

Request for Proposals

2024 Impact Awards Videography

Due Date: February 1, 2024, 5:00 PM (EST)

Inquiries and Proposals Should Be Directed To:

Kimberly Way
Chief Experience Officer
WayK@michiganworks.org

BACKGROUND INFORMATION

Michigan Works! Association

The Michigan Works! Association (the Association) is a 501(c)(3) non-profit membership organization that provides services and support to Michigan's talent development system - the Michigan Works! network.

The Association believes the key to advancing prosperity across the state is a skilled workforce. As the state's primary workforce development association, our purpose is to **inspire, educate and influence** actions that keep Michigan working. The focus is to continue to move the needle on policy, education, and collaboration.

The Association connects its members with resources to help them better serve employers and job seekers. Through the Association, members can access timely, relevant professional development opportunities and ensure high-quality programs for all customers.

The Association is built on three service pillars:

- **Voice:** Advancing the interests of the Michigan Works! Network through advocacy and participation in the legislative process.
- **Knowledge:** Sharing research-based best practices, information, and practical details about the Michigan Works! Network.
- **Connection:** Providing training and networking opportunities for leaders and members.

The mission of the Michigan Works! Association is to provide leadership and services and promote quality and excellence for the advancement of Michigan's workforce development system and its customers and professionals.

Michigan Works! Network

The Michigan Works! Network is the first unified workforce development system in the country and an instrumental partner for developing Michigan's economic future.

While each Michigan Works! organization is unique and independently operated, they all have several things in common:

- Private-sector led Workforce Development Boards are vision-hubs in their communities
- Creating on-demand solutions for high-demand skills
- Providing a network of resources throughout the state for employers and job seekers
- Finding innovative ways to create solutions for challenging recruitment projects
- Using community connections to bring together employers within specific industries to address long-term hiring issues

The Michigan Works! Network contributes to the state's economic vitality through the provision of workforce training and services that meet the needs of targeted business sectors and employers.

STATEMENT OF NEED

The Michigan Works! Association is looking for videography to record and compile video segments for our Annual Impact Awards Event. The event is meant to honor and share the success stories of Customers and Businesses that work with the Michigan Works! System. Legislators from the State of Michigan are invited to present the customer/business with an award (tribute) to recognize the work they have done.

The recorded program runs for about two hours and is a video montage of acceptance speeches. There will be approximately 11-13 sections that will need to be pre-recorded (these will be the remarks) edited together to be played at the ceremony. Editing would include adding an intro screen, screens in between each segment identifying the region that the video is coming from as well as names/titles on screen as participants are speaking.

The videos should be recorded the month prior to the event with the final recording with all edits given to us 2 weeks prior to the event date. The quality of recording should be 1080p.

Requirements:

- Ability to schedule and record all 11-13 sessions and edit into a video program to be shown during our awards ceremony.
- Video recordings should follow a similar pattern, for example:
 - Michigan Works! Regional Director intro
 - Lawmaker speaks
 - *Optional*: Case manager or employer
 - Award recipient
 - 20 minutes to record the segment with all above participants

The event is taking place **in Lansing at Heritage Hall – State Capitol, State Room North and South, Wednesday, April 17, 2024, from 11:00am-2:00pm**. We would like to have staff on site to oversee the technical aspect of playing the videos in order of remarks. Please provide quotes for the recording/editing and creation of the awards presentation on its own as well as what it would cost to add B-roll video of the event and on-site tech support.

We are a small Non-profit organization and are a tax-exempt organization. A large portion of our consideration in the RFP process is related to background and cost.

PROPOSAL PROCESS

The purpose of this RFP is to identify potential vendors to provide services described in the Statement of Need.

INSTRUCTIONS ON PROPOSAL SUBMISSION

This notice is forwarded for information and invitation only and is not to be construed as a contract, or as a commitment to contract. Award of any contract(s) is subject to the availability of funding.

Offerors may submit their proposals (**Section I and II**) electronically and will be accepted through **February 1, 2024, 5:00 PM (EST)**.

Electronic proposals must be submitted in PDF format only to **Kimberly Way, Chief Experience Officer, WayK@michiganworks.org**.

Inquiries

To ensure the Association maintains an open competition process, inquiries regarding this RFP must be in writing and sent to WayK@michiganworks.org. Inquiries will be accepted through **January 15, 2024, 5:00 PM (EST)**. Inquiries and responses will be posted at <https://www.michiganworks.org/open-rfps> by **5:00 PM (EST) on January 17, 2024**.

Conditions of Proposal

All costs incurred in the preparation of a proposal will be the responsibility of the Offeror and will not be reimbursed by Michigan Works! Association. Michigan Works! Association reserves the right to make an award without further discussion of the proposals submitted.

General Information/Right to Reject:

This RFP does not commit the Michigan Works! Association to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to accept or reject any or all proposals received because of this request, if it is in the best interest of the Michigan Works! Association. The Association may require the offerors selected to participate in negotiations and to submit such cost, technical, or other revisions of their proposals because of negotiations. The Association is not liable for any costs incurred by the bidder prior to the signing of a contract and/or written authorization from the Association to proceed with the service.

