

Request for Quotes – Photography: Headshots & Group Photo

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is currently seeking a qualified photographer to shoot and edit headshots and a group photo during the 2017 Annual Conference to be held on April 5-6, 2017 at the Delta Hotel & Conference Centre, St. John's, NL.

Scope of Work

The photographer will:

1. Photo Assignment

- Take headshots of designated attendees (exact number will be provided closer to the event). NLOWE will provide a shooting location; photographer will provide backdrop and appropriate lighting, as well as be responsible for set-up and takedown of these tools.
- Capture group photo of NLOWE's Board of Directors.
- The dates and duration of the photo assignment are as follows:
 - April 6: 8:00 a.m. - 4:30 p.m.

2. Post Production

- Editing of photos as required
- Deliver finished photos in requested formats at full resolution within one of the event.

3. Copyright & Ownership

- Copyright and ownership must rest exclusively with NLOWE

Interested parties are asked to submit a proposal outlining their qualifications by **March 10, 2017**.

Timeline

Milestone	Date
Release of RFQ	February 22
Deadline for questions	March 2 at 12:00 p.m.
Answers to questions posted (www.nlowe.org/news)	March 3 by 4:30 p.m.
RFQ closing date	March 10 by 4:30 p.m.
Consideration of proposals and award of contract	March 13-17
Conference	April 5-6
Finished photos delivered to NLOWE	April 13

Please ensure the proposal includes the following information:

- Demonstrated experience in shooting similar events, as well as ability to deliver
- Samples of work (links to online sources are ideal)
- Three (3) professional references, along with relevant contact information
- Highlight any special features, abilities or add-ons that you can offer
- A detailed quote of your fees

Instructions for Submission

Proposals must be received by **4:30 p.m. on Friday, March 10, 2017.**

Email your submission to:

Kristy Martell

Director of Programming & Events, NLOWE

kmartell@nlowe.org

1. Questions regarding this RFQ will be accepted at kmartell@nlowe.org until 12:00 p.m. on March 2, 2017 and all responses will be collected and posted on www.nlowe.org/news by 4:30pm on March 3, 2017.
2. By submitting a proposal 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.

3. Selection of submission(s) will be based on the experience and qualifications of the photographer, the quality of their work, their ability to deliver, and cost to the organization. NLOWE reserves the right to make the final selection.
4. A decision will be made by NLOWE and the successful applicant notified no later than March 17, 2017.