



Haines Borough
Request for Proposals
**Photography Support for the Haines Borough Tourism
Department**

This Haines Borough request for proposals (RFP) is soliciting proposals from qualified individuals or firms to provide the Tourism Department with local photography that can be used in digital and print media.

This RFP does not commit the Haines Borough (hereinafter "Borough") to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of a proposal or negotiations for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFPs, to remedy technical errors in the RFP process, and to enter into a contract with one or more consultants for the provision of any, all, or some of the services described herein.

Questions

All communication relative to proposals shall be directed to:
Haines Borough, P.O. Box 1209, Haines, Alaska 99827
Attention: Carolann Wooton, Tourism Director
Telephone: (907) 314-3208
Email: cwooton@haines.ak.us

No oral interpretation concerning this RFP will be made. Requests for interpretation must be made in writing and mailed, emailed, or faxed at least four (4) business days prior to the submittal deadline. Substantive issues will be addressed in a written addendum to the RFP.

Project Description

The Haines Borough Tourism Department is in need of a cost effective and streamlined way to obtain quality photography to be used in all media formats. It is the policy of the Department to "buy local and hire local" and all efforts are made to use local resources for photography in advertising Haines. In the past we have utilized photos that are purchased for one time use creating the need to repurchase photos that may need to be utilized more than once, driving up advertising costs. In keeping with the need to control advertising costs, and finding ways to get more out of our advertising budget, we would like to work by contract with one photographer to meet all the ongoing needs for quality shots used by the Tourism Department for an ***annual flat fee***.

Scope of Work

The Borough is requesting proposals from qualified firms or individuals for quality photography of scenery, wildlife, and people that will showcase the community to encourage visitors. Successful proposer will allow the Department to make a single purchase (included in the agreed upon flat fee) of all photos provided, with ongoing, but not exclusive rights to use the photos as needed going forward. All photos purchased will be placed in a file with the intent of building a library of photos which can be used as needed in future work.

- A. Seasonal photography, including people as much as possible
- B. On call advertising photo shoots, and other marketing image needs, i.e., photography of local events (not to exceed 4 events per year).
- C. Special event photography as needed and mutually agreed upon
- D. Website photography content and curation

- E. Instagram and facebook photographic content and curation
- F. Weekly digital media updates to be utilized for Facebook and Instagram posting
- G. Travel planner photography
 - a. Front and back cover updated annually
 - b. Internal photos updated tri-annually or as needed for new entries
- H. Image maintenance such as: on-call edits, maintained/current image catalogue
- I. All photos must be publication quality photography

II. MINIMUM QUALIFICATIONS

- A.** A Haines Business License is required prior to contract award.
- B.** May NOT be an employee or officer of the Haines Borough (per HBC 2.62.030).
- C.** Can demonstrate photography experience and expertise.
- D.** Can comply with the following contract conditions.

III. CONTRACT CONDITIONS

A. INDEMNITY: Contractor agrees to defend, indemnify and hold the Borough harmless from any and all claims, demands or liability for bodily injury or death of any person, or damage to property arising out of the Contractor's execution of the contractual duties of the Contractor, its agents, employees or assigns.

B. COMPLIANCE WITH LAWS: The Contractor and all persons acting on behalf of the Contractor shall comply with all applicable laws and regulations of Federal, State or Local government agencies with respect to the activities of the Contractor or anyone acting on behalf of the Contractor.

C. CONTRACTOR NOT EMPLOYEE. The Contractor and the Haines Borough expressly agree that the Contractor SHALL NOT be an employee of the Haines Borough. The Contractor shall serve as an Independent Contractor of the Haines Borough rather than an employee of the same.

D. LIENS AND ASSESSMENTS: The Contractor agrees that it will pay all employment security contributions required to be paid as a result of any services performed for the Borough regardless of whether they are performed by the Contractor or someone engaged by the Contractor. The Contractor shall not allow any lien to be placed against the Borough by reason of non-payment of such contributions or any other reason, and shall indemnify the Borough against any such lien.

E. EXPENSES AND ATTORNEY'S FEES UPON DEFAULT: Contractor agrees to pay all actual costs, expenses and actual attorney's fees incurred by the Borough upon an Event of Default.

F. DEFAULT: The Contractor shall be declared in default of the contract if the Contractor fails to adequately perform the contract services. If, in the opinion of the Borough, the Contractor's services do not adequately fulfill the intent of the contract, the Borough Clerk shall notify the Contractor in writing of service deficiencies. If the Contractor fails to correct such deficiencies within ten days of receiving this written notice, or consistently fails to provide adequate services as documented in writing by the Borough, the contractor shall be in default of the contract and the Borough may terminate the contract.

G. BILLING/PAYMENT: Billings for services shall be submitted to the Borough quarterly and will be processed for payment at the time of the next accounts payable check run.

IV. PROPOSAL AND AWARD SCHEDULE

December 6, 2017 Publish Notice & Distribute Proposal Packets

December 28, 2017, Proposal Due Date

January 5, 2018 Contract Award by Borough Manager and Tourism Director

Proposal is for an estimated (but not limited to) 500 – 600 photos per year, which will be placed into a library for use by the Tourism Department for all social media, print, web and advertising needs. Photos should be relevant to the intended use and may or may not be pulled from the photographer's existing photo inventory. Included in this is on call coverage of special events as needed, but not to exceed 4 times per year.

Submission of Proposals

The Tourism Director requests that all prospective photographers provide 6- 8 photos full color photos with the following themes: activities, people, wildlife and scenery in their proposal. These can be provided via email to the Tourism Director via drop box.

Deadline for proposals is **2:00 pm, Thursday, December 28, 2017**. Late proposals or amendments will not be opened or accepted for evaluation.

Proposals may be hand-delivered, mailed, or express delivered. Proposals submitted by fax will not be accepted. Submissions must be clearly marked "Haines Borough Tourism Project" and submitted to:

Mailing Address:

Attn: Office of the Borough Clerk
Haines Borough
P.O. Box 1209
Haines, AK 99827

Physical Address:

Haines Borough
Borough Clerk's Office
103 Third Ave. S
Haines, AK 99827

The Borough reserves the right to reject any and all submittals, to waive any informalities or technicalities, and to negotiate with any responder to this RFP it deems to be the best qualified.

V. SELECTION PROCEDURE

The Borough Clerk (or her designee) and Tourism Director shall review all written proposals. Based on qualifications, compliance with RFP requirements, and the proposal amount, a contractor will be recommended for approval.

VI. CONTRACT PERIOD

Following contract award, all parties shall negotiate and sign a contract, and the contractor will be given a Notice to Proceed. Thereafter, the contractor will provide the required services as noted in the Scope of Services section of this document. This contract period will expire on November 30, 2018.