



## REQUEST FOR PROPOSAL –

Create Campaign, Inc.

**September 3, 2025**

### OVERVIEW

The following outlines the proposal request by Create Campaign, Inc. pertaining to the provision of photography/videography services for the A La Carte Commercial Kitchen Incubator at Boston Park, 6655 E. Zimmerly, Wichita, KS, 67207 and Founders' Grove, 2333 E. 21<sup>st</sup> St. N, Wichita, KS 67214. This document outlines the expected scope of work and details the format in which you should submit your proposal. **Please be sure to read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline as well as selection criteria.**

The winning Proposer will be notified via email and in writing. The Proposer will enter into a contractual agreement with Create Campaign. Payment terms and finalization of any details will begin. If a mutually-acceptable agreement is not reached, Create Campaign may choose to repeat this procedure with any other provider submitting a qualified proposal. Create Campaign, Inc. in addition, reserves the right to award more than one contract, accept the lowest price offer, award contracts before the proposal deadline listed in the timeline, award contracts before all proposals are received, and refuse any contract without obligation to Create Campaign, Inc. or to the company offering the proposal.

### ABOUT CREATE CAMPAIGN, INC. AND A LA CARTE

Create Campaign, Inc. is a 501c3 nonprofit organization that activates urban entrepreneurs in the Midwest to launch, innovate and grow. Create Campaign, Inc.'s spending reflects a commitment to advance economic opportunity among minority- and other diverse, locally-owned businesses. Through intentional sourcing, proactive outreach to potential businesses and the cultivation of relationships to retain proven business relationships, we seek to create a diverse and connected supply chain that maximizes our purchasing activity while also strengthening the economic opportunity of minority-owned and locally-owned businesses. A La Carte is a service initiative created by Create Campaign, Inc., designed to provide commercial kitchen space to Create Campaign members only. This program is an opportunity for entrepreneurs in the food industry to work out of a certified kitchen, become preferred caterers for local governments, and eventually expand their businesses into their own facilities.

### SCOPE OF WORK FOR PHOTOGRAPHY/VIDEOGRAPHY SERVICES

**Overview:** Scope: Create Campaign makes no guarantees on the number of services a Contractor will be scheduled to perform. It is agreed the Contractor will not introduce technological challenges and inaccessibility to platforms that would prevent Client access.

Photography and/or videography services includes the following scope of work:

- Attending the assigned event with camera that allows for images at 150-300 dpi resolution for photographs and between 4-5k for videography visuals
- Coordinate with appropriate Create Campaign staff member to capture requested visuals



- Must participate in a pre-event planning conversation
- Refrain from soliciting services to participants during events and functions
- Must plan to arrive 30 minutes before the event, unless otherwise instructed
- Provide all images taken AND edit at least 25 images for Create Campaign, Inc., on jump drive or via computer photo retrieval program (i.e. GoogleDrive) within 10-14 business days following event.
- Watermarks cannot impede the content of the photos
- Final delivered video must not include watermarks; a videographer credit or logo may be included as mutually-agreed upon between parties
- Must include copyright release for Create Campaign to use photos for digital and hard copy promotional purposes.
- Please note: When using photos or video, the photographer and/or videographer will be credited

#### **Event-specific agreements may follow.**

#### **Qualifications of Vendor:**

Create Campaign, Inc. contracts with vendors who are:

- Legally-registered in the state of Kansas (or their state of origin) with certificates of
- good standing on file
- Of good reputation based on past client recommendations; Create Campaign interactions and/or online reviews, recommendations, referrals
- Licensed, insured and bonded (if bonding is applicable)
- Vendor must add Create Campaign, Inc. as additional insured under the policy by contacting the insurance representative and requesting instructions on how to add an additional insured per the representative's policies

#### **Timeline:**

The timeline for this scope of work is one year beginning with the successful, executed agreement between parties. Create Campaign reserves the right to cancel any awarded contract based on published cancellation clauses.

