

# Addendum to Request for Proposals

## PHOTOGRAPHY SERVICES

**Date:** April 3, 2024

### Revisions to Original RFP

This addendum is issued to amend and extend the deadline for the original RFP, which is attached as Exhibit A. **The deadline has now been extended to Wednesday, April 10**, to allow for the opportunity to review previously asked questions and ask any additional questions. Please submit all questions by noon on Friday, April 5, 2024. The new schedule is the following:

#### Schedule

Question Submitted & Answered by  
Submission of Proposals by

Friday, April 5, 2024  
Wednesday, April 10, 2024

Questions about this RFP should be sent by email to [SMullins@worldtradedcenter-stl.com](mailto:SMullins@worldtradedcenter-stl.com) with a copy to [Klappin@stlpartnership.com](mailto:Klappin@stlpartnership.com). Any additional answers to questions will be provided to all interested parties and will be released as an addendum to this RFP on the Partnership's website, <https://stlpartnership.com/rfp-rfq/>, on the date indicated above.

Electronic proposals should be sent by email to [Smullins@worldtradedcenter-stl.com](mailto:Smullins@worldtradedcenter-stl.com) and [Klappin@stlpartnership.com](mailto:Klappin@stlpartnership.com).

### Questions & Answers

The following questions were submitted related to the RFP. The questions and answers are provided below:

1. How many events per month/per six months?
  - **Generally, we anticipate that there will be around 2 to 4 events per month.**
2. Are all the events/activities in the St Louis Area or Greater St Louis Area?
  - **Events will be mostly in St. Louis County and City; it would be rare to have an event outside of St. Louis County and City.**
3. What is the expectation of the photographer's duration at each event or activity?
  - **The photographer's duration at each event could be 1 to 3 hours.**
4. Can you send information from the winning proposal from the previous bid winner?
  - **We have not previously retained a photographer, so we do not have any information on past winning proposals.**

5. Since you will own all the photography, is there a need to archive photos?
  - **As for photo archiving – we typically need pictures ASAP. If you have confirmation from us that we have received the pictures, we do not anticipate the photographer needing much time/storage for archiving.**
6. How does a retainer work?
  - **We are anticipating paying a set equal fee per month for six months. This allows for both of us to determine if our schedules and photography needs can line up.**
7. How much notice will the photographer receive prior to an event?
  - **We will do our best to give you a 5-day heads-up so that you can plan in relation to your other interests. For some events where we know much planning has been completed, we might be able to give a longer lead time.**
8. Does the photographer need to clear their schedule?
  - **No, we don't ask you to clear your schedule. Generally, we believe that there will be about 2 to 4 events per month. We will do our best to give you a 5-day notice so that you can balance your schedule with your other client needs.**
9. What is the largest resolution that you would need?
  - **Much (if not most) of the photos we need will be used in social media, our website, and/or marketing materials (that typically have a size of 8.5x11).**

**Exhibit A**

[Original RFP – Attached]

**REQUEST FOR PROPOSALS**  
**For**  
**PHOTOGRAPHY SERVICES**

**Issued by the St. Louis Economic Development Partnership**  
**And**  
**World Trade Center St. Louis**

Proposals Due by:  
**Friday, April 5, 2024, at 5:00PM**  
St. Louis Economic Development Partnership  
ATTN: **Kristin Lappin**  
120 S. Central, Suite 1200  
Clayton, Missouri 63105  
[Klappin@stlpartnership.com](mailto:Klappin@stlpartnership.com)  
314-615-7663

## **Introduction**

The St. Louis Economic Development Partnership (the “Partnership”) is a not-for-profit corporation, established under Section 501(c)(4) of the Internal Revenue Code for the purpose of promoting and developing industry, commerce, and economic development in St. Louis County and the City of St. Louis, creating high-quality business and employment opportunities, and enhancing the quality of life by advancing long-term, diversified growth throughout the St. Louis region.

