

The City of Greater Sudbury is looking to hire a photographer for a three-year term. Attached is our RFQ with the criteria we're looking for.

If you would like to bid on this request, please do so by 4:30 p.m. on Friday, November 10, 2017.

You should include a resume of relevant information, a digital portfolio (a link is fine) and compensation expectations that coincide with the information in the RFQ.

We thank everyone who submits their quotation; however, we will only be contacting those in consideration.

P.O. BOX 5000 STN 'A'
200 BRADY STREET
SUDBURY ON P3A 5P3

CP 500 SUCC A
200 RUE BRADY
SUDBURY ON P3A 5P3

705.674.4455 ☎
705.673.3096 📠

www.greatersudbury.ca
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Please submit completed quotes to:
Kelli Sheppard, Corporate Communications
City of Greater Sudbury
200 Brady St.,
Sudbury, ON P3A 5P3

Email: kelli.sheppard@greatersudbury.ca

Photographer RFQ

The City of Greater Sudbury requires the services of a professional photographer/editor for various projects around the city throughout the next 3 years. Special attention to scenic, outdoor photography and municipal building photography will be required. Other projects include professional headshots, construction, announcements, activities, and before/after scenarios.

You will:

- Have your own photography equipment.
- Have your own computer and software for editing purposes.
- Have your own transportation.
- Have a portfolio of previous work.
- Be available for projects that take place days, nights and/or weekends.
- You are available with as little as 24 hours notice.

- Video shooting and production skills an asset.
- Have experience taking headshots

The City is looking to hire a photographer to take photos for specific projects, professional staff headshots, as well as at City-run events and announcements.

We would like someone who is available during the daytime, but can also do some evening and weekend work.

You will be paid hourly, provide the City with original, digital photos (USB key) as well as edited versions when required.

The City of Greater Sudbury will be the sole owner of photographs and or video footage. Ownership of all materials will not expire. Photographer will not be given written credit on photographs.

Photographer will be responsible for acquiring signed release forms when required. Forms will be provided by the City of Greater Sudbury. These release forms must adhere to City's privacy policies. Photographer must become familiar with and adhere to these policies.

Photographer must have health and safety training either in current good standing or following this RFQ process. Training will take approximately 2.5 days. Photographer's time will not be covered monetarily.

Payment:

The City of Greater Sudbury agrees to pay hourly beginning on when the photographer arrives at the event or location. For Multiple locations, time begins at the arrival of the first location and ends at the final shot of the last location.

Photographer will charge for editing time as well.

Photographer will provide an invoice to the Communications Department after a project is complete. That invoice will include

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the hourly breakdown of services including shooting time and editing time.

If there are multiple locations required, a breakdown of where those locations are is always required.

There will be no extra pay for evening or weekend work.

Equipment:

Photographer should have professional photography equipment including a DSLR capable of shooting in a RAW format if necessary.

Editing should be done in Photoshop and provided to CGS in high resolution png file formats.

Photos will be submitted no later than 24 hours after a specific event, or no later than 3 business days following a longer shoot. If this deadline cannot be met, a more suitable, agreed upon deadline can be negotiated.

The Director of Corporate Communications, the Manager of Corporate Communications and/or the Communications Advisors will have final approval for photography projects.

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