

REQUEST FOR PROPOSALS (RFP) NO. 025-005 PHOTOGRAPHY AND VIDEOGRAPHY SERVICES

**Pre-Proposal Meeting
Presentation
June 4, 2025**

VRE Headquarters
1500 King Street, Suite 202
Alexandria, VA 22314



SAFETY BRIEFING

- **Location:**
 - ✓ 1500 King Street, Suite 202, Alexandria, VA
- **Identify:**
 - ✓ Evacuation Route
 - ✓ AED/First Aid Supplies Location
 - ✓ Fire Alarms & Extinguishers
- **Assign:**
 - ✓ Primary & Secondary 911
 - ✓ Primary & Secondary AED/CPR
 - ✓ Runner
 - ✓ Evacuation Head Counter



AGENDA

- Instructions to Participants
 - Sign-In
 - Presentation & List of Participants to be posted on VRE's website
- VRE Introductions
 - Monica McKenzie, Purchasing and Contract Compliance Specialist
 - Amanda Vitko, Contracts Administrator
 - Chet Dunston, Marketing Communications and Engagement Manager
- Courtesy Reminders
- Overview of Procurement Schedule & Requirements
- Scope of Work Overview
- Questions and Answers



VRE TEAM



- Monica McKenzie
 - Purchasing and Contract Compliance Specialist
 - mmckenzie@vre.org



- Amanda Vitko
 - Contracts Administrator
 - avitko@vre.org



- Chet Dunston
 - Project Manager
 - cdunston@vre.org



DISCLAIMER

The information contained in this presentation is for informational purposes only.

In the event of a discrepancy between the information contained herein and the RFP documents, the RFP documents will take precedence.

No oral interpretation of this Request for Proposals shall be considered binding.

VRE shall be bound by information and statements only when such statements are written and executed under the authority of the Purchasing and Contract Administration Department.



VRE POINT OF CONTACT

Offerors are cautioned not to contact any VRE staff except for Purchasing and Contract Compliance Specialist or any member of the Purchasing and Contract Administration staff regarding this RFP until such time as a contract is awarded.



PURPOSE

- The purpose of this Request for Proposals (RFP) is to establish two (2) Contracts with two (2) qualified and experienced Contractors to provide photography and videography services, on an as-needed basis through Task Orders. The two (2) Contractors selected shall each be capable of providing both photography and videography services.



PROCUREMENT SCHEDULE

- RFP Issued: May 22, 2025
- Optional Pre-Proposal Meeting: June 4, 2025, at 10:00 AM
- Submission of Written Questions: June 11, 2025, at 10:00 AM
- Proposals Due: July 9, 2025, by 2:00 PM
- Interviews (Optional): August 13 and 14, 2025

**All times reflected are local, Eastern Time*



VIRGINIA RAILWAY EXPRESS

SUBMISSION OF PROPOSAL

- **Proposals are due on Wednesday, July 9, 2025, by 2:00 P.M. ET.**
- VRE will accept hard copy or electronic submission through eVA portal.



ELECTRONIC SUBMISSION OF PROPOSALS

- Submit electronically using the Commonwealth of Virginia's e-procurement portal (eVA). To submit Proposals electronically, Offerors must be registered in eVA as a Supplier: <https://eva.virginia.gov/>.
- eVA registration is not considered complete unless a Commonwealth of Virginia Substitute W-9 is uploaded to eVA. A link to the Substitute W-9 and New Supplier Registration Guide is available online at: <https://eva.virginia.gov/register-now.html>.
- Offerors requiring assistance submitting an electronic response, must contact eVA Customer Care via email at eVACustomerCare@dgs.virginia.gov or at 866-289-7367.



ELECTRONIC SUBMISSION OF PROPOSALS

- Electronic Submission shall consist of:
 - ✓ A Technical Proposal, Vol. 1
 - ✓ A Cost Proposal, Vol. 2
 - ✓ Each volume shall be distinct and complete in and of itself.
 - ✓ Financial statements



HARD COPY SUBMISSION OF PROPOSALS

- Hard Copy shall consist of:
 - ✓ A Technical Proposal, Vol. 1
 - ✓ A Cost Proposal, Vol. 2
 - ✓ Each volume shall be distinct and complete in and of itself.
 - ✓ One (1) USB containing Technical Proposal and Cost Proposal
 - ✓ One (1) USB containing financial statements



SUBMISSION OF PROPOSAL HARD COPY (CON'T)

- Proposal packages shall be addressed and delivered to:


Kristin Nutter
Director of Purchasing and Contract Administration
Virginia Railway Express
1500 King Street, Suite 202
Alexandria, VA 22314

- A Proposal may be mailed, delivered by private courier, express mail, or delivered in person.
- Office hours: Monday – Friday 9:00 A.M. and 5:00 P.M. ET, on days that VRE service is in operation.



