



**National Coalition of One Hundred Black Women, Inc.
Oakland/Bay Area Chapter**

**25th Annual Madam C. J. Walker
Business & Community Recognition Awards Luncheon
&
Women's Empowerment Forum**

**REQUEST FOR PROPOSAL for
PHOTOGRAPHY SERVICES**

RFP Issued	Monday, November 7, 2022
Bidder's Questions Due Send all questions regarding this RFP via email to tamara@onehundredblackwomen.org	By 12:00 PM/Noon, Friday, November 11, 2022
RFP Response/Proposal Due Date	By 12:00 PM/Noon, Monday, November 28, 2022 Email proposal to: tamara@onehundredblackwomen.org Please request a receipt when submitting your RFP proposal
Notice of Award	On or Before Monday, December 19, 2022
Event Date	Friday, March 24, 2023 <i>Event Setup: Appx. 7:30 AM/ Breakdown: Appx. 3:30 PM</i>
For information about this project Please contact:	Tamara Lawson National Coalition of 100 Black Women Oakland/Bay Area Chapter E-Mail: tamara@onehundredblackwomen.org

Proprietary and Confidential

ORGANIZATIONAL BACKGROUND

The National Coalition of One Hundred Black Women, Inc. is a non-profit organization, which offers a variety of programs and services that enrich the lives of African American women. Founded in 1995, the Oakland/Bay Area Chapter, (NCBW/OBAC) is composed of senior-level professionals in a wide variety of industries & sectors.

Our Vision: To be the organization of choice for today's African American Woman, who understands the needs of her community, and has the requisite skills to develop solutions.

Our Mission: We are committed to providing programs that increase the participation of African American women in economic, civic, entrepreneurial, and human service arenas of their respective communities through education, scholarship, and collaboration.

ADMINISTRATIVE INFORMATION:

All vendors will need to prepare and submit their proposal with the RFP Cover Sheet provided below in Appendix A to the attention of Tamara Lawson at: tamara@onehundredblackwomen.org.

SHORT EVENT DESCRIPTION

Every year NCBW/OBAC hosts the Women's Empowerment Forum & Madam C.J. Walker Business & Community Recognition Awards Luncheon. Attendees will include Bay Area African American businesswomen, community leaders, and dignitaries. This year's theme is "Celebrating 25 Years - A Legacy of Advocacy, Commitment, and Excellence."

You may find out more information about our organization at: www.onehundredblackwomen.com

PROJECT REQUIREMENTS/OBJECTIVES AND DELIVERABLES:

This is a request for proposal for you to provide photography services for our event scheduled on Friday, March 24, 2023, at the San Francisco Marriott Marquis, 780 Mission St., San Francisco, CA 94103. This is our 25th Annual event and we are interested in providing various vendors an opportunity to participate with us in producing another successful event. The expected attendance at the luncheon event is 800-1,100 attendees.

The following is a partial list of some of our projected photography needs and deliverables:

1. Group photos
 - a. All chapter members
 - b. Officers/Committee Chairs
 - c. Positive Step Girls
2. Empowerment Forum
 - a. Empowerment Chair and Chapter President with Panelists
3. Step and Repeat/Red Carpet
 - a. Guests and Dignitaries (must obtain names of each dignitary in the photos)
4. Honoree Photos with Chapter President and Luncheon Chair (after each award is presented)
5. Luncheon/Event Program
 - a. Mistress of Ceremony (during time on stage)
 - b. Keynote (during time on stage)
 - c. Keynote with President/Co-Chairs at Step & Repeat
 - d. MC with President/Co-Chairs at Step & Repeat
6. Positive Steps Girls (during their hosting duties)
7. VIP/President's Reception

Captioning is not required on all photos, just the groups/individuals listed below:

1. Group photo of Members
 - a. All chapter members

- b. Officers/Committee Chairs
2. Step and Repeat/Red Carpet
 - a. Guests and Dignitaries
3. Honoree Photos with Chapter President and Luncheon Chair (during/after award is presented)
4. Luncheon/Event Program
 - a. Mistress of Ceremony (during time on stage)
 - b. Keynote (during time on stage)
 - c. Keynote with President/Co-Chairs at Step & Repeat
 - d. Mistress of Ceremony with President/Co-Chairs at Step & Repeat
5. Empowerment Chair, Chapter President, Empowerment Forum Panelists
6. VIP/President's Reception

Please note, the names of the individuals (we have confirmed will be in attendance) will be provided closer to the event date. At that time, the Contractor who has been awarded the contract will have more information regarding whose photos will need names assigned. Registration for this event is ongoing and we do not have a list of attendees at this time. Please note, if selected as the photographer for this event, you will need to confirm names or add new names to photos, as needed.

