

The Zebulon Parks and Recreation Department (ZPRD) is accepting Request for Proposals for sports photography for the youth athletic programs offered by ZPRD to run through the completion of the 2023-2024 budget year. Successful bidders should be able to meet the following requirements:

1. Proposer will be responsible for scheduling a large number of youth league team and individual pictures from provided game schedules with little to no assistance.
2. Photographer should be able to photograph multiple locations simultaneously in order to accommodate a league wide 'photo day' when and where applicable.
3. Proposer should guarantee prices quoted for a minimum of one year.
4. Proposer agrees to mail finished product directly to the participants' home within a set number of working days after pictures have been ordered.
5. Proposer must be able to provide a variety of picture packages, as well as a la carte ordering, for the youth league. Order prices should be attached to the Photography Bid Application.
6. Proposer should be able to contribute a percentage of the sales and/or a set amount per order to the Town of Zebulon.
7. Proposer should provide a piece of photo memorabilia to the coaches and/or sponsors of each team/league.
8. Proposer should have a proven track record of providing quality photography services as well as exceptional customer service for other local municipal and/or volunteer based recreational leagues.
9. Proposer should provide a phone number and email address that participants can contact for direct customer service on all methods for ordering photos.
10. Three (3) years' experience in youth sports photography preferred, please provide references.

Projected number of teams and participants

Spring Sports

Soccer- 26 teams, 250 participants

Baseball/softball- 15 teams, 135 participants

Winter Sports

Basketball- 30 teams, 300 participants

Fall Sports

Soccer- 30 teams, 300 participants

Baseball/softball- 7 teams, 85 participants

Addendum to RFP

Evaluation of Criteria

A Selection Committee of Town staff will review and evaluate the proposals to confirm that they meet the specifications and requirements of the RFP. This is not a bid and there will be no public bid opening. The Town of Zebulon will choose the proposal that best fits its needs. The Town of Zebulon reserves the right to waive any minor informality or technicality in proposals received. A selection committee will evaluate each eligible, responsive proposal based on the following criteria:

- Customer Service – Businesses ability to provide dedicated, responsive customer service.
- Experience – Years in business as well as contact’s experience scheduling photographs
- Multiple Site Ability – Total available photographers and the ability to photograph multiple sites simultaneously.
- Memorabilia – The ability to provide a piece of memorabilia to each coach and/or sponsor.
- Time Frame – The typically expected time frame to receive products after ordering.
- Percentage to Town of Zebulon – The percentage of the order expected to be returned back to the Town of Zebulon
- Ordering methods – Online ordering as well as paper, in-person ordering.
- Products Offered – Both packages as well as a la carte ordering.



Zebulon Parks Recreation
2023-2024 Youth Athletics
Photography Bid Application

Zebulon Parks and Recreation will be accepting bids to provide individual and team photography services for the remainder of the 2022-2023 budget year and as well as the full 2023-2024 budget year. These seasons include spring 2023, fall 2023, winter 2023/2024 and spring 2024 seasons. Applications must be submitted in full to be considered. A sample order form with prices should also be attached to the completed application. Applications are due into the Athletics office by FRIDAY, March 10 at 5:00 PM.

Business Information

Business Name: _____

Business Address: _____ Business Phone: _____

Business City: _____ Business State: _____ Business Zip: _____

Contact Information

Contact Name: _____ Contact Phone: _____

Contact Email: _____

Customer Service Email: _____ Customer Service Phone: _____

Business Experience

Total Years in Business: _____ Years experience scheduling large groups: _____

Total Photographers Employed: _____ How many sites able to photograph simutanelously: _____

Ordering Information

Online Ordering: YES / NO Website: _____ How to view photos: _____

In-person ordering: YES / NO Photo Packages: YES / NO A la carte ordering: YES / NO

Coach and/or sponsor memorabilia to provide: _____

Average time between picture day and receipt of coach/sponsor item(s): _____

Average time between customer ordering and receipt of item(s): _____

Percentage of revenue and/or price per order to contribute back to ZPRD: \$ _____ per order and/or _____ % of total sale

References

Name: _____ Name: _____ Name: _____

Organization: _____ Organization: _____ Organization: _____

Phone Number: _____ Phone Number: _____ Phone Number: _____

Email: _____ Email: _____ Email: _____