



REQUEST FOR PROPOSAL (RFP): 2025 TEAM PHOTOGRAPHY SERVICES

I. INTRODUCTION

Olds Minor Soccer Club (OMSC) is the organization responsible for the successful operation of soccer seasons every year for approximately 350 children between 3 and 18 years of age.

We are inviting qualified and experienced photography service providers to submit proposals for team photography services. OMSC aims to capture memorable team photos during the 2025 upcoming season.

II. SUBMISSION DETAILS

Proposal Submission Deadline: March 14, 4:00 p.m.
Submission Method: Email to omscpresident@gmail.com

III. SUBMISSION REQUIREMENTS

To be considered responsive to this Request for Proposal and to facilitate evaluation, proposals should be organized and include the following information:

1. Cover letter describing a brief history of the proponent, the reason for the interest in the request, and the ability to perform the required task.
2. Contact information.
3. Proposed methodology for time management and organizing prints.
4. Costing summary – proposed price per team (estimated at +/- 26 teams total)
 - Each player, head coach, assistant coach(es), if any, and team manager is to receive a printed photo, as outlined in the Scope of Work.
 - Costs must be inclusive of all ancillary costs including but not limited to labour, fuel, personnel, mileage, etc.
5. References - Provide references that may be contacted concerning performance on this type of service.
6. Submission to include sample images (acceptable via email or in print copy).

IV. SCOPE OF WORK / COST PROPOSAL FOR PHOTOGRAPHY SERVICES

Respondents must provide a detailed breakdown of fees for the scope of work, which includes:

1. Photographing the sittings of teams.

2. Providing the print packages to OMSC in bulk, with each package organized by team, consisting of one individually printed 5x7 team photo per person which has the OMSC logo and year noted on it.
 - Each player, head coach, assistant coach(es), if any, and team manager is to receive a printed photo. Final 5x7 print count is estimated between 425 to 450 photos.
3. Photography is to be conducted between May 20, 2025, and June 7, 2025, during practices which take place at either Olds Rotary Athletic Park, Imperial Drive or Olds College.
4. Print packages are to be delivered to OMSC no later than June 21, 2025.

V. SELECTION PROCESS

The OMSC board will evaluate all proposals based on the criteria outlined. The successful proponent will be notified in writing of the contract award by March 30, 2025.

Evaluation Criteria:

- A. Professional and technical competence
- B. Professional qualifications and specialized experience of respondent
- C. Quality, comprehensiveness, and adequacy of the proposed project
- D. Cost Proposal - consideration of competitiveness, adequacy, and creativity in proposed plan

VI. NO LIABILITY FOR COSTS

OMSC is not liable for costs or damages incurred by Respondents, partners, subcontractors, or other parties in connection with the RFP process, including any costs associated with proposal preparation, conferences, site visits, demonstrations, presentations, or any negotiations.

VII. INQUIRIES

For any inquiries or clarification regarding this RFP, please contact omscpresident@gmail.com

We look forward to receiving your proposals.