Photographer must supply:

- Camera and camera equipment
- Lighting and lighting equipment
- Provide a minimum of 40 pictures per hour per photographer
- Eight (8) key designed pictures should be delivered within 24 hours after the event and all other photos shall be delivered within 5 business days after the event.
- Provide USB with complete photos taken at the event
- Photos must have all corrections to color, and exposure and be updated for overall quality
- Provide (2-3) photographers to take photos on site for a minimum of 8 hours each from 7:30am-3:30pm

NOTE: The National Coalition of 100 Black Women - Oakland/Bay Area Chapter reserves the right to modify the scope of work as needed.

PURPOSE OF THE REQUEST FOR PROPOSAL

This is a request for proposal for you to provide photography equipment, set-up for our event, take photos and provide photos with names of guests and dignitaries, scheduled on Friday, March 24, 2023.

NCBW/OBAC is seeking to identify and select an outside independent vendor to perform the activities listed above. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by NCBW/OBAC.

DETAILED RESPONSE REQUIREMENTS

Bidders should submit their proposals with the following information and supporting documents:

COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), Dun & Bradstreet Number,
- Primary and secondary SIC numbers, addresses, main telephone numbers, toll-free numbers, and facsimile numbers.
- Key contact name, title, address (if different from the above address), direct telephone, email, website, and fax numbers, as applicable.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including the year established and the number of years your company has been offering photography Services & Support.

APPROACH, AND METHODOLOGY

Include detailed synopsis of how you plan to accomplish deliverables taking into account your staffing, tight schedule, and time frame associated with the event. This section should include a description of each major type of work being requested of the Vendor. All information that is provided will be held in strict confidence.

DETAILED AND ITEMIZED PRICING

Include a fee breakdown by project phase and all associated estimates.

REFERENCES

Provide three current corporate references for which you have performed similar work.

EVALUATION CRITERIA AND PROCESS

The NCBW/OBAC Selection Committee consists of NCBW/OBAC Chairs and NCBW/OBAC chapter members. The NCBW/OBAC Selection Committee will review and evaluate RFP submissions in accordance with the evaluation criteria listed below. The evaluation of the RFP submissions shall be within the sole judgment and discretion of the NCBW/OBAC Selection Committee.

The NCBW/OBAC reserves the right to interview the organizations with the highest ranked submission and to rescore the evaluation on the basis of those presentations or interviews.

Each of the following Evaluation Criteria below will be used in ranking and determining the quality of each submission. Each submission will be evaluated according to the Evaluation Criteria and will receive a rating between zero (0) and the number of possible points for each criteria. The following provides the specific Evaluation Rating Criteria for the proposed services.

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a vendor or vendors:

1. Completion of all required responses in the correct format by the stated deadline.
2. The extent to which the Vendor's proposed solution fulfills NCBW/OBAC stated requirements as set out in this RFP.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP.
4. The Vendor's stability, experience, and record of past performance in delivering such services.
5. Availability of sufficient high-quality Vendor personnel with the required skills and experience for the specific approach proposed.
6. Overall cost of Vendor's proposal.

NCBW/OBAC may, at their discretion and without explanation to the prospective vendors, at any time choose to discontinue this RFP without obligation to such prospective vendors.

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for NCBW/OBAC evaluation of the Vendor's proposal.

In order to address the needs of this procurement, NCBW/OBAC encourages Vendors to work cooperatively in presenting integrated solutions. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities while offering the best combination of performance, cost, and delivery for the audio-visual services being provided under this RFP. NCBW/OBAC will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified, and relationships are fully disclosed
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between NCBW/OBAC and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Company Overview
2. Approach and Methodology
3. Detailed and Itemized Pricing
4. References

The detailed requirements for each of the above-mentioned sections are outlined as follows:

Cover Sheet (Appendix A) is completed, attached and signed; materials were submitted on time per the deadline.		n/a*
Understanding of Need, is included		n/a*
Business Description, Services and Qualifications, is included		n/a*
Statement of Approach and methodology, is included		n/a*
Pricing for scope of work (should be reasonable and realistic)		n/a*
3 References provided		n/a*
(1-3) Photography samples of work		n/a*
Experience	Demonstrated experience in field of work as required by the RFP.	5
Scope	Statement of approach and methodology for work is clear; demonstrated ability to carry out work as proposed.	5
Pricing	Detailed and itemized pricing is competitive and reasonable.	5
Timeliness	Demonstrated ability to carry out of the scope of work in time indicated.	5

*This section will not be scored on a point basis. However, completion of these requirements in a satisfactory manner will be required for the remainder of the submission to be scored.

