



CHEBUCTO MINOR HOCKEY ASSOCIATION

Request for Proposal for:

SPORTS PHOTOGRAPHY CONTRACT

RFP Issued Date: September 20, 2024

RFP Closing Date: October 2, 2024



INTRODUCTION

The Chebucto Minor Hockey Association (CMHA) operates out of its home base of Spryfield Lions Arena in Spryfield, Nova Scotia. With a membership of more than 500 hockey players, ranging in age from 4-20+, this thriving association represents well in local, provincial and national levels.

The CMHA is seeking the services of a professional photographer who can capture the player and team spirit of our Chebucto hockey players for the 2024-25 season.

SCOPE OF WORK

The CMHA is seeking photography services for team and individual player photos at the start of the 2024-25 season:

- Photo session(s) to be done at a central location, preferably the Spryfield Lions Arena, on scheduled day(s) where teams can sign up for their own photo session
- Photos should be taken within the October-November timeframe, with delivery to occur before the holiday break in December
- Multiple package options should be provided, at various price points, for families to choose from for purchase after the photos have been taken
- The successful candidate will have the expertise to produce quality photos and prints, the equipment necessary, and the time to take photos of every team and player

INFORMATION TO INCLUDE IN PROPOSAL

To be considered for this contract, proposals should contain at minimum the following:

- Cover letter describing the proponent's experience with sports team photography, reason for interest in this contract, and timeline/capacity for taking and printing photos
- Proposed methodology for organizing photo shoots, managing time, and organizing the teams and ordering/paying for their prints
- Pricing proposal including any and all charges to the association and the players' families
- References from at least two sports or club organizations
- Sample photos
- Full contact and business information for the proponent's business (if applicable)



PROPONENT’S EXPENSES

Proponents shall be solely responsible for their own expenses in preparing the proposal to Chebucto Minor Hockey Association

EVALUATION PROCESS

Proposals selected for the evaluation process will be evaluated by a sub-committee of the CMHA Board. The sub-committee will evaluate proposals based on the following criteria and points scheme:

- Methodology and work plan
- Process around payment and ordering of photo packages
- Fees and cost schedule
- References and quality of samples
- Commitment to the required delivery timeline of December 2024 for prints

Proposals will be reviewed by the committee as a group, and individually by group members. Each proposal will be scored individually by committee members according to the points scheme above, and scores averaged out across the whole committee. The proposal with the highest score will be selected.

AWARD PROCESS

The successful candidate will be notified in writing that their proposal has been accepted. A contract will be issued by Chebucto Minor Hockey Association for the proponent to sign. The proponent’s response to this RFP will form part of the contract by attachment and incorporation by reference.

INDEMNIFICATION

The successful proponent will act as an independent consultant and must agree to keep the Chebucto Minor Hockey Association indemnified against any and all claims, actions, or demands that may be brought, made or arise in respect of anything done or omitted to be done by the proponent.



CANCELLATION AND EXTENSIONS

The CMHA reserves the right to cancel any contract resulting from this RFP if, in the board's opinion, the service provided is not satisfactory or meeting the requirements set forth in this RFP. In the event of cancellation, the proponent will have no right of action against any of the CMHA board members individually or as a whole for damages.

The CMHA also will consider contract extensions for up to three (3) additional one-year terms. Any extensions of contract will be proposed in writing to the proponent for consideration and agreement.

ENQUIRIES

All enquiries regarding this RFP must be directed to Bryan Esbaugh, President, by email at President@Chebuctominorhockey.com. Responses will be delivered back within two (2) business days.

SUBMISSION INSTRUCTIONS

All submissions must be made electronically to President@Chebuctominorhockey.com and must be received before October 2 at 10:00pm AST. Submissions must include digital samples of photographs, and example photo packages that would be available to CMHA.