

The City of Hartselle, Parks and Recreation Department, is searching for an individual/company to provide professional sports photography (team and individual) services for all of the youth sports programs scheduled during the 2020 calendar year. At this time, this includes baseball, softball, spring and fall soccer, boys and girls basketball, tackle football, cheer and flag football. If other recreational sports are added, it will include them as well.

If interested, please submit the information listed on the following page in a sealed packet by Tuesday, January 21, 2020 at 4:00 p.m. CST.

Packets shall be submitted to:

City of Hartselle
ATTN: Rita S. Lee, City Clerk-Controller
200 Sparkman Street
Hartselle, AL 35640

All RFP packets, including courier envelopes inside and outside, should be clearly marked as containing a "Sealed RFP for Parks and Recreation – Hartselle Youth Sports League Photography."

On the following page you will find a list of specifications outlining the minimum specifications and requirements in order to be considered for this bid. If you should have any questions you may contact Tom Chappell, Director, Parks and Recreation Department, City of Hartselle, at (256) 773-2581 or cell (256) 612-0181 or at tchappell@hartselle.org.

Although it is not a requirement to submit a package, the selected photographer or business will be required to obtain a business license for the City of Hartselle if they do not currently possess one.

The City of Hartselle has the right to accept or reject any or all proposals and to waive any technicalities.

Our goal is to select a photographer(s) that can provide quality pictures for league participants and their families in a timely manner and at a fair price. Our final decision will be based on all of the criteria listed on the following page. Heavy weight will be given to the third item; however, all of the others are very important before we consider the financial benefit to the city.



This Request for Proposal (RFP) requires the following:

1) Provide a Professional Resume –

Demonstrate participation in the field of Sports Event Photography, participation / membership in a professional organization, (example IAPEP) International Association of Professional Event Photographers. Also, provide a list of City, School, or parent organizations you have worked for including a list of references.

2) Provide a Parent Order form

Example of a current order form describing items and prices

3) Provide League (City) Financial and Order Delivery agreement

Describe the commission format given to the league (City) and the delivery time frame and process for returning completed packages to the league.

4) Explain your product quality and guarantee policy

5) Explain your ability to shoot pictures outdoors and your equipment,

How many camera's, tents, tables, lighting equipment, support personnel

6) Explain your ability to shoot pictures indoors and your equipment

Backgrounds and lighting equipment and maximum number of shooting stations.

7) Explain your ability to shoot and print onsite if necessary

Do you have a mobile printing lab in case Hartselle hosts a World Series or State level event?

8) Explain your work flow to manage picture day of 50 teams and complete 500 orders

9) Explain your ability to shoot action indoors and outdoors (high speed cameras & long lenses)