NCBW/OBAC reserves the right to request additional information and/or clarification of information submitted.

It is the responsibility of each bidder to be familiar with all the specifications, terms and conditions. By submission of the bid, the bidder certifies that if awarded a contract they will make no claim against the NCBW/OBAC based upon ignorance of conditions or misunderstanding of the general requirements.

SUBMITTAL OF RESPONSES

1. All responses to this RFP must be received at tamara@onehundredblackwomen.org no later than 12:00 PM, Monday, November 28, 2022.
2. No response will be considered for award unless submitted BY EMAIL to tamara@onehundredblackwomen.org. Please request a confirmation receipt when submitting your RFP proposal.
3. No facsimile or mailed responses will be considered.
4. All costs required for the preparation and submission shall be borne by the submitting bidder.
5. Late submissions will be noted accordingly and will be subject to disqualification.

PRICING

1. All prices and rates shall include travel time, parking, and mileage. No additional charges for travel expenses, time, parking, mileage, loss, damaged or stolen equipment will be acknowledged or paid for by NCBW/OBAC.
2. The price(s) quoted shall be the total cost NCBW/OBAC will pay for this project including taxes and all other charges.
3. All prices quoted shall be in whole United States dollars.

AWARD

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to NCBW/OBAC in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

1. Proposals will be evaluated by a committee and will be ranked in accordance with the RFP section entitled "Evaluation Criteria and Process".
2. The committee will recommend the award to the bidder who, in its opinion, has submitted the proposal that best serves the overall interests of the NCBW/OBAC Committee and attains the highest overall point score. Award may not necessarily be made to the bidder with the lowest price.
3. NCBW/OBAC reserves the right to accept a bid/bids other than the lowest priced offer.
4. NCBW/OBAC reserves the right to award to a single or multiple contractors for all or parts of the scope of services.
5. NCBW/OBAC has the right to decline to award this contract or any part thereof for any reason.
6. NCBW/OBAC reserves the right to reject any or all offers and discontinue this RFP process without obligation or liability to any potential Vendor.
7. NCBW/OBAC reserves the right to Award a contract based on initial offers received, without discussions or requests for best and final offers.
8. NCBW/OBAC reserves the right to resubmit RFP/Q requests to additional bidders if less than three (3) bids have been received. In that instance, NCBW/OBAC reserves the right to extend the Notice of Award to a new date, as needed.
9. In instances where an exception is taken to the RFP/Q that does not meet the minimum requirement, the bid will be disqualified.
10. Final Agreement terms and conditions (including payment terms) will be negotiated with the selected bidder.

NOTICE OF AWARD

At the conclusion of the RFP evaluation process, all bidders who submitted a response will be notified in writing of the determination of their submission. The document providing this notification is the Notice of Award.

LICENSING & MEDIA

NCBW/OBAC intends to use the photos provided by the photographer for all NCBW/OBAC needs both upon receipt of photos and in the future for the purpose of and not limited to the following:

- Internal/Archive use
- Public Relations/Marketing
- Social Media
- Press
- Etc.

We do not have a list of publications at this time.

BILLING

Shari P. Wooldridge, MCJW Chair
National Coalition of 100 Black Women Inc, Oakland Bay Area Chapter
PO Box 24231
Oakland, CA 94623

Authorized Contract Signer: Frances Cohen, President
Authorized Contract Signer's Email: frances@onehundredblackwomen.org
Payment will be by check.

PROPRIETARY and CONFIDENTIAL

APPENDIX A: RFP Cover Sheet

Business and Contact Information

Business Name: _____

Contact Name: _____

Address: _____

City: _____ Zip: _____

Phone: _____ E-mail: _____

Business Tax ID # or Individual SSN: _____

Checklist:

- Cover Sheet is complete, signed, and attached to other RFP materials
- Description of the business description, services and qualifications
- Statement of approach and methodology
- Details and itemized pricing for scope of work.
- (3) References
- (1-3) Photography samples of work

Deadline

The deadline for submission is 12:00 PM/Noon, Monday, November 28, 2022.

Questions

Please contact Tamara Lawson at tamara@onehundredblackwomen.org.

Certification

I have read and understand all specifications, terms and conditions under this RFP for PHOTOGRAPHY SERVICES.

I acknowledge that all information contained and/or submitted with this RFP response is true and accurate.

Printed Name

Signature

Date

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