



# Request for Quote

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

BUYER: Cowell Jr, John A  
 PHONE #: 401-574-8114

CREATION DATE : 03-MAR-17  
 BID NUMBER: 7551443  
 TITLE: VIDEOGRAPHERS (MPA #213)  
 BLANKET START : 01-APR-17  
 BLANKET END : 31-MAR-20  
 BID CLOSING DATE AND TIME: 24-MAR-2017 11:30:00

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**Requisition Number:**

Note to Bidders: BLANKET REQUIREMENTS:  
 4/1/17 - 3/31/20

QUESTIONS CONCERNING THIS SOLICITATION MAY BE E-MAILED TO THE DIVISION OF PURCHASES AT [john.cowell@purchasing.ri.gov](mailto:john.cowell@purchasing.ri.gov) NO LATER THAN 13-MAR- 17 @ 4:00 PM (EASTERN). PLEASE REFERENCE THE RFQ/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.PURCHASING.RI.GOV](http://WWW.PURCHASING.RI.GOV)). IT IS THE RESPONSIBILITY OF ALL INTERESTED PARTIES TO DOWNLOAD THIS INFORMATION.

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-213 - 4/1/17 - 3/31/20 - RATE SHOOTING FEES, PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
2	MPA-213 - 4/1/17 - 3/31/20 - RATE EDITING FEES PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
3	MPA-213 - 4/1/17 - 3/31/20 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
4	MPA-213 - 4/1/17 - 3/31/20 - RATE EDITING FEES PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
5	MPA-213 - 4/1/17 - 3/31/20 - RATE SHOOTING FEES, PER HOUR PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	Hour		
6	MPA-213 - 4/1/17 - 3/31/20 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 specifications for all State Agencies including the University of Rhode Island's Department of Communications & Marketing, Publications, Athletics and other departments as needed.**

**Basic Function**

Serve as a freelance videographer for hire. Ability to provide tape and/or digital files as required by project. Editing may be required as well as working with producer(s) assigned by agency making assignment. Editing of material not shot by you but shot off site.

Last minute video assignments in the event of breaking news. Unlimited use on web and online by all State Agencies, including the URI Department of Marketing & Communications, Publications & Creative Services, Athletics 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.

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.

**PARTIAL LISTING OF MINIMUM QUALIFICATIONS:**  Considerable 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 television, video, web engineering and troubleshooting equipment, lighting, sound and grip.

**Must reside in Southern New England (Connecticut, Massachusetts or Rhode Island) to provide videography service in a timely basis as needed.**

Must own or have access to camera and other equipment needed to produce "broadcast quality/high definition" or "professional high definition" video. Feed to broadcast outlets as needed for TV and Radio.

Must supply a list of equipment.

Videographer must have the capability of providing analog or digital video recordings 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 tape and/or digital media.

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.

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

Provide quick (in some cases same day or 24 hour delivery of digital file, disk or solid state media of selected assignments for use by all State Agencies and other departments as needed or as specified.

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 are required with bid submittal.

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

**WORK PERFORMED:** □ Production skills including, but not limited to, broadcast, radio, directing, producing, scriptwriting, graphic design, editing, web posting and taping or broadcasting 'live' multi-camera shoots of public meetings.

**Other duties and responsibilities:**

Maintain records & video files shot for a period of five (5) years from date of 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 professional experience required. Please submit evidence of 5 years of professional video work . Must be able to do commercial videography, interviews and photojournalism. Must possess thorough knowledge of location and studio lighting techniques.

Must have cell phone. Vendor must be accessible via a 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 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**

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## Terms and Conditions

### BID STANDARD TERMS AND CONDITIONS

### TERMS AND CONDITIONS FOR THIS BID

#### 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 must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

#### 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.

**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).

**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.

**PPD - PROMPT PAYMENT DISCOUNT CLAUSE**

NOTE: All vendors responding to the within solicitation must complete the attached prompt payment discount "PPD" form as part of this master price agreement solicitation.