



## Request For Proposals

### Photographer

Spokane Independent Metro Business Alliance (SIMBA)

Position open until filled

Budget: \$3,000

Term: Present to May 31, 2023

### About SIMBA

SIMBA is the independent business alliance of the Spokane-Coeur d'Alene metro region. We build a prosperous, equitable, and local economy by organizing and educating regional businesses, consumers, and partners.

SIMBA envisions a connected, interdependent, supportive, and collaborative local economy with shared opportunities, broadened ownership, and unique community character.

### PROJECT OVERVIEW

The purpose of this project is to benefit low-income, underserved, and rural communities by helping businesses that are members of these communities thrive through participation in the Live Local INW Community Marketplace.

Across the Inland Northwest in both urban and rural communities, under-represented and smaller-sized businesses lack reliable, easy-to-use, and values-aligned tools to promote their businesses and products and reach the much larger pool of local-first customers outside their town or county. This is especially noted along the main streets of smaller and rural communities in the region like Colfax, Kettle Falls, Palouse, or Colville. This project will help diverse, local, independent businesses in these areas bridge the rural-urban gap by connecting them with regional market consumers looking for their unique goods and services. It will also support businesses by closing the digital divide that keeps many entrepreneurs limited to Facebook, email, and foot traffic promotion to find, engage, and serve a much larger audience of “good fit” customers.

This Live Local INW Community Marketplace project will create an online and mobile app-powered community marketplace platform that attracts and equitably directs the economic

potential of individual consumers, locally-owned businesses, and institutions across Washington State who want an easier way to shop and buy locally.

By expanding our existing commitment to provide the resources and tools for local businesses and business serving organizational partners, this project will make it much easier for regional consumers to support a diverse network of rural and urban microenterprise businesses.

This project will serve to catalyze invaluable opportunities for the newly-formed Business Equity Coalition of the Inland Northwest (BECiN) to strengthen relationships among its coalition members and community partners, and to give regional consumers and institutions another way to strengthen the resilience and equitable representation of our local and regional economies. In addition to the marketplace, the project consists of outreach to partner organizations and local businesses, and grantmaking.

## STATEMENT OF WORK

### Overview

This contractor will take photos at assigned SIMBA and LiveLocal INW Community events and edit them as appropriate. The focus will be on capturing images that represent the diversity in our local communities and may involve travel throughout the Inland Northwest to more rural downtown areas. Photos will be used in various marketing campaigns as well as to increase SIMBA's library of stock photos of local businesses and patrons. Contractor should be prepared to collect photo releases as appropriate.

### Services

The contractor will provide the following services as part of this project:

	<b>Service</b>	<b>Hours (if applicable)</b>	<b>Cost Subtotal</b>
1	<i>Event Photography:</i> Take photos at assigned events and edit them to be usable in marketing and a stock photo library.		
2	<i>Headshots:</i> Capture and edit headshots of SIMBA's partners, staff and others as requested.		
3	<i>Street Photography:</i> Capture and edit photos of local business owners, shops and patrons. Includes getting photo release forms signed.		
4	<i>Project Reporting:</i> Since this role is being funded by a grant		

	this contractor will need to work with the project team to provide documentation and reporting regarding their activities.		
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## BUDGET AND TIMELINE ACKNOWLEDGEMENT

We want to highlight and provide context for the RFP timeline requirements and budget, which are unique to this opportunity.

This contract is being funded through a special, one-time grant from the Washington State Department of Commerce that was – by design – required to be disbursed and executed in a short timeframe, by May 31, 2023. This timeframe is, by association, reflected in our RFP process.

SIMBA is committed to ensuring that this process is as accessible and supportive for you as possible, given the unique parameters. With that, we welcome questions and conversation, especially if you are perceiving potential roadblocks or need more clarity. Jennifer Offereins is our RFP point person and would be happy to check in with you. She can be reached at [coordinator@spokaneindependent.org](mailto:coordinator@spokaneindependent.org).

## EVALUATION METRICS

SIMBA will evaluate bidders and proposals based on the following criteria:

- Previous experience/past performance history.
- Projected costs.
- Experience and technical expertise.
- Bidders must demonstrate the organizational capacity to conduct the work required by this project.
- SIMBA shall grant preference to SIMBA members and partners, in accordance with Federal law.
- SIMBA shall award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of this project.

SIMBA will not pay for travel, lodging, or per-diem unless specifically mandated in the requirements.

## SUBMISSION REQUIREMENTS

Bidders must adhere to the following guidelines to be considered:

- Submissions are to be directed to Jennifer Offereins at [coordinator@spokaneindependent.org](mailto:coordinator@spokaneindependent.org).
- Include samples and references with your proposal.
- Proposals should not be more than 10 pages. Failure to comply with this guideline will result in an automatic rejection.
- A proposed schedule must also be included and clearly expressed.
- Include pricing using the table provided above under Statement of Work.
- If you are interested in more than one open RFP opportunity, you must submit a separate proposal for each.

## UEI AND INVOICING REQUIREMENTS

The grant we are working under requires that all vendors possess an active UEI (Universal Entity Identifier) number in order to receive payment. This means that we will need all selected vendors to have a UEI by the end of the contract period, May 31, 2023. While this is a no-cost process to complete, it does include multiple steps that we want vendors to have time to move through. To obtain a UEI visit [sam.gov](https://sam.gov). Please don't hesitate to reach out to us if you have any questions.

## CONTACT INFORMATION

For questions or concerns connected to this RFP, please don't hesitate to reach out to:

**Jennifer Offereins** (pronouns: she/her)  
**Change Management Consultant, Offereins Consulting**  
Spokane Independent Metro Business Alliance  
Mobile: 347-733-9935  
[coordinator@spokaneindependent.org](mailto:coordinator@spokaneindependent.org)