The Michigan Works! Association encourages small businesses, minority-owned firms, and women-owned business enterprises to submit a proposal, and to indicate as such on the cover sheet.

Termination Prior to Completion:

The Association reserves the right to terminate its commitment if the successful bidder fails to make sufficient progress toward completion of the project or if the Association receives funding reductions which make the proposed project unfeasible. The determination of the sufficiency of grounds for termination under this clause shall be within the sole discretion of the Association. The Association reserves the right, with no penalty, to change the budget and services may be added or deleted as necessary. Upon issuance of a contract, both parties will have the option to terminate the contract upon 30 days' written notice to the other party.

Award:

Upon conclusion of final negotiations with the successful bidder, the Association may award a contract, based on offers received, without discussion of such offers. Accordingly, each offer should be submitted on the most favorable terms from a price and technical standpoint. The Association reserves the right to request additional data in support of written proposals. Please do not contact the Association to check the status of proposals.

Payment:

Payments shall be made on a cost reimbursement basis with no advances. Invoices shall detail expenses based on the line items in the proposal budget. Michigan Works! Association will pay invoices within 30 days of receipt unless questions arise as to the appropriateness of an expense.

Administrative Requirements

The selected vendor must sign and return all contracts to Michigan Works! Association within ten (10) days of the receipt of the contract.

All invoices and supporting documentation must be submitted within thirty (30) days of the contract end date. Failure to do so may result in non-payment.

Disclaimer

Michigan Works! Association assumes no responsibility or liability for costs incurred by the proposer prior to the

effective date of any contract resulting from this RFP. The bidder may be required to obtain licenses, liability insurance (including bonding of staff responsible for financial transactions) comply with the Americans with Disabilities Act and maintain Equal Opportunity Employment between the bidder and its employees.

Notification of Award

Proposals will be reviewed with notification of acceptance or refusal within four weeks of submission.

EVALUATION

Proposal Evaluation Criteria

All proposals will be reviewed and rated by a Michigan Works! Association review team. Incomplete proposals or proposals that fail to follow the submission guidelines will not be considered for review.

Proposals may be judged non-responsive and removed from further consideration if any of the following occur:

1. The proposal is not received timely in accordance with the terms of this RFP.
2. The proposal does not follow the specified format.
3. The proposal is not adequate to form a judgment by the reviewers.

Rating Criteria (Out of 100 points):

- 30 Background and Experience – prior experience with similar events, references, etc.
- 30 Budget Considerations – sufficient detail provided to assure reasonable cost.
- 20 Cost – your costs will be evaluated against all other proposers. Points will be assigned in decreasing 5-point increments from lowest to highest costs.
- 10 Accuracy and Completeness of Proposal
- 5 Location – 5 points will be awarded to all Michigan-based firms (firms headquartered in the State of Michigan).
- 5 Small-Minority-Women-Veteran Owned Business

- 100 Total Points Awarded

In the case of a tie, preference will be provided to small businesses and women, veteran or minority owned businesses.

SECTION I – PROPOSAL COVER PAGE

Michigan Works! Association
2024 Impact Awards Videography

Applicant Organization

Federal ID Number/ SSN

Street Address, City, State Zip Code

Name and Title of Applicant's Authorized Representative

Telephone Number

E-mail Address

Website

Small Business

Female-Owned

Minority-Owned

Veteran-Owned

Certification

I certify that:

- a) I have been authorized to submit and sign this proposal on behalf of the submitting organization.
- b) the quote is accurate and true to the best of my knowledge, the costs are reasonable and necessary for the proposed service.
- c) the proposed costs do not duplicate other funds already available, or which may become available, to pay the projected costs.
- d) my organization will implement the services in compliance with the stipulations, guidelines set forth by and under the broad supervisor of Michigan Works! Association;
- e) the organization that I represent is an equal opportunity employer/provider.
- f) will fully comply with the following federal, state, and local regulations.
- g) the prices in this proposal have been arrived at independently, without consultation, communication, or agreements made for the purpose of restricting competition.
- h) there has been no attempt by him/her or anyone in their organization to discourage any potential applicant from submitting a proposal.
- i) has read and understands all the information in this Request for Proposals.
- j) all information received by the contractor during the contract period is considered confidential and shall be protected to the utmost ability of the contractor.
- k) all products produced for the contract awarded under this RFP are the sole property of Michigan Works! Association and shall not be used without prior consent from the Association.
- l) the contract awarded under this RFP shall be subject to and interpreted under the laws and jurisdiction of the State of Michigan.

Authorized Signature

Title

Date

SECTION II – QUALIFICATIONS / PROPOSAL COMPONENTS

Complete the following information and submit **one electronic copy** with the signed Proposal Cover Page (**Section I**). Complete responses are required for each section. All proposals must include the following:

A. Organizational Background

Provide a brief description (100 words or less) of your organization.

B. Portfolio

Please include a website address to view samples of relevant work.

C. Rate

Please include a comprehensive event rate.

D. Budget

Please include costs broken out by:

- Total cost for videography
- Pre- or post-videography preparation
- Travel / lodging (if necessary)
- Other relevant costs

E. References

Please attach references including names, organization, and contact information for three (3) clients who can provide insights regarding skills, qualifications, and delivery of services.