



## **REQUEST FOR PROPOSALS: PHOTOGRAPHY SERVICES**

The New River Valley Regional Commission (NRVRC) seeks one or more qualified independent consultants or firms to provide photography services. We have several projects that need quality photography to enhance our work and brand. Imagery will be used for enhancing website pages, reports, and other NRVRC products and deliverables.

### **Scope of Work**

The NRVRC seeks consultants to provide high-quality photography services. Expected services will include (but not limited to) the following:

- Various events, both live and virtual
  - Commission Annual Dinner
  - Commission Staff Retreat/group picture
  - ReNew the New (late summer event)
  - Bike Shorts Film Festival
- General images from around the region
  - Downtowns and other local points of interest
  - Outdoor recreation areas (i.e., Kayakers on rivers, people walking/biking New River Trail)
  - Community events and activities
- Various projects pertaining to NRVRC work program such as:
  - General transportation on town/city streets, including transit systems.
  - Tourism and recreation (people at events)
  - Housing types representing the region.
  - Farmers Markets in the NRV

### **Additional Work**

The New River may also like video graphics content of the region. These services will be negotiated in a separate sub-contract. Expected needs include:

- Capture 30-60 second clips at events listed above.
- Processing of video shorts with and without audio
- Interviews at targeted events where appropriate

### **Duration of Consultancy**

The consultant will be procured for six months with an expected start date in June. The contract may be renewable after six months.

### **Location of Work**

The consultant will work at various locations within the New River Valley.

### **Contractor Requirements**

- At least three years of photography experience
- Ability to deliver a professional level of post-processing
- Ability to attend day and evening events and meetings
- Ability to respond to tight deadlines
- Willing to coordinate work through electronic and telephone correspondence, as well as in-person meetings
- Ability to receive and incorporate feedback from an internal committee

### **Submission Requirements**

- A cover letter detailing:
  - Contact Information
  - Professional Experience

- Specific areas of expertise
- A portfolio that demonstrates the contractor's ability to deliver expected services (See Scope of Work). Please include videography and video editing abilities and samples if interested in sub-contract.
- Resume or CV
- Three references
- Hourly cost estimate or pricing structure. (Please differentiate between image and video costing. Break out active photography from processing time).

Submissions will be accepted by ground mail or email.

### **Ground Mail Submissions**

5 copies of submission documentation should be mailed to:

Summer Bork  
6580 Valley Center Drive  
Suite 124  
Radford, VA 24141

### **Electronic Submissions**

1 PDF file submitted to Summer Bork, [sbork@nrvc.org](mailto:sbork@nrvc.org), with a subject **RFP: Photography Services**.

All submissions are due by **May 14, 2021, at 5:00 PM EST**.

Submit questions regarding this RFP to Summer Bork, [sbork@nrvc.org](mailto:sbork@nrvc.org). The question period for this RFP closes on May 7, 2021, at 5:00 PM EST.

*This RFP does not guarantee or commit the NRVRC to proceed with the above-described work. All expenses related to responding to this request for proposals are the sole responsibility of the offeror.*

*The New River Valley Regional Commission (NRVRC) assures full compliance with Title VI of the Civil Rights Act of 1964, the Civil Rights Restoration Act of 1987 (PL 100.259), and all related statutes. The NRVRC is committed to ensuring that no person in the United States of America shall, on the grounds of race, color, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the NRVRC receives federal financial assistance as required by Title VI.*

*The New River Valley Regional Commission ([www.nrvc.org](http://www.nrvc.org)) is a governmental agency comprised of 13 local governments and three higher education institutions to encourage collaboration to address regionally significant issues and opportunities. Our organization provides services to the counties of Floyd, Giles, Montgomery, Pulaski, and the City of Radford, and the towns located therein.*