



Contact Information

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Request for Quotes: Photography Services For the Medicine Hat & District Chamber of Commerce

Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

We take pride in our volunteers and staff and utilize different mediums throughout the year to recognize and promote our team through print and digital sources. Additionally, we want to ensure that we have significant events captured through digital photography to maintain a historical picture of the Chamber for years to come, as well as to utilize the images in our promotional materials and on our website.

The Medicine Hat & District Chamber of Commerce is inviting quotes from firms who are interested and qualified to provide photography services in accordance with the terms of this proposal based on "as needed" requests from the Chamber of Commerce.

It is the intention of the Chamber to award a contract to one who is a member in good standing with the Medicine Hat & District Chamber of Commerce.

Photography Services Requirements

The Medicine Hat & District Chamber of Commerce typically requires the following standard photography services throughout the year with full access and permission to reproduce the photos in digital media and any publications:

- 12 Board of Director headshots
- 7-9 staff headshots
- 7 Group photos: 2 board of directors photographs, 2 staff photographs, 2 board and staff photographs and a President and Executive Director photograph.
- Event photography including the trade shows, Leadership Breakfast, Presidents' Reception & AGM and State of the City Address, political and advocacy based forums along with two to four networking and business events.

Chamber of Commerce Contributions

For any in-kind contribution proposals offered, the Medicine Hat & District Chamber of Commerce would be willing to contribute:

- Advertising in the Chamber of Commerce "the Voice" business e-newsletter
- Exclusive recognition on the Chamber's website (www.medicinehatchamber.com) "Chamber Staff & Board Member Photos Courtesy of: _____" with the firm's logo, contact information and link to its website.
- Recognition of the firm on all photographs used in any publication or promotional material, including, but not limited to the website, Voice magazine, trade show guides, annual report and brochures.
- Recognition as a sponsor for any events the photographer covers.

Other Proposal Requirements

1. Please provide any requirements and the turnaround time for production.
2. Please provide a portfolio link of related work.
3. Please provide a per piece or flat rate annual fee for the above services.
4. Please provide any proposal for in-kind arrangements and the value of the services offered in kind.
5. Please describe the format the photos will be provided to the Chamber.
6. Please provide a minimum of three references.

Bid Acceptance, Rejection or Selection of Quotation

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce;
2. Evidence in proposal that the candidate understands the scope of the design services to be performed;
3. Experience of the firm;
4. Quality of portfolio;
5. Costs quoted to perform the specified services, including in-kind opportunities.

Duration

The contract will be for a period of one (1) year effective September 1, 2020 to August 31, 2021 and prices bid must be held firm for the duration of the contract.

Incurred Proposal Costs

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

Unacceptable Work

If the Firm fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Photography Services" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to accounts@medicinehatchamber.com no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Proposal may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to:

Katherine Tingley, Administrative Coordinator, Medicine Hat & District Chamber of Commerce
accounts@medicinehatchamber.com.

No other representative of the Chamber is to be contacted regarding this Request for Proposal. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.