



# REQUEST FOR PROPOSALS

## EVENT PHOTOGRAPHY

Entrepreneur Of the Year Awards

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**31 August 2022**

Deadline to submit proposals

## Background

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is seeking a qualified event photographer to shoot and edit photos of the Entrepreneur of the Year Awards held on October 27, 2022, at the St. John's Convention Centre. In addition to the awards ceremony and gala the successful bidder is also required to shoot individual photos of the eight (8) award recipients and a group photo of all winners on the evening of October 27 before the ceremony begins.

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## About NLOWE

Established in 1997, the Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) assists women in successfully starting and growing businesses in the province. NLOWE provides one-on-one business advisory services, group training, networking opportunities, research, mentoring and advocacy through in-person and online programming.

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## Scope of Work

The dates and duration of the shoot is Thursday, October 27, 2022, from 4:00 p.m. to 11:00 p.m.

### Photography:

- The successful applicant must provide their own white backdrop and lighting.
- Capture various images of the gala and attendees, focusing on award recipients' emotions and highlighting key parts of the night.
- Photography of presenters and award recipients while they speak, casual photos of attendees as they network and attend the event and posed photos of the award winners with their awards. (NLOWE will provide an onsite location)

### *Specifics include:*

- Group and individual photos of NLOWE staff. And may include group and individual photos of NLOWE board of directors
  - Group and individual photos of award winners prior to the award ceremony.
  - Special attention must be given to the award winners to ensure excellent individual and group winner photos are captured for use in promotional materials.
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## Post-production

- Send unedited photos of the Awards Gala to NLOWE by 10:00 a.m. on November 8th in requested formats.
  - Editing of photos as required.
  - Deliver finished profile photo of each award winner and award winner group photo by November 15, 2022.
  - Deliver finished photos at full resolution within two weeks of the event in requested formats.
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## Evaluation and Selection

For the purposes of proposal evaluation, NLOWE may consider any or all the information received from Respondents under or pursuant to the RFP documents, NLOWE’s knowledge of, and experience with the Respondent. The evaluation team will compare and evaluate all proposals to determine the proposal which provides the best overall value to NLOWE using the following evaluation criteria:

<b>Desirable Criteria</b>	<b>Maximum Points</b>
Proposal cost. Most economically advantageous submission	5
Demonstrated excellence in event photography and editing with experience with similar high-level events	5
Ability to creativity capture the atmosphere of the awards ceremony, reflecting the style and emotion of the evening.	5
Ensure timely delivery of the services	4
Active NLOWE membership	1
<b>TOTAL POINTS</b>	<b>20</b>

At its sole discretion, NLOWE reserves the right to request clarification or additional information from a Respondent with respect to any proposal, and NLOWE may make such request to only selected Respondents. NLOWE may consider such clarification or additional information in evaluating a proposal. Such clarification(s) will not be construed as correction, revision, or negotiation. The intent is to award the contract to the highest overall scoring Respondent.

## Timeline

Process	Date
Date of issue	July 22, 2022
Closing date of RFT	August 31, 2022
Start date	October 27, 2022

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## Instructions for submission

The deadline to submit is August 31, 2022. Interested parties are asked to submit the following:

- Description of experience in shooting similar events.
  - Samples of work (online sources ideal) highlighting creativity and originality.
  - Experience and qualifications; and ability to meet deadlines
  - Associated costs.
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## Questions

All questions related to this RFP can be directed by email to Krista Hazlie, Director of Administration & Special Projects at [khazlie@nlowe.org](mailto:khazlie@nlowe.org) by 4:00 p.m. on August 31<sup>st</sup>, 2022.

Submissions must be emailed to [khazlie@nlowe.org](mailto:khazlie@nlowe.org) by 4:00 p.m. on Wednesday, August 31, 2022. Successful applicants will be notified by email or phone.