

NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2024-RFP-23

Multimedia Development Services

RFP Due Date: Noon, Thursday, October 03 , 2024

Location: City of Joplin
Convention & Visitors Bureau
602 S. Main Street
Joplin, MO 64801

Staff: Patrick Tuttle, Convention & Visitors Bureau Director

Email: ptuttle@joplinmo.org

Phone: 417-625-4789

NOTICE TO BIDDERS

The City of Joplin, Missouri, will accept sealed bid proposals until Noon, Thursday, Oct 03, 2024, at the Joplin Convention and Visitors Bureau at 602 S. Main Street, Joplin, Missouri, 64801.

The Joplin Convention & Visitors Bureau of the City of Joplin seeks bids from a provider for Multimedia Development Services to develop, film, edit, and post-production to produce tourism commercials for an international market.

For questions, please contact Patrick Tuttle, Director, Visit Joplin, by calling 417-625-4789 or emailing ptuttle@joplinmo.org.

BACKGROUND:

The Joplin Convention and Visitors Bureau (Visit Joplin) promotes and markets the Joplin Tourism Region to potential guests through digital and print means.

With the 2026 Route 66 Centennial and FIFA World Cup coming to the United States, commercials to support domestic and international marketing campaigns are needed.

SCOPE OF WORK:

Work with the Visit Joplin marketing team to develop storyboards, shoot, create, edit, and post-production for network quality commercials of various lengths.

INTELLECTUAL PROPERTY:

The consultant and/or its parties understand and agree that all finished commercials will become the intellectual property of the City of Joplin, whether intangible or tangible, with no further compensation.

BID RESPONSE:

The bid must include the following:

1. Provide cost as an hourly rate for planning, coordinating, shooting, drone, photography, editing, CGI imagery, graphics, and voice-over
2. Provide cost for any additional expenses regarding on-location work
3. An estimated time frame to develop and deliver various content
4. Provide examples of your firm's most recent commercials (tourism-related a plus)
5. Identify the key staff involved and highlight related expertise

SELECTION PROCESS:

Sealed bids must arrive in the CVB office NLT Noon, Thursday, October 03, 2024.

Bid responses will be reviewed by a panel and scored using the following percentages:

40% = Overall hourly rate

30% = Time frame for completing work

20% = Quality of messaging in commercial examples

10% = Expertise of the firm's staff

MARK BID ENVELOPES: "BID 2024-RFP-23

MULTIMEDIA DEVELOPMENT SERVICES

BY NOON, THURSDAY, OCTOBER 3, 2024"

Any bids received after the specified deadline will be returned to the vendor.

The City reserves the right to evaluate all bids, reject any or all bids, and re-bid later. The city may waive any irregularities in the bid, negotiate variances from specifications, and make awards that are in the City's best interests. The city will have the final decision regarding the acceptance of bids and issuance of awards.

The city encourages minority and female-owned businesses to submit bids on all City purchases.

Leslie Haase, CPA

Finance Director

Publication Date: 09/10/2024

CITY OF JOPLIN, MISSOURI

BID SUMMARY

Description of Item: Multimedia Development Services for tourism commercials.

1. Provide cost as an hourly rate for planning, coordinating, shooting, drone, photography, editing, CGI imagery, graphics, and voice-over.

   Hourly Rate $_____

2. Provide cost for any additional expenses regarding on-location work.

   Expense: _____ @ $ _____

   Expense: _____ @ $ _____

   Expense: _____ @ $ _____

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

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