

# The Grove Community Improvement District

4512 Manchester Avenue, Suite 100  
St. Louis, MO 63110  
Phone: 314-535-5311  
matthew@pcd-stl.org

## **REQUEST FOR PROPOSAL (RFP) Videography**

Proposals must be submitted by no later than 5:00 P.M. Friday November 22<sup>nd</sup> , 2017. Proposals must include all requested materials to be considered (bid, previous experience, references, etc...). Proposals must be mailed or hand delivered to the following address:

The Grove Community Improvement District  
c/o Gelinda Connell  
4512 Manchester Avenue, Suite 100  
St. Louis, MO 63110

If you have any questions, please contact Gelinda Connell at 314-535-5311.

### **Section I: INTRODUCTION**

The Grove Community Improvement District (CID) is seeking proposals from qualified agencies to provide videography services. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

Agencies may bid on any, or all, of the services listed below. The RFP establishes minimum requirements a bidder must meet in order to be eligible for consideration as well as information to be included in the Agency's bid response. The selection of the successful agency will be made based on evaluation and determination of the relative ability of each Agency to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- 1 Company History and Organization
- 2 Management Approach
- 3 Personnel Selection Process
- 4 Communication and Reporting
- 5 Cost Proposal and Invoicing
- 6 Value Added Features

The Grove CID's Board of Directors is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project. All of the Bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities.

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## **Section II: CONTRACT TERMS**

The term of this contract shall be for a six month period unless terminated by either party with thirty (30) days written notice.

Agency shall provide appropriate and necessary management and supervision for all employees and shall be solely responsible for instituting and invoking disciplinary action of employees not in compliance with Agency's rules and regulations, as well as any other policy established by the contracting parties.

Agency shall ensure hiring, training and administration of motivated and professional employees that meet or exceed both The Grove Community Improvement District's and Agency's standards.

Agency will be required to produce appropriate workers' compensation insurance per the State of Missouri and general liability coverage and name the Grove CID as additionally insured.

Agency is responsible for the daily personal appearance of crews.

Agency shall administer all cost accounting and billing relative to this contract.

Agency shall respond as necessary to accommodate additional hours or services as may be requested by The Grove Community Improvement District.

## **Section III: SCOPE OF SERVICES**

1. Agency will produce 6-8 one minute videos
2. Agency will take direction from the Marketing Committee Administrator regarding subject matter.
3. Attend Marketing Committee meetings as necessary.
4. Agency will deliver and present videos at the end of the six month period.
5. Agency will consider completed videos the property of the Grove CID to use in marketing campaigns as the committee sees fit.

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## **Section IV: INSTRUCTIONS TO BIDDERS**

Bidder is to address the following subjects in the response. Reference any attachments in the text and include printed copies of attachments at the back of your submitted document.

### **1 Company History and Organization**

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Provide a brief Agency history. Explain ownership and include name and title of the personnel who would be directly responsible for the management and local supervision of this project.

### **2 Management Approach**

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Describe in detail how your Agency will be organized to manage this project. Indicate by position or title the person who will have the overall responsibility for the supervision of account.

### **3 Personnel Selection Process**

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Describe how recruitment and selection of employees is accomplished.

### **4 Cost Proposal and Invoicing**

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Provide billing rates per instance. Propose invoicing frequency, procedures, and applicable discounts.

### **5 Value Added Features**

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Indicate features or programs not covered elsewhere in the response which are offered to enhance your Agency's ability to effectively carry out this project.

### **6 References**

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Provide at least three (3) client references whose areas/districts are comparable in size, profile and service hours to the Grove Community Improvement District. Include reference name, address, and contact number.

### **6 Proposal Evaluation**

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**Evaluation Procedure.** The Grove CID's Administrator and appropriate staff will review proposals and make recommendations to the Board of Directors for final approval. The Administrator and/or Board of Directors may request a meeting with some qualified Offerors prior to final selection.