**LEGAL NOTICE**

**ADVERTISEMENT FOR PROPOSALS**

NOTICE is hereby given that the Tupelo Convention and Visitors Bureau will receive quotes from well qualified firms until 5:00 PM CST on Friday April 12, 2024, at 71 East Troy Street, PO Box 1485, Tupelo, MS 38802 for the following:

**PHOTOGRAPHY – DIGITAL CONTENT MARKETING TOOL**

The Tupelo Convention and Visitors Bureau (Tupelo CVB”) is accepting quotes from well qualified vendors to support Tupelo CVB’s strategic communications through photography – digital content marketing services. Qualified photographers and photography agencies specializing in content marketing should have a working knowledge of the tourism industry necessary to assist the Tupelo CVB with the following items:

* Capture photos of Tupelo CVB partners and key assets including, but not limited to hotel properties, restaurants, entertainment venues, attractions, sports facilities and meetings and convention spaces and events, motorcoach groups, shopping districts, and community festivals and special events (approximately 12 – 15 throughout the calendar year).
* Create contact sheets of all unedited photographs for the Tupelo CVB to review. Tupelo CVB will select the approved photographs which are to be edited for final submission.
* Images would be delivered in an online gallery and available for download by multiple team members.
* Edited photographs will be delivered to the Tupelo CVB based upon an agreed timeline and contract expectations per project between the photographer and Tupelo CVB.
* Drone Footage – If used, it is required to submit your copy of the FAA request and approved flight plan, proof of drone pilot license, and proof that all FAA regulations regarding public safety and law enforcement guidelines have been fulfilled.

Tupelo CVB intends to contract with a qualified photographer or photography agency to support its continued recovery efforts, stemmed from the negative economic impacts of COVID-19. This contract will be funded through federal ARPA dollars for Mississippi Tourism Recovery, II, and all applicants must agree to comply with the terms and conditions of the standard services contract which includes the American Rescue Plan Act Mandatory Addendum and the Mandatory Addendum to all City of Tupelo Contracts.

Detailed specifications and forms/documents can be downloaded from the Tupelo CVB’s website at <https://www.tupelo.net>.

Quotes must be mailed and/or hand delivered at the address below and received no later than 5:00 pm CST on Friday, April 12, 2024. Quotes should be in a sealed envelope and ***clearly marked*** with your Company Name, the subject “**Request for Quote: Photography – digital content marketing**,” and sent to the City of Tupelo, Mississippi c/o/ Traci Dillard, Controller, P.O. Box 1485 Tupelo, MS 38802 during the hours of 8:00 a.m. to 5:00 p.m., Monday through Friday.

No Vendor may withdraw his/her quote after date of opening proposals without the consent of the Tupelo Convention and Visitors Bureau.

The Tupelo Convention and Visitors Bureau reserves the right to accept or reject any and/or all proposals and waive informalities in bidding.

The City of Tupelo is an Equal Opportunity Employer. The City of Tupelo encourages Minority-owned Business Enterprises (MBEs) and Women-owned Business Enterprises (WBEs) to submit bids. This bid solicitation will be submitted to the Agency Bid Bank at [agencybidbank@mississippi.org](mailto:agencybidbank@mississippi.org).