



REQUEST FOR PROPOSAL (RFP)

Item(s) up for Bid: **Youth Sports Photography**

The Burlleson Youth Association, Inc. (BYA), PO Box 162, Burlleson TX 76097, will accept sealed bids by regular postal mail until **November 11, 2016**

BYA is stipulating specific requirements for bidding on: **Youth Sports Photography**.

Be certain you have complied with all specification requirements, and have signed or caused to be signed all required documents.

Be sure to fill out the forms listed below and submit with the sealed bid.

Completed

Bidding Document

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Bidders Proposal

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Business History

Material misstatements concerning completed actions by the bidder in any statement, or failure to complete and submit any required form may render a bid non-responsive, and may be due cause for rejection of the bid.

Bids received after the appointed date set for receipt will be returned unopened.

Please read carefully all general and specific conditions.

All bids must be submitted via postal mail to BYA Inc., Attn: **Director of Special Events and Fundraising**, PO Box 162, Burlleson TX 76097

If you have questions, please contact BYA at info@bya.org

Background

The BYA was founded in 1976. Our main objective is to provide a positive impact that youth sports can have on children in our community.

BYA continually assesses its business operations, and investigates opportunities to enhance our level of customer service. BYA is looking to procure a company to provide exclusive rights to provide **Youth Sports Photography** to BYA youth sports teams/ individuals on a year round basis.

Youth Sport Teams Information

- *2015 registered teams/ participants in program:*
 - Baseball: 81/2157
 - Softball: 59/896
 - Basketball: 37/719
 - Volleyball: 36/599
 - Football: 8/175
 - Cheer: 16/103

Contract Terms:

- BYA reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal. This includes the right to request clarification of information submitted and to request additional information.
- This contract is to run from **January 1, 2017 to December 31, 2017**.
- BYA will schedule team/individual opportunities in conjunction with other youth sports events to be held seasonally throughout the year. However, BYA does not guarantee the number of **photography** sales to youth sports teams/individuals.
- The BYA reserves the right to cancel the remaining contract if BYA feels proper customer service, timeliness of order, or quality standards of order have not been met.
- Should vendor be found in default of their obligation under the bid proposal agreement, the vendor shall be given written notification of the event of default and given seven **(7)** days upon which to cure. If the vendor fails to cure within the seven **(7)** day cure period, the agreement shall be terminated and all parties released from their obligation under the agreement except **(1)** an obligation to pay monies due on date of termination or **(2)** an obligation to indemnify due to an occurrence prior to the date of termination which obligations shall survive the termination.
- In executing the contract agreement and performing their respective obligations, the BYA and the vendor are acting independently and not in any form of partnership or joint venture. The BYA assumes no responsibilities of liabilities to any third parties in connection with the agreement.

Vendor Proposal:

- All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by BYA or they will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the Bidder.
- This invitation for proposals does not commit BYA to pay any costs incurred by any vendor in the submission of a proposal.
- Any proposal may be deemed non-responsive by the **Director of Special Events and Fundraising**, if it is not on the Proposal Forms provided or is not in complete conformance with any and all conditions of the bid packet.

Negotiations & Modifications of Proposal:

- The final contract terms with BYA will be determined by negotiation with all qualified responders after proposals are received and reviewed.
- A vendor may modify their original proposal through the negotiation process. BYA may award the contract to the vendor whose proposal may be more favorable or advantageous to BYA. To be effective, every modification must be made in writing and signed by the vendor or his/her designee.

Contract Compliance:

- Each Proposer shall inform itself, and the Proposer awarded a contract shall comply with all federal, state and local laws, statutes, and ordinances relative to the execution of the work.
- Each Proposer shall obtain and include in his/her proposal all permits and licenses that may be required to perform the contract, i.e. copies of your business license.

RFP Process

A Request for Proposal (RFP) process will be used to select a vendor. All proposals must be clearly and distinctly typed or written with ink. All proposals must be on the form furnished by the BYA or the proposal will be rejected. Additional pages may be added to the original proposal form, as deemed appropriate by the vendor.

