



September 4, 2018

Request for Proposals

Request for Annual Athletic Photographic Services

Overview & Purpose:

The City of Concord Parks and Recreation is seeking a qualified Athletic Photographic Service to provide photo services for all our Youth Sports programs. The service should include action shots for all existing programs and individual photograph options and packages for youth participants.

Scope:

The purpose of this Request for Proposals (RFP) is to select a business to photograph all youth sports participants and teams along with providing sports action photos for the City of Concord Parks and Recreation Department. Our youth sports programs include; Spring and Fall baseball/softball, Fall soccer, and Winter basketball. The awarded business will sale participant and team photos, specialized photo options, along with providing complementary sponsorship plaques for all team sponsors. The business must pay the City of Concord 15% of their total revenue on services provided to our participants on a quarterly basis. Below are the general specifications of what we require for this service.

General Specifications:

- Photographs can be seen online and purchased by the participant's family. This service can be offered after photographs have been taken. Must have an additional option for participants who do not have access to online purchases such as purchases the day of pictures.
- Photographs can be pre-purchased online before photos are taken and the photograph company would need to have a refund policy in place for these orders.
- Must have a variety of photo packages, individual and team photo prices, and specialized photographic items to purchase.
- All purchased items must be able to be shipped to the customer's address.
- Must provide additional photographers if needed. This will depends on the number of teams and participants and schedule.
- Must be able to communicate with team coaches in regards to scheduling a picture day.
- Must be able to communicate with all customers in regards to orders and questions.
- Must provide 20 sports action photos every youth sports season to the Concord Parks and Recreation Department to use to promote their programs.
- Provide complimentary team photo plaques for teams that are sponsored, along with team photos for each head coach.
- Must be able to handle 600-900 participants for each sport.
- Must be flexible with changing schedules to due scheduling conflicts, weather, or anything deemed necessary by the Concord Parks and Recreation staff.
- The awarded business cannot employ subcontractors to fulfill their duties for Concord Parks and Recreation.

Submission Requirements:

- A portfolio of work to include still sports photos. This can be done through the photographer's website or other methods to provide examples.



- A single price sheet with a list of prices to include: packages, team and individual photos, and specialized photo options.
- A brief description of the history of the business.
- Two references from a current or previous agency that has used you for athletic photos.
- Certificate of Insurance that must have a million dollar liability and automobile policy.

Selection Criteria:

The criteria below will be utilized for selection of the photograph business. Selection will be made after thorough review conducted by the City of Concord athletic staff. Interviews may be conducted after review of the submissions by the interested agencies.

1. The agency's experience in capturing sports photos and their knowledge of the current trends in the photographic business.
2. The views from previous clients that the agency has used.
3. Agency has enough staff to meet the demands of our programs by answering questions or concerns from our participants.
4. The agency's flexible in changing schedules due to unforeseen circumstances.
5. The design of how streamlined and user friendly their photograph services will be to our participant's families.
6. Any other factors that may be applicable to the selection process.

Equal Employment Opportunity:

The local government of the City of Concord does not discriminate administering any of its programs and activities. The Consultant(s) awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment, or in any way discriminated against on the basis of race, sex, religion, age, national origin, or disability.

Contracting:

Any contract developed for this service shall be construed and enforced in accordance with the laws of the State of North Carolina. Any controversy or claim arising as a result of contracting shall be settled by an action initiated in the appropriate division of the General Court of Justice in Cabarrus County, North Carolina

How to Send Submissions:

Submissions must be received by mail or to the addressee below by the October 31st deadline. Please know that Concord Parks and Recreation reserves the right to accept or reject any submission. If you have any questions please contact Zack Roehrs at 704-920-5618.

Concord Parks and Recreation – Attention: Zack Roehrs

P.O. Box 308

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