The St. Louis Center for International Relations d/b/a World Trade Center Saint Louis (“WTC”) is a non-profit charitable organization organized for the purpose, among others, to promote international cooperation through job creation, new investment, exchanges, and development in the areas of economics, commerce, education, technology, and culture, and the advancement of international business growth and economic development opportunities.

The Partnership and WTC issue this Request for Proposals (“RFP”) for photography services at corporate events and community activities. This contract will be on an as-needed basis for an approximately six (6)-month period, from April 1, 2024, to September 30, 2024.

## **Scope of Services**

The Partnership and WTC are requesting bids for photography services:

- Photography is needed for corporate events and community activities; events may be small or large.
- The types of pictures needed are of speakers, panelists, attendees, group shots, and backgrounds.
- There are several events each month where photography is needed.
- The duration of each event may be several hours.
- Pictures must be high resolution and in formats suitable for commercial printing, websites, and social media.
- Pictures (and rights to pictures) become property of the St. Louis Economic Development Partnership and the World Trade Center St. Louis.
- Pictures must be delivered within 24 hours of the event or the next business day.
- Due to the frequency and short notice of events, bids should include a retainer fee.

The approximate timeframe for services needed is April 1, 2024, to September 30, 2024.

## **Proposal Content**

Proposals must include, at a minimum, the following information:

1. **Experience and Qualifications**: Provide a cover letter to detail your professional experience working in similar photography settings. Include the number of years of experience you have in photography.
2. **Sample of Previous Work**: Provide at least 5-10 sample photographs of your work. Photos must be high resolution and suitable for commercial printing, websites, and social media.
3. **Pricing**. Provide all pricing, which may include hour rates, per event rates, package/bundle rates, and a retainer fee.
4. **Availability**. Provide a statement of your availability to provide the services. The successful candidate may begin work shortly after the selection process if available.
5. **References**. Provide 2-3 references that may speak to the quality of your work and adaptability in professional settings.

## **Selection Criteria**

Proposals submitted will be reviewed by the Partnership's and WTC's staff for completeness and qualifications. The Partnership and WTC may choose the most highly qualified respondents for an interview or further discussions. Selection of an applicant will be made based on the following criteria:

1. Qualifications and experience of the applicant in similar settings.
2. Quality of photographs; preference will be given to high resolution photographs suitable for commercial printing.
3. Price.
4. Availability to provide the services.
5. References.
6. Responsiveness to RFP requirements.

The Partnership and WTC actively encourage submission of proposals from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Partnership does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender, identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

## **Terms and Conditions**

The following terms and conditions apply to all proposals:

1. The Partnership and WTC reserve the right to reject any and all proposals submitted; to select one or more responding parties; to void this RFP and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the

scope of services; and to select a final party/parties from among the proposals received in response to this RFP. Additionally, any and all RFP project elements, requirements and schedules are subject to change and modification. The Partnership and WTC also reserve the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party.

2. This RFP does not commit the Partnership or WTC to award a contract, defray any costs incurred in the preparation of a response to this RFP, or contract for any services. All submitted responses to this RFP become the property of the Partnership as public records. All proposals may be subject to public review, on request, unless exempted as discussed elsewhere in this RFP.

3. By accepting this RFP and/or submitting a proposal in response thereto, each responding party agrees for itself, its successors and assigns, to hold the Partnership, the St. Louis Economic Development Partnership and its affiliated entities, St. Louis Center for International Relations d/b/a World Trade Center St. Louis, St. Louis County, the City of St. Louis, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFP, revising this RFP, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.

4. By submitting responses, each responding party acknowledges having read this RFP in its entirety and agrees to all terms and conditions set out in this RFP.

5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFP.

### **Submission of Proposals**

To be considered, proposals must be received no later than **Friday, April 5, 2024, at 5:00 PM CST.**

Electronic proposals should be sent by email to [Klappin@stlpartnership.com](mailto:Klappin@stlpartnership.com)

St. Louis Economic Development Partnership  
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