



NEWFOUNDLAND & LABRADOR ORGANIZATION OF  
WOMEN ENTREPRENEURS

Helping  
Women in Business  
*Start . Grow . Advance*

## Request for Quotes – Event Photography

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is currently seeking a qualified photographer to shoot and edit event photos for the 2017 Entrepreneur of the Year Awards to be held on October 26<sup>th</sup> at the Sheraton Hotel, St. John's, NL. The successful bidder is also required to shoot individual photos of eight (8) award winners prior to the event.

### Scope of Work

The photographer will:

#### 1. Photo Assignment

- Capture individual photos of award winners prior to the event in a format that allows for easy removal of the background.  
*Please note, award winners could be located in any area of the province; as a result, the use of subcontractors for this assignment is preferred in order to keep travel expenses low. It would be the responsibility of the successful bidder to arrange sub-contractors.*
- Photograph award winners, sponsors, attendees and staff during the 2017 Entrepreneur of the Year Awards Gala on October 26, 2017. This will include photographs of presenters and winners while they speak, casual photos of attendees as they network and attend the event, and posed photos of the award winners with their awards.
- Special attention must be given to the award winners in order to ensure excellent individual and group winner photos are captured for use in promotional materials.
- The dates and duration of the Awards Gala photo assignment are as follows:
  - October 26: 5:00-11:30pm

#### 2. Post Production

- Send edited award winner photos to NLOWE by September 29, 2017.
- Send unedited photos of the Awards Gala to NLOWE by 10:00am on October 27, 2017 in requested formats
- Editing of photos as required
- Deliver finished profile photo of each award winner and award winner group shot by October 31.
- Deliver finished photos on a flash drive at full resolution within two weeks of the event in requested formats

#### 3. Copyright & Ownership

- Copyright and ownership must rest exclusively with NLOWE

Interested parties are asked to submit quotes by **July 14, 2017**.

## Timeline

Milestone	Date
Release of RFQ	June 19
Deadline for questions	June 26 at 12:00 p.m.
Answers to questions posted ( <a href="http://www.nlowe.org/news">www.nlowe.org/news</a> )	June 27 by 4:00 p.m.
RFQ closing date	July 14 at 4:00 p.m.
Consideration of proposals and award of contract	Weeks of July 17-28
Edited individual award winner photos to NLOWE	September 29
Awards Gala	October 26
Unedited photos submitted to NLOWE	October 27
Finished profile photos of award winners and group award photo submitted to NLOWE	October 31
Finished photos delivered to NLOWE	November 14

## RFQ Submission Requirements

Interested parties are asked to submit by **12:00 p.m. on Friday, July 14, 2017.**

Please ensure your submission includes the following information:

1. Brief description of your qualifications in relation to this project and why you would be well suited to provide the required services
2. Samples of work (online sources are ideal)
3. Detailed fee/expense schedule

## Evaluation Criteria

The following criteria will be used to review and select a proposal submission:

- Completeness and thoroughness of submission
- Demonstrated ability to deliver
- Relevant experience and qualification and
- Proposed costs and fee schedule

## Instructions for Submission

Quotes must be received by **12:00 p.m. on Friday, July 14, 2017.**

### Email your submission to:

Kristy Martell  
Director of Programming & Events, NLOWE  
[kmartell@nlowe.org](mailto:kmartell@nlowe.org)

1. By submitting a quote for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.
2. Selection of submission(s) will be based on the evaluation criteria, as listed above. NLOWE reserves the right to make the final selection.
3. A decision will be made by NLOWE and the successful applicant notified no later than July 28, 2017.
4. Questions on submission guidelines should be directed to Kristy Martell, [kmartell@nlowe.org](mailto:kmartell@nlowe.org).
5. Questions will be received until June 26 at 12:00 p.m. Answers to all questions will be posted on [www.nlowe.org/news](http://www.nlowe.org/news) by 4:00 p.m. on June 27, 2017.