

Kemptville District Soccer Club

Request for Proposals for Club Photographer

Date of Tender: **February 10th, 2018**

Quote(s) are to be received by the club no later than **8 pm on March 29th, 2018**

***Please note that this request is for the 2018 season with the option (upon evaluation of the photo process for the 2018 season by the KDSC and mutual agreement with the Photographer) for the 2019 season**

All quotes will include delivery to the parent/player in the Kemptville, ON Area.

All quotes will be opened in the presence of board members and the tender will be awarded at that time.

Quotes must be submitted by email, or arrangements made to deliver during regularly scheduled office hours, to Lou Judge at club@kemptvillesoccer.com

TERMS OF REFERENCE

The Kemptville District Soccer Club (KDSC) is seeking proposals for an official club photographer who will be responsible for taking pictures of players and teams during KDSC designated photo days. The bidder to whom the contract is awarded shall be referred to as the "Photographer". This Request states the instructions for submitting proposals, the procedure and criteria by which a photographer may be selected and the contractual terms by which KDSC intends to govern the relationship between it and the selected Photographer. The Photographer will be required to take pictures, for purchase, of players and teams during the 2018 season* and provide KDSC with gratis team pictures (original, unedited digital files) by September 30, 2018.

BACKGROUND

KDSC is located in Kemptville, Ontario, within the Eastern Ontario District Soccer Association, as an independent, notforprofit corporation with over 1300 registered participants involved in both youth and adult programs. The Club is dedicated to providing a community service by teaching and developing the sport of soccer for players aged 3 through senior men and women. The Club operates a full outdoor program May through August for ages 3 through senior (18+).

Objectives

To provide high quality, affordable, photographs of players and all KDSC teams for purchase within two (2) weeks of the photographs being taken. The Photographer will guarantee additional photographs, for purchase, until January 1, 2019.

Description of Work

The Photographer, following discussion with the KDSC Photo Day Coordinator, will develop a specific schedule for taking photographs. The schedule will be organized around the following timelines:

June 9th to June 15th 2018: Photographs for the Competitive and House League Teams

June 16, 2014 to June 22nd, 2018: Photographs to cover Rain Dates

The schedule must be drafted by the photographer and submitted by the KDSC photo coordinator for approval by the KDSC board, by April 4, 2018 in order to allow KDSC to distribute the photography schedule to coaches and players in a timely manner.

The Photographer must be present for all photography sessions and the Photographer and all assistants must conduct business in a friendly professional manner.

Upon acceptance of the terms of the contract, the Photographer will ensure compliance with the deliverables as stated below. Individuals wishing to have photographs taken will present their order directly to the Photographer at the scheduled time for photographs. The Photographer is not an official of KDSC but is an independent agent that deals directly with individuals wishing to have photographs taken; therefore, any use of the photographs for promotional use of the Photographer cannot be undertaken without the express permission of the individual having their photograph taken. For promotional use of team photographs the Photographer must contact the KDSC Photo Coordinator for permission.

The Photographer must provide electronic files of one team photograph per team to the KDSC Photo Coordinator free of charge. As well as one team photo for all players (in the team photo) free of charge for U9 and under players.

All official communication between the Photographer and KDSC will be done through the assistance of the KDSC Photo Coordinator.

Failure to adhere to the Description of Work will result in potential prohibition for official club photography work for five (5) years.

Deliverables

The deliverables are as stated in the above Objectives and Description of Work.

Financial

The Photographer shall deal direct with individuals wishing to have individual and/or team photographs with respect to payment.

Proposal Requirements

Only complete proposals will be accepted. A proposal is considered "Complete" when the following items are included and received by KDSC before 8:00 pm EST, March 29th, 2018.

1. Name of firm/organization submitting the proposal.

2. Contact information including:
 - a. Name of primary contact.
 - b. Name of firm or contractor.
 - c. Address.
 - d. Phone number
 - e. Email address

3. 2018 Price Package (this document will be provided to individuals wishing to have photographs taken). All prices are to be in Canadian dollars, inclusive of delivery and taxes and should include:
 - 8x10 composite with a team photo and individual player photo
 - Trader cards (specify minimum number)
 - 5x7 of team
 - 5x7 of player
 - digital file
 - Packages of any above or other suggested

4. Samples of similar work.

5. Any benefits proposed for KDSC, financial or otherwise, should be listed and explained in the bid.

Information

Additional information may be obtained by contacting KDSC at club@kemptvillesoccer.com.

When providing your quotes please ensure you include your pertinent contact information so you can be contacted as soon as possible when the tender has been awarded. Only the successful company will be notified through email.

Thank you,
The Kemptville District Soccer Club Board