



Request for Proposal Nepean Minor Hockey Association (NMHA) Photographer

PURPOSE

The purpose of the Photographer Request For Proposal is to seek a qualified photography firm to provide photography (photo packages) to NMHA participants.

GENERAL SCOPE

The photographer selected will be responsible for providing photo services for team and individual photos for all NMHA programs.

TERM

One season agreement with the option to extend up to two additional seasons.

NMHA MINOR HOCKEY PROGRAMS

Registered Players:

- 2100 U7 – U21 players

PHOTOGRAPHER RESPONSIBILITIES

1. Schedule all team photos and provide adequate staff to ensure timely and efficient photo sessions without delay to game schedules. Collect and account all money paid for photo packages while offering multiple payment methods;
2. Photo packages will be delivered directly to the NMHA office, located at the Walter Baker Sports Centre, 100 Malvern, Nepean, Room 203, within three weeks after each photo session;
3. Provide a variety of affordable package options;
4. Provide all participants with clear, properly formatted, professional quality color prints;
5. Include action shot-style photography;
6. Resolve any problems associated with photo sessions or with the delivered products;
7. Provide NMHA with Digital copies of each minor hockey team photo delivered to NMHA within three weeks after each photo session for marketing use only;
8. Provide NMHA with a commission proposed by the vendor;
9. Provide proof of a clear police background check on all staff in contact with any youth through this contract; and
10. Provide proof of insurance if on-ice action shots are included in your proposal.

NMHA RESPONSIBILITIES

1. Provide schedule to Photographers of photo sessions;
2. Deliver photo information to the coaches/managers prior to team photo sessions; and
3. Assist, when possible, in resolving incorrect delivery information if a photo package is returned to the photography vendor.

PROPOSAL INFORMATION AND INSTRUCTIONS

Submittal deadline: **5PM EST September 21, 2024**

Submit to the Attention of **Competitive Director** (competitive.director1@nepeanminorhockey.ca)

Include one digital copy including action shot-style photography: **NMHA Photography Proposal**

Expected Award Date: **Thursday October 5, 2024**

Submittals: Shall be submitted to the email, one (1) electronic copy in .pdf format is required. Label "NHMA Photography Proposal". **Documents will be accepted until September 21, 2024.**

Thank you for your interest and desire to collaborate with the NMHA.