quoted in his/her proposal will be firm for acceptance for the contract term.

### **INSURANCE REQUIREMENTS**

GCYAA requires selected contractors and any subcontractors to obtain and maintain at their own expense all insurance required by state and federal law. If requested, the selected organization agrees to provide GCYAA with evidence of required policies, certificates and/or endorsements upon the award of the contract. As a minimum, contractors and subcontractors are required to have the following coverages related to any contract work for GCYAA:

- Professional liability, including errors and omissions, malpractice (if applicable) and negligent performance—at least \$1 million for all damages
- Comprehensive general liability, including personal injury, broad form property damage blanket contractual and fire legal liability--\$1 million combined limit for bodily injury and property damage

### **Contract Extension**

GCYAA reserves the right to negotiate the contract award with an extension or renewal clause. The contract will be awarded to the firm with the best overall proposal and consideration of the best interest to GCYAA and the programs.

### **Additional Conditions:**

- All proposing firms or individuals shall comply with all conditions, requirements, and specifications contained herein, with any departure constituting sufficient cause for rejection of the proposal. However, GCYAA reserves the right to change the conditions, requirements and specifications as it deems necessary.
- The proposal must be signed by a duly authorized official of the proposing organization or individual submitting the proposal.
- No Proposals will be accepted from any person or organization that is in arrears for any obligation to GCYAA, or that otherwise may be deemed irresponsible or unresponsive by GCYAA staff, or the GCYAA Board.
- GCYAA is not obligated to enter into any contract as a result of the RFP.
- All prices quoted must be firm for a period of 90 (ninety) days following the proposal deadline.
- GCYAA reserves the right to reject any and all Proposals or any part thereof and to select the most responsive proposal that is deemed in the best interest of GCYAA.
- GCYAA reserves the right to award more than one contract as a result of this RFP.
- GCYAA may approve or disapprove the use of specific proposed subcontractors in any Proposals, and requires that subcontractors be subject to a satisfactory completion of criminal background check.

- GCYAA reserves the right to enter into an agreement with another proposing vendor in the event that the originally selected vendor fails to execute a contract with GCYAA or defaults on their contract.
- All Proposals shall be prepared in a comprehensive manner as to content, but we do not require specific types of binders or promotional material for submissions. Promotional material will not be considered part of the proposal and will not affect the evaluation of Proposals.
- GCYAA reserves the right to negotiate with any, none or all of the proposing vendors.
- All costs, including travel and expenses, incurred in the preparation of this proposal will be borne solely by the proposing company.
- GCYAA will not return proposal materials to those submitting Proposals.
- No agreements with any selected vendor shall be binding until a contract is approved, signed and executed by the GCYAA Board and authorized representatives of the vendor.