HARD COPY SUBMISSION OF PROPOSALS (CON'T)

- The Proposal submission shall be ***clearly marked*** in a sealed package.

SEALED PROPOSAL IN RESPONSE TO:	
	RFP No.: 025-005 Title: Photography & Videography Services
Proposals Due Date:	
Name of Offeror:	



WRITTEN QUESTIONS TO VRE

- Deadline for Written Questions is **June 11, 2025, by 10:00 a.m.**
- Questions must be submitted in Microsoft Word format and include the related Section number and title.
- All questions or communications related to this Request for Proposals must be directed solely to the Purchasing and Contract Compliance Specialist and VRE Director of Purchasing in writing via electronic mail as listed on the Cover Page of the RFP.
- Contact with any other VRE personnel or consultants during the RFP response period is strictly prohibited.



OVERVIEW OF PROPOSAL REQUIREMENTS

- TAB 1: Table of Contents
- TAB 2: Title Page
- TAB 3: Transmittal Letter
- TAB 4 - 7: Evaluation Criteria
- TAB 8: Subcontractors
- TAB 9: Point of Contact
- TAB 10: References
- TAB 11: Exceptions to the Solicitation
- TAB 12: Acknowledge Receipt of Addenda Issued
- TAB 13: Representations and Certifications



OVERVIEW OF PROPOSAL REQUIREMENTS

Tab 8 Subcontractors

- ✓ Form provided on pg. 19

TAB 10 References

- ✓ Identify three (3) references.
- ✓ Identify any contracts within the last five years that the Contractor failed to complete work. If not applicable, indicate under this tab.



OVERVIEW OF PROPOSAL REQUIREMENTS

TAB 12 Acknowledge Receipt of Addenda

- ✓ Addenda will be posted on VRE's website
- ✓ Offerors are responsible for monitoring the website for any addenda, notices, or postings.
- ✓ Failure to submit signed addenda may be grounds to declare the Proposal non-responsive.

TAB 13 Reps and Certs

- ✓ Company Information
- ✓ Conflict of Interest
- ✓ Trade Secrets or Proprietary Information
- ✓ Certification Regarding Debarment
- ✓ Certification of Restrictions on Lobbying
- ✓ Non-Collusion Affidavit



EVALUATION CRITERIA

Evaluation Criteria		Maximum Points	Weight	Maximum Score
1.	Knowledge, Qualifications and Relevant Experience of the Proposed Project Manager and Key Personnel	10	30	300
2.	Technical Abilities	10	30	300
3.	Portfolio	10	25	250
4.	Cost for Photography & Videography Services	10	15	150
TOTAL POINTS				1000



SELECTION & CONTRACTING PROCESS

Evaluation Process

- An administrative review of each Proposal will be conducted to determine responsiveness to the requirements. VRE reserves the right to reject Proposals that do not conform to the RFP and which are incomplete. VRE may waive minor irregularities in a Proposal if it is determined that doing so is in the best interest of VRE.
- A Technical Evaluation Team (TET) will evaluate the Technical Proposals received using the scoring methodology and according to the weighted criteria identified in the RFP.
- Price Proposals will be evaluated separately from the initial technical evaluation.
- Offerors will be in ranked order according to the scores of the TET and a short-list of the most qualified Offeror(s) will be created and posted.
- Optional interviews may be conducted.
- Negotiations shall be conducted with two (2) or more short-listed Offerors.
- Best and Final Offer



CONTRACT ANTICIPATED

- **Award**: Establish Contracts with two (2) qualified and experienced Contractors to provide Photography and Videography Services for VRE.
- **Type of Contract**: Indefinite Delivery/Indefinite Quantity Task Order Contract.
- **Term of Contract**: Base Period of one (1) year with the option to extend for two (2) additional one-year periods, not to exceed three (3) years.



CONTRACT AWARD

- VRE may cancel this RFP or reject Proposals at any time prior to an award and is not required to furnish a statement of the reason why a particular Proposal was not deemed to be the most advantageous (Code of Virginia, § 2.2-4359D).
- VRE will post the “**Notice of Intent to Award**” on its website at www.vre.org, for a minimum of ten (10) calendar days.
- A “**Notice of Award**” will be posted on VRE’s website at www.vre.org. The successful Offeror will be notified in writing by VRE.



OVERVIEW OF THE SCOPE OF SERVICES

- **VRE Event Coverage**
- **Headshots & Board Meeting Coverage**
- **Brand Photography & Video Content**



QUESTIONS?



A BETTER WAY. A BETTER LIFE.

THANK YOU



VIRGINIA RAILWAY EXPRESS