- All anticipated time allocations are max hourly approximations; Contractor is to bill for actual hours worked.
- Request for Proposals Sent Out: **September 3, 2025**
- Deadline for Proposals: **September 30, 2025**

#### **Selection Criteria:**



- All offers submitted will be considered based on the materials provided in the proposal. Consideration will be given to performance projections as well as cost and staff requirements. Only those proposals submitted by the deadline above will be considered.
- The following criteria will be the primary considerations for selecting a proposal:
  1. Submission of all proposals in the correct format by the stated deadline.
  2. The vendor's legal name, address, and phone number and indicate an appropriate contact person, along with that person's business address and phone number.
  3. The perceived ability for the proposing company's ability to deliver their services set forth in their proposal.
  4. Describe experience, training, specific equipment used, any certificates/permits (if applicable). Provide a link to an online portfolio of work (if applicable).
  5. Vendor will need to provide a current copy of their Certificate of Insurance.
  6. Overall cost of the proposal.
- Create Campaign, Inc. may suspend or discontinue proposals at any time without notice or obligation to the company that submitted the proposal.

## Proposal Criteria:

Create Campaign, Inc. requests that you include the following information in your proposal. Proposals should adequately address the details of the proposed contract.

### (a) Contractor Summary

- Include a brief history of your company including your past experience in dealing with similar projects. Also include the owner's names or those persons authorized to sign contracts for your business.

### (b) Capabilities and Methodology

- Detail your company's capabilities in delivering the requests in this proposal. You should use this section to outline specifically your proposed method for achieving the scope of work.

### (c) Staffing and Management

- List who will oversee completing the project and a summary of their background. You should also use this section to list the projected staffing and management necessities and their estimated cost (if applicable).
- Specify how you will obtain the staff to complete the project (if applicable).



**(d) Communication**

- Explain how you intend to communicate between management and staff in addition to how you will communicate to the project manager to ensure the project stays on schedule (if applicable).
- Explain how you will solicit input and feedback from Create Campaign to ensure satisfaction for services completed.
- Explain how you handle concerns, complaints regarding service or lack of customer satisfaction.

**(e) Equipment**

- Detail the equipment necessities as well as their estimated cost. If you will need additional services or space from Create Campaign, Inc. you should list those requirements here with a brief explanation.

**(f) Expense Summary**

- Give a brief summary of the total costs for your proposed contract. You may also include a brief explanation of the contributing costs to the total cost.

**(g) Expense Breakdown**

- Build a detailed list of all expected expenses.

**(h) Billing**

- Describe your standard billing cycle and preferred method of payment. This information should align with information contained on your company's invoice, if awarded.

**(i) Licensing and Bonding**

- If applicable, include the details of your licenses and bonds for the services you are proposing. Please, enclose proof of your licenses and bonds.

**(j) Insurance**

- Provide the details of insurance your company will provide for your staff and the project.

**(k) References**

- Provide two (2) references for similar past projects.



## Performance and Compliance Clause

### Performance Standards:

- Quality of Work: The service provider is expected to meet the outlined standards for cleaning and maintenance as detailed in the Scope of Work. All services should be performed to a professional standard consistent with industry best practices and in compliance with relevant health and safety regulations.

### Inspection and Evaluation:

- Regular inspections will be conducted to ensure that the services provided meet the agreed-upon standards. Any deficiencies or issues identified during these inspections will be communicated to the service provider promptly.

## Non-Compliance and Remedies

### Corrective Actions:

- If the service provider fails to meet the performance standards or does not complete tasks to satisfaction, the provider will be given a reasonable opportunity to correct the issues at no additional cost charged to Create Campaign, Inc. The time frame for corrective action will be specified based on the severity of the issue.

### Right to Remedy Services:

- If the service provider does not resolve the issues within the agreed time frame, Create Campaign, reserves the right to either:
  - Engage Alternative Services: Arrange for alternative cleaning services to address the deficiencies at the Contractor's expense.
  - Withhold Payment: Withhold payment for unsatisfactory work until the issues are resolved to the satisfaction of Create Campaign.

### Termination of Agreement

- Continued non-compliance after no more than three (3) repeated attempts to rectify the issues may result in termination of the service agreement. In such cases, Create Campaign, will provide written notice of termination, and the service provider will be required to cease all operations and vacate the premises.
- Termination cancels all agreements, obligations and fee schedules.

## Documentation and Reporting

### Documentation of Issues

- All instances of non-compliance or performance issues will be documented and reported to the service provider for review and resolution.

### Final Report



- A final performance report may be issued at the end of each review period to summarize compliance status and any key corrective action taken; review periods are quarterly but Create Campaign reserves the right to increase frequency to monthly or once every other month, if applicable and as needed.

## Proposal Submission

Thank you for reviewing this bid opportunity. We appreciate your interest and look forward to receiving your proposal if your company proceeds with responding.

### For submission and any questions, please contact:

Christina Long

Create Campaign President/CEO

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316-333-3197

Addendum A: