



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
 ONE CAPITOL HILL
 PROVIDENCE RI 02908

BUYER: Walsh, Gail M
 PHONE #: 401-574-8122

CREATION DATE : 26-NOV-19
 BID NUMBER: 7599873
 TITLE: VIDEOGRAPHERS (MPA-213) CONTINUOUS
 RECRUITMENT (CR) #93
 BLANKET START : 01-APR-20
 BLANKET END : 31-MAR-23
 BID CLOSING DATE AND TIME:06-JAN-2020 02:00:00

**B
I
L
L
T
O**
 MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

**S
H
I
P
T
O**
 MASTER PRICE AGREEMENT
 SEE BELOW
 RELEASE AGAINST, RI MPA
 US

Requisition Number:

Note to Bidders: BLANKET REQUIREMENTS: 4/1/20 - 3/31/23

QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT GAIL.WALSH@PURCHASING.RI.GOV NO LATER THAN MONDAY, DECEMBER 9, 2019 AT 5:00 PM (ET). PLEASE REFERENCE THE BID NUMBER ON ALL CORRESPONDENCE. QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. ANSWERS TO QUESTIONS RECEIVED, IF ANY, WILL BE POSTED ON THE INTERNET AS AN ADDENDUM TO THIS SOLICITATION (WWW.RIDOP.RI.GOV). IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-213 - 4/1/20 - 3/31/23 - RATE SHOOTING FEES, PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
2	MPA-213 - 4/1/20 - 3/31/23 - RATE EDITING FEES, PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
3	MPA-213 - 4/1/20 - 3/31/23 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
4	MPA-213 - 4/1/20 - 3/31/23 - RATE EDITING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
5	MPA-213 - 4/1/20 - 3/31/23 - RATE SHOOTING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	Hour		
6	MPA-213 - 4/1/20 - 3/31/23 - RATE EDITING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	Hour		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

**Freelance Videographer MPA 213
April 2020 to March 2023
Continuous Recruitment (CR) #93**

Freelance Videographer specifications for all State Agencies including the University of Rhode Island's External Relations and Communications, Department of Communications & Marketing, Publications, and other departments as needed.

Basic Function

Serve as a freelance videographer for hire. Ability to provide images and/or digital files as required by the project. Editing may be required as well as working with producer(s) assigned by the agency making the assignment. Videographer may be asked to include video and photography not shot by you in editing process.

Unlimited use on web and online by all State Agencies, including the University of Rhode Island's External Relations and Communications, Department of Communications & Marketing, Publications, and other departments as needed.

Vendor shall not bill the Client or Hiring State Agency more than one shooting fee for attendance at any assignment regardless of the number of departments that may use the video, products or services authorized by this agreement.

Videographer Essential duties and responsibilities

Work is performed under the general supervision of the Department Head or Director of Communications & Marketing and/or Supervisor, New Media.

Shooter must have the capability of providing digital files as required by the project. Digital files to be provided to the department or agency assigning the shoot on requested format same day or within 24 hours of shoot or as assignment requires. Hightail, Vimeo, YouTube and Dropbox must be available by vendor for sharing of video for approval process.

PARTIAL LISTING OF MINIMUM QUALIFICATIONS: Demonstrated knowledge and ability to use video production equipment, including linear and non-linear editing; ability to use graphic software for the development of graphics. Knowledge of broadcast requirements, video, web engineering and troubleshooting equipment, lighting, sound and grip.

Prefer vendor business to be located in Massachusetts or Rhode Island to provide videography service on a timely basis as needed. Processing and delivery may be required in a minimum of 1 hour up to 24 hours.

Must own or have access to camera and other equipment needed to produce "broadcast quality/ 4K high definition video. Must have demonstrated ability to feed to broadcast outlets as needed for TV, Radio, Social Media platforms immediately.

Must supply a list of equipment when bidding on specific projects.

