

2020 Palm Beach Partners
Business Matchmaker Conference & Expo
Request for Proposals for Photographer/Videographer Services

1-1 GENERAL INFORMATION

The Palm Beach Partners (PB Partners) are seeking sealed proposals from qualified proposers to provide photographer/videographer services.

HISTORY AND BACKGROUND:

The PB Partners will host their 13th Annual Business Matchmaker Conference on September 18, 2020. The conference attracts local and regional businesses throughout the State of Florida. The goal of the conference is to create partnerships between government agencies and local businesses both small and large.

SCOPE OF SERVICES

The PB Partners are seeking to retain the services of a professional and established photographer/videographer to capture the conference events throughout the day and including the VIP reception and awards ceremony.

As you prepare your proposal response, please note that the photos are required to be captured before and during the event. The services listed below shall be included, but are not limited to the following:

- Headshots of Palm Beach Partners for Program Booklet;
- Elected Officials, Sponsors, Palm Beach Partners; Ribbon Cutting Ceremony, Registration;
- Workshops in Action, Vendor Expo, Keynote with student participants, Keynote Luncheon, Power Talk appointments,
- VIP Reception & Awards Ceremony and other candid photos as requested.

TERM OF CONTRACT

The proposed effective date of this contract shall be June 1, 2020. The selected proposer shall provide services for a one year period ending May 31, 2021. Two (2) one (1) year renewal options may be offered at the sole discretion of the PB Partners.

2-2 MINIMUM CRITERIA TO BE USED IN EVALUATION OF PROPOSER

All proposers to this RFP shall have demonstrated experience in supplying such services and shall meet all criteria/requirements identified in this RFP.

This RFP shall be awarded only to a responsible proposer qualified to provide the services specified. The proposer shall meet the following minimum qualifications:

1. Proposer shall provide a minimum of two (2) references from a past client noting date of event.
2. Proposer shall submit a list of 4 past projects in the last five years similar to the PB Partners Conference or other large events.

Owner of Event	Year of Event	Time Duration of Event	Number of Guest at Event
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3. Proposer shall have an office location within Palm Beach County. Please submit proof of location.
4. The proposer shall complete the Fee Proposal Sheet on page 4 and place in a separate sealed envelope and clearly mark the envelope “**COST PROPOSAL**”.
5. In an effort to insure competitive opportunities for vendors throughout Palm Beach County, points will be awarded in the following manner for previous work experience with the Palm Beach Partners Business Matchmaker Conference.

Previous Work experience with the Palm Beach Partners Business Matchmaker Conference:

NUMBER OF YEARS	POINTS ASSIGNED
0 -12 MONTHS	25 Points
>12 months to 24 months	15 Points
>24 months to 48 months	10 Points
>48 months to 120 month	5 points
>120 months	0 points

EVLAUATION CRITERIA

References
Past Projects
Location
Previous Work with the Palm Beach Partner’s Business Matchmaker



FEE PROPOSAL SHEET

I, _____ submit the following proposal for
 Photographer/videographer services for the 2020 Palm Beach Partners
 Business Matchmaker Conference & Expo. I understand that this event will be held on
 September 18, 2020 at a location to be determined. I further understand that services
 to be rendered begin at 7:30 am and end at 7:00 pm.

I, _____ acknowledge and affirm that I am
 authorized to provide this proposal on behalf of _____.

(Insert Company Name)

Services	Duration	Rate	Total
Meeting to discuss project and layout (Date to be determined after Award)			
Head Shots for PB Partners	3 Hours	\$	\$
Event Photography (7:30 am – 7:00 pm)	11 Hours	\$	\$
Travel to/from Location	Flat Rate	\$	\$
Photos (Delivered on Disc by October 19, 2020)	10 Discs	\$	\$
Filming & Video Editing (Ribbon Cutting, Open Plenary, Keynote Speech & Awards)	4 Hours	\$	\$
Grand Total Offered			\$

By signing below, I _____ agree to
 the proposal as submitted for the 2020 Palm Beach Partners Business Matchmaker
 Conference & Expo and understand that the Palm Beach Partners reserves the right to
 amend services as necessary.

 Print Name

 Date

 Signature