



ROYAL GORGE WHITEWATER FESTIVAL
 424 Main Street, Cañon City, CO 81212
 Phone (719) 275-2331

REQUEST FOR PROPOSAL
 EVENT PHOTOGRAPHER

OVERVIEW

THE ROYAL GORGE WHITEWATER FESTIVAL is a two-day community festival held on July 21 and 22nd, 2023 in Cañon City, Colorado. The festival includes a variety of events and activities, including whitewater events, whitewater races, live music, vendor areas, and trail races. The festival is staffed and organized by an all-volunteer committee, to benefit three area non-profit organizations: Royal Gorge River Initiative Organization, The Royal Gorge Chamber Alliance, and Fremont Community Foundation.


The Royal Gorge Whitewater Festival is now soliciting proposals from qualified and licensed entities to provide event photography services for the 2023 event. All proposals submitted in response to this solicitation must conform to all the requirements and specifications outlined in this document in its entirety.

RFP INFORMATION AT A GLANCE

THE ROYAL GORGE WHITEWATER FESTIVAL CONTACT PERSON	Ashlee Sack Phone: (719) 248-6376 ashleeneva@hotmail.com
RFP PICK-UP AND SUBMITTALS	THE ROYAL GORGE WHITEWATER FESTIVAL c/o Ashlee Sack 424 Main Street Cañon City, CO 81212 Email: ashleeneva@hotmail.com
RFP DOCUMENT QUESTION DEADLINE	April 20, 2023, August 28, 2009
PROPOSAL SUBMITTAL DEADLINE	May 1, 2023, 10:00 a.m. Mountain Time

THE ROYAL GORGE WHITEWATER FESTIVAL'S RESERVATION OF RIGHTS NOTICE:

1. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to reject any or all proposals, to waive any informalities in the RFP process, or to terminate the RFP process at any time, if deemed to be in its best interest.
2. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right not to award a contract pursuant to this RFP.
3. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to terminate a contract awarded pursuant to this RFP, at any time for its convenience upon ten (10) days written notice to the successful proposer.
4. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to determine the days, hours and locations that the successful proposer shall provide the services called for in this RFP.
5. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to retain all proposals submitted and not permit withdrawal for a period of sixty (60) days subsequent to the deadline for receiving Proposals without the written consent of the THE ROYAL GORGE WHITEWATER FESTIVAL Executive Director.
6. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to negotiate the fees proposed by the proposer entity.
7. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete Proposals and/or Proposals offering alternate or non-requested services.
8. THE ROYAL GORGE WHITEWATER FESTIVAL shall have no obligation to compensate any proposer for any costs incurred in responding to this RFP.



Marketing Committee Chair

Date 4/5/2023

SCOPE OF PROPOSAL

Event photography is important to the marketing efforts of the festival, as well as for use on social media, websites, in news articles, etc. The festival is in need of a skilled photographer who can attend the festival, travel in between varied events (most take place in and around Centennial Park, Cañon City), and deliver photos in a timely fashion.

Qualified photographers must have experience in event photography with special emphasis on sporting events and outdoor photography.

Event photography times:

- Friday, July 21 from 5:00 pm to 9:00 pm
- Saturday, July 21 from 7:45 am to 10:00 am and ALSO 3:00 pm to 9:00 pm

Required photos:

- Live bands: 25 images (must include at least half from headlining bands)
- Vendors: 25 images (must include food and merchandise)
- Activities: 25 images (to include bounce houses, kids' activities, and / or Weenie Dog race)
- Whitewater events: 50 images (MUST include)
- Trail events: 25 images (can include on-trail images and / or start-finish line images)

Image Requirements:

- Photos must be of high quality and free from filters or stylization.
- A sample of photos (2 from each of the five outlined categories) must be delivered to the organizer by Sunday, July 23 at 1:00 pm. (These are for news articles.)
- All images must be delivered in full in high-resolution format (300dpi+) digitally within one calendar month of the event date – Sunday, August 26, 2023.
- Images will NOT be watermarked

PROPOSAL REQUIREMENTS

All proposals submitted in response to this RFP must include the following components:

- The photographer's name and contact information.
- A proposed fee for the services.
- A demonstration of the photographers abilities, to include a short portfolio of previous work.
- One client references for similar or related scopes of work in the past three years.