Videographer must have the capability of providing digital video recordings and images of selected or all shots from assignments in a professional format. Videographer to shoot professional quality footage. Specified shooting style may be requested. Video to be provided to the department or agency assigning the shoot on digital media such as Hightail, Vimeo, YouTube and Dropbox.

Skilled technical work involving video editing, titling, or special effects may also be requested. To utilize a wide variety of video cameras, recording media, lenses, and other videographic equipment as necessary to obtain optimum results in diverse situations. Closed Captioning of approved video may be required. As well as URI Graphics embedded or used in the final video.

To determine camera angle, focus, shutter speed, lens setting, correct light filter and exposure time. Videographer must obtain identification of each person recorded with the correct spelling of the name, hometown and contact information, and model releases when requested by the agency.

Delivery: Videographer to provide quick turn-around, in most cases same-day or within 24 hours. Digital files will be for use by RI State Agencies and **URI External Relations and Communications** as needed or as specified.

Videos and Images become the property of the State agency receiving party for use in all respects, including sharing within the State agency or external vendors. Examples of use would be print, video, and online publications, social media, signs, billboards and promotional materials. The videographer will not share images outside of the State agency receiving party for whom the images were taken.

The videographer will acquire permission from the subject(s), when necessary. Written permission is required prior to the shoot for video and images of children where parental or guardian permission is needed.

Appropriate attire required at all times.

ALL VIDEO AND WORK PRODUCT IS OWNED BY THE HIRING AGENCY. VIDEO OR ANY PART OF THE VIDEO MAY NOT BE USED BY VIDEOGRAPHER OR SOLD FOR ANY USE WITHOUT WRITTEN PERMISSION OF THE HIRING AGENCY.

Availability of schedules is required with bid submittal.

Samples of video production work that has been broadcast must be made available with the bid.

WORK PERFORMED: Production skills including, but not limited to, broadcast, radio, directing, producing, scriptwriting, graphic design, animation, editing, social media platforms and taping or broadcasting 'live' multi-camera shoots of public meetings and events.

Other duties and responsibilities:

Maintain records & video files shot for a period of five (5) years from the date of the event being shot with the State of Rhode Island. Supply the State Agencies and other departments as needed with required video segments/clips from those files when necessary.

Qualifications:

5 years of professional work or agency experience required. Please submit evidence of 5 years of professional video work. Must be able to do commercial videography, interviews, and have multimedia journalist skills. Must possess a thorough knowledge of storyboarding, producing, location and studio lighting techniques.

Must have a cell phone. Vendor must be accessible via cell phone at all times as provided for in their completed availability schedule.

Vendor must furnish all labor, materials, and equipment including editing and file server accessibility.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

These specifications in no way state or imply that these are the only duties to be performed by the freelance videographer providing services. Freelancers may be required to perform other job-related duties as requested.

Multiple awards may be made in the best interest of the State. In addition, vendor selection by the State Agencies, including the University of Rhode Island, for a particular job will be dependent upon the quality/type of work, rates (i.e. shooting fees - day, evening, holiday and weekend fees, processing and editing), and availability of videographer.

Interested bidders must submit three (3) samples of video work from a variety of sources, including broadcast or commercial video samples spanning 5 years of professional experience. In addition, videographers may include their website address for any samples of work that the agencies could view online.

Regarding availability schedules, the University of Rhode Island Department of Communications & Marketing and other State Agencies where applicable, must be notified at least one week in advance of vacations and any time vendor is not available for work.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....II

 BID STANDARD TERMS AND CONDITIONSII

 TERMS AND CONDITIONS FOR THIS BIDII

 MPA 1% ADMINISTRATIVE FEEII

 MPA BID AWARD (STATEWIDE APPLICABILITY)II

 INSURANCE REQUIREMENTSII

 RIVIP INFO - BID SUBMISSION REQUIREMENTSII

 PURCHASE AGREEMENT BIDIII

 DELIVERY PER AGENCYIII

 MULTI YEAR AWARDIV

 AWARDIV

Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

MPA 1% ADMINISTRATIVE FEE

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

INSURANCE REQUIREMENTS

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

It is the vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordered during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.