

2019 PHOTOGRAPHY REQUEST FOR PROPOSAL RIVERLAND ASSOCIATION

Riverland Association is seeking paid services with a professional photographer to capture the people, places, events and attractions of five of our member communities through photographs. These images will be used for our website, social media accounts, collateral materials, and various promotional publications.

Member communities are Crookston, Fertile, Red Lake Falls, St. Hilaire, and Thief River Falls.

PHOTOGRAPHY SERVICES OVERVIEW

Riverland Association seeks a professional photographer to take photos of retail, recreation, and events in each of its five member communities listed above. Images would reflect all four seasons. Preferred photography style is festive, warm, natural, vibrant, and engaging.

The photographer will be credited in the final product according to the Riverland Association's design preferences.

DELIVERABLES:

Riverland Association will retain all ownership and rights of the primary images, which will be in the form of high quality high resolution digital photography.

Photos of each community should include examples of the list below:

- Outdoor
- Recreation based (as provided by Riverland Association)
- Multi-seasonal
- Retail experiences? Fronts and/or main street scenes?
- Events
- Full resolution digital images are to be uploaded to Dropbox/Google Drive with full usage rights and ownership assigned to Riverland Association.
- All images will be delivered 90, 180, and 240 days after start of agreement of work.
- Riverland Association retains all rights to alter and use any final images and videos.
- Selected vendor will not be allowed to add or embed photos and/or videos with branding captions or watermark signatures on images provided to Riverland Association.
- Provide all photos organized by community and season.

COSTS

Proposal should include all costs for delivering a final portfolio, as described above. This includes travel, meals and any other related expenses.

PROPOSAL SUBMISSION (Attachment A)

- Introduction summarizing you/your company's background, resources, and relevant experience.
- Examples of past projects, preferably of a similar size and scope.
- References from past projects.
- Proposed budget for the project with shooting and editing fees listed separately.
- Optional supporting materials of your choosing.

Deadline for submission is 5PM Friday, June 28, 2019.

Proposals can be sent to:

Email: visitriverland@gmail.com

Subject line: 2019 Photography Proposal

OR

Hardcopy: Riverland Association

P.O. Box 692

Thief River Falls, MN 56701

Please label "2019 Photography Proposal" on outside of envelope

Period of Agreement

The term of the agreement will be for a period of one (1) year with the possibility of a one (1) year extension. Extension of the agreement will be based on satisfactory performance as determined by Riverland Association leadership. This agreement is expected to commence on or after July 1, 2019.

2019 PHOTOGRAPHY REQUEST FOR PROPOSAL
RIVERLAND ASSOCIATION
RFP ATTACHMENT A
DEADLINE FOR SUBMISSION: JUNE 28, 2019

Applicant information

Provide the following information regarding the Bidder:

Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: State Zip Code: _____

Telephone # & Fax #: _____

Website address: _____

Year established: Provide number of years in business under present name: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

- Individual or Sole Proprietorship
- Corporation If selected, check one: For-Profit Nonprofit
- Partnership Other: If checked, list business structure: _____

Contact Information: List the one person Riverland Association may contact concerning your proposal or setting dates for meetings.

Name: _____

Job Title: _____

Email: _____

References

Provide at least two (2) references, that the Bidder has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 2: _____

Bidder/Company Name: _____

Contact Name: Title: _____

Address: _____

City: State & Zip Code: _____

Telephone #: _____ Email: _____

Date and Type of Service(s) Provided:

Reference No. 2: _____

Bidder/Company Name: _____

Contact Name: Title: _____

Address: _____

City: State & Zip Code: _____

Telephone #: _____ Email: _____

Date and Type of Service(s) Provided:

Budget

List proposed budget for the project.

Photography	
Editing	
Other (Please list)	
TOTAL PRICE	

Supporting materials

Optional supporting materials of your choosing (websites, photos, etc.).