PROPOSAL SUBMISSION:

All Proposals must be submitted to the THE ROYAL GORGE WHITEWATER FESTIVAL Office no later than the submittal deadline stated herein (or within any ensuing addendum). Proposals can be submitted by mail, email or fax as described below. All proposals must be received by May 1, 2022 at 10:00am Mountain Time.

Questions regarding this Request for Proposal can be submitted using the same submission process. All questions and requests for clarification must be received by close of business, April 20, 2023 to allow adequate time to respond to all proposers.

If a contract is awarded pursuant to this RFP, THE ROYAL GORGE WHITEWATER FESTIVAL will notify the proposer using the contact information included in the proposal.

Mail: Mail completed proposals to:

THE ROYAL GORGE WHITEWATER FESTIVAL
c/o Ashlee Sack
424 Main Street
Cañon City, CO 81212

The package exterior must clearly denote “Whitewater Festival Photography RFP” and must have the proposer’s name and return address. Proposals submitted after the published deadline will not be accepted.

Email (preferred method): Send an email to: ashleeneva@hotmail.com with the subject line of “Whitewater Festival Photography RFP”

CONTRACT CONDITIONS

The following provisions are considered mandatory conditions of any contract award made by THE ROYAL GORGE WHITEWATER FESTIVAL pursuant to this RFP:

Assignment of Personnel

THE ROYAL GORGE WHITEWATER FESTIVAL shall retain the right to demand and receive a change in personnel assigned to the work if THE ROYAL GORGE WHITEWATER FESTIVAL believes that such change is in the best interest of THE ROYAL GORGE WHITEWATER FESTIVAL and the completion of the contracted work.

Unauthorized Sub-Contracting Prohibited

The successful proposer shall not assign any right, nor delegate any duty for the work proposed pursuant to this RFP (including, but not limited to, selling or transferring the contract) without the prior written consent of the THE ROYAL GORGE WHITEWATER FESTIVAL Executive Director. This is to insure the quality of the photography and deliverables.

Any purported assignment of interest or delegation of duty, without the prior written consent of the THE ROYAL GORGE WHITEWATER FESTIVAL Marketing Committee shall be void and may result in the cancellation of the contract with THE ROYAL GORGE WHITEWATER FESTIVAL, or may result in the full or partial forfeiture of funds paid to the successful proposer as a result of the proposed contract; as determined by THE ROYAL GORGE WHITEWATER FESTIVAL.

Contract Period

This is a single task contract. All work must be completed and delivered by Sunday, August 26th.

Licensing and Insurance Requirements

Prior to award (but not prior to submission of the proposal) the firm awarded the contract will be required to provide:

- (1) a copy of the entity’s business license allowing that entity to provide services within the State of Colorado;
- (2) original certificates (that also includes auto coverage), naming the THE ROYAL GORGE WHITEWATER FESTIVAL as an additional insured, showing the entity’s liability insurance

coverage (minimum of \$1,000,000 each occurrence, general aggregate minimum limit of \$5,000,000), with a deductible of not greater than \$1,000;

- (3) evidence of professional liability coverage (minimum of \$1,000,000 each occurrence), with a deductible of not greater than \$1,000;

Right To Negotiate Final Fees

THE ROYAL GORGE WHITEWATER FESTIVAL shall retain the right to negotiate the amount of fees that are paid to the successful proposer, meaning the fees proposed by the apparent successful proposer may be the basis for the beginning of negotiations. Such negotiations may begin after THE ROYAL GORGE WHITEWATER FESTIVAL evaluation panel has chosen an apparent successful proposer. If such negotiations are not, in the opinion of THE ROYAL GORGE WHITEWATER FESTIVAL evaluation panel, successfully concluded within five (5) business days, THE ROYAL GORGE WHITEWATER FESTIVAL shall retain the right to end such negotiations and begin negotiations with another proposer. THE ROYAL GORGE WHITEWATER FESTIVAL shall also retain the right to negotiate additional fees with any proposer, if THE ROYAL GORGE WHITEWATER FESTIVAL's needs in these areas change.

Billing/Payment Methods

This is a single task contract. Payment will be made upon completion and acceptance of the Market Study. THE ROYAL GORGE WHITEWATER FESTIVAL reserves the right to make payment within 30 days of the receipt of the completed Market Study.

Contract Service Standards

All work performed pursuant to this RFP must conform and comply with all applicable local, state and federal laws.