The proposal should be of sufficient detail to allow BYA to fully and clearly understand:

- Photography offerings and prices
- The Vendors' ability to procure all necessary permits or business license.
- Specifics of contract compensation package made payable to BYA.
- Brief outline of vendors' history in similar type(s) of operations and business references;
- Any other considerations the vendor deems relevant

Timeline Schedule:

- Issue RFP: **September 9, 2016**
- Deadline for submittal of Proposal: **November 11, 2016**
- Review, discussion and negotiations completed by: **December 14, 2016**
- Execution of contract approval: **December 14, 2016**
- Service begins: **January 1, 2017**

Thank you for your interest

For any additional questions regarding this unique business opportunity, please contact **Director of Special Events and Fundraising** at info@bya.org

Business History

Where is your business located? _____

How many years have you been in business? _____

How many organizations do you currently provide youth sports teams/ individuals uniform service to?

Business References

Please list 4 organizations with whom you provide service:

Organization Name: _____ Organization Location: _____

Contact Person: _____ Contact Phone #: _____

Organization Name: _____ Organization Location: _____

Contact Person: _____ Contact Phone #: _____

Organization Name: _____ Organization Location: _____

Contact Person: _____ Contact Phone #: _____

Organization Name: _____ Organization Location: _____

Contact Person: _____ Contact Phone #: _____

The undersigned Bidder declares that he/she has read and fully understands the Request for Proposal and that the information contained herein is true and correct to the best of their knowledge. Bidder also agrees that his/ her Proposal shall remain open and not withdrawn for a period of not less than sixty (60) days from the scheduled bid opening date.

SUBMITTED BY:

Signature of Authorized Representative

Firm Name

Title

Street Address

Date

City, State, Zip

Telephone Number

Vendor Proposal Form Youth Sports Photography

Business Name: _____

Contact Person: _____

Email: _____

Business Phone: _____

Cell: _____

Mailing Address: _____

City: _____

Zip: _____

Unit Price (Please indicate per unit cost to the consumer)

| | Baseball Card Size Color | 5x7 Size Color | 8x10 Size Color | Is Sales Tax included in the per unit cost? |
|--|---|-------------------------------|--------------------------------|--|
| | | | | Yes or No |
| | | | | Yes or No |

Please describe any other photo packages you may offer to teams/individuals and provide a unit price:

Compensation package to BYA based on sales. BYA to receive a percentage (%) or set amount per sales transaction:

| | Color |
|---------------------|----------|
| Baseball card size: | \$ _____ |
| 5x7 picture: | \$ _____ |
| 8x10 picture: | \$ _____ |
| Other: _____ | \$ _____ |
| Other: _____ | \$ _____ |
| Other: _____ | \$ _____ |

This contribution will be paid: Quarterly _____ Semi-Annually _____ Annually _____

My business will contribute product (list specific items, amount of product to be donated, and cash value of contribution, i.e. free photo shoots at a special event(s) :

Background Checks

Because we are dealing with youth, all photographers and/or any other photography employee or contractor that may come in contact with a youth are required to pass a background check furnished by BYA.

Packing

Photographs must be individually bagged and/or boxed and labeled by team and league. Example: T-Ball 1- White Sox. Multiple teams from the same league may be boxed together as long as each team is individually bagged and separated and the box is labeled appropriately. The BYA will provide a complete list of divisions and teams.

FAILURE TO COMPLY WITH PACKING TERMS WILL TERMINATE THE BID CONTRACT PROPOSAL FOR REST OF YEAR.

Delivery

Delivery of the photographs are to be handled by photography vendor. BYA will assist the vendor in arranging a pickup time and date at a predetermined location for teams to come and pick up the photographs. Delivery of all photographs are the responsibility of the photography vendor.

FAILURE TO COMPLY WITH DELIVERY TERMS WILL TERMINATE THE BID CONTRACT PROPOSAL FOR REST OF YEAR.