

Montgomery Parks Photography Quote Request

Goal: Montgomery Parks is seeking freelance photographers to assist with gathering photos of parks, park facilities, park events and park patrons for use on the Department's new website, scheduled to launch August 1, 2016.

Overview: Montgomery Parks is launching a new website on or before August 1, 2016. The website requires new images for use on park and facility landing pages, informational pages and more. Photos will also be used for social media outreach and additional marketing collateral.

Components of this project include:

- Photographing numerous parks and facilities that help market Montgomery Parks to our external and internal customers (preferably shots of our parks and facilities in use whenever possible).
- Providing Montgomery Parks with high resolution marketable photos to use in electronic and print materials.
- Providing Montgomery Parks with an external drive with all edited photos organized by folder (labeled by location) and tagged as explained by Montgomery Parks (tagging instructions provided once vendors are chosen).
- Montgomery Parks retains all rights to photos taken as part of this project.
- Photographing approximately 100 parks and facilities within allotted time frame. This is a tentative timeline and the schedule may be able to begin sooner.
 - o June 27th vendor is approved to proceed
 - o July 8th photo updates due
 - o July 22nd photo updates due
 - o July 29th photo updates due
- See example photos at https://www.flickr.com/photos/mc_parks_mncppc/

Assumptions & Requirements:

- Montgomery Parks will provide a style guide for website to assist in photography style.
- Montgomery Parks will provide signage stating "photography in session" for photographers to use and will facilitate any internal permits necessary through the Parks Permit office.
- Montgomery Parks will provide a spreadsheet with park and facility locations to visit.
- Montgomery Parks will be working with several vendors to complete this project due to timeline constraints. The Department will handle coordination between vendors to determine assigned locations and subjects.
- Montgomery Parks will coordinate the delivery of photographs to the website vendor.
- Photographer(s) will be responsible for all transportation, including vehicle and transportation costs. **These costs will not be reimbursed by Montgomery Parks.**
- Photographer(s) will be responsible for providing all equipment, including camera, tripod, data cards and hard drive.
- Montgomery Parks retains access and rights to all files. Files and photos cannot be reused or redistributed by the photographer for other projects, clients or purposes.

- Vendor must register as a vendor with M-NCPPC, which includes being able to provide up-to-date certificate of insurance information. **Pre-registration is encouraged and instructions are included below.**

Budget:

- **\$9,900**
- **To submit quote:**
 - o Provide rate card (per hour cost for photography, editing, administrative services, etc) to Abbigail.Irelan@MontgomeryParks.org.
 - o Provide total estimated number of hours for photography, editing, administrative services, etc. and total estimated price or project.
 - o Provide information about experience, links to relevant work and contact information for three references.
 - o Must provide a certificate of insurance.
 - o **Quotes and certificate of insurance are due by 5PM on Thursday, June 8th, 2016 to Abbigail.Irelan@MontgomeryParks.org.**

Registering with MNCPPC:

We use EZ Procurement as our online vendor registration system. EZ Procurement will allow you to set up your vendor profile, view bids and purchase orders and track invoices and payments. If you choose, your purchase orders will be e-mailed directly to you. You will also be asked to provide a current W-9 form as proof of tax id number: social security number for individuals and TIN for businesses.

The system works with **Internet explorer 7, 8 or 9** and **Google Chrome**.

If you have difficulty navigating EZ Procurement, please contact our **Purchasing Department staff by phone at 301/454-1600** or by e-mail at cas-purchasingdivisiondistribution@mncppc.org

Here is the link to EZ Procurement:

<http://mncppc.org/register.html>