



Downtown Bremerton Association (DBA)
REQUEST FOR PROPOSAL FOR PHOTOGRAPHY SERVICES

I. OVERVIEW.

The Downtown Bremerton Association (“DBA”) is accepting proposals in response to this Request for Proposal (“RFP”) to select an experienced professional photographer or photography services company (“Photographer”) to photograph and record the attendees, events, programs and venues (collectively, “Services”) for a series of events organized, hosted, and/or sponsored by DBA (each, an “Event”) as well as overall streetscape views of downtown Bremerton. The objective of this RFP is to locate a Photographer that demonstrates an understanding of DBA’s overall mission, brand, and Event goals. DBA will select a Photographer that provides the best overall value to DBA; while staying within our budget is a significant factor, other criteria will form the basis of the award decision as more fully described below. The maximum budget for this service is \$8,000.

The DBA’s mission is to cultivate Bremerton as the crossroad for connection, community investment, and culture. Our vision is that Downtown Bremerton is the intersection of Art, Connections, and Heritage—**where everyone can find their community**.

II. SCOPE OF WORK.

It is expected that the Services will require the Photographer to perform the tasks listed in this Section II and other related tasks. The events, including tentative schedule and format, are set forth in Schedule 1.

A. GENERAL TASKS.

- a. Establish regular ongoing communication with DBA and work closely with DBA to ensure all aspects of photography of the events are handled;
- b. Ensure all authorized agents and/or staff of Photographer are qualified to perform services in accordance with best industry standards (Photographer will not subcontract any tasks to third parties without the prior written consent by DBA);
- c. Exercise duty of loyalty and good faith in favor of DBA when performing the Services obtained from this RFP;
- d. Complete photography coverage of all parts of the Events;
- e. Complete photography coverage that highlights various aspects of the Event that makes it appealing to attendees (members, non-members, sponsors, honorees, staff, etc.); and,
- f. Be familiar with the event schedule.

B. ESTIMATED HOURS.

- a. Estimated times needed for photography and/or videography services are detailed in Schedule 1 Event Agenda. This includes general breakout sessions, plenaries, registrations, social events, off-site events, panel headshots, and other photography related tasks as required.

C. PHOTOGRAPHY SHOTS TO INCLUDE:

- a. Staged and candid group shots of attendees throughout the Event;
- b. Staged and candid photos of sponsors (or sponsor tents/logos) around the Event
- c. Photos of the crowd and overall group in the Event;
- d. Photos of the event setup (to be discussed with DBA);
- e. Photos of the various programs and event collateral;
- f. Staged and candid photos of presenters (if applicable to event); and
- g. Any other required shots (more extensive shot list will be provided to the vendor a week prior to the event)

D. DELIVERABLES:

- a. DBA will receive all raw image files and edited photos of each photograph.
- b. Full resolution digital images are to be uploaded to Dropbox/Google Drive with full usage rights and ownership within ten (10) days of the conclusion of the Event.
- c. All images from the Event will be delivered no later than ten (10) days from the conclusion of the Event.
- d. DBA retains all rights to alter and use any final images and videos.
 - i. Photographer will grant the DBA a non-exclusive, royalty-free, perpetual, worldwide license to use, reproduce, modify, distribute, and display the media in any medium for promotional, educational, or informational purposes.
- e. Usage rights of all final images will be shared with State of Washington Tourism..
- f. Selected vendor will not be allowed to add or embed photos and/or videos with branding captions or watermark signatures on images provided to DBA.

III. MASTER SERVICES AGREEMENT.

This RFP does not constitute a contract. DBA will negotiate a Master Services Agreement (“MSA”) with the selected Photographer, which MSA will include customary representations and warranties and confidentiality provisions, including a requirement that the Photographer will ensure that each of its staff, agents, vendors, and other subcontracted third parties sign confidentiality agreements that are at least as protective of DBA’s confidential and proprietary information as those in the MSA.

IV. KEY REQUIREMENTS AND RESPONSIBILITIES.

- A. Photographer will effectively and efficiently execute and perform services as outlined in Section II. SCOPE OF WORK.

- B. Photographer will be required to have their own photography and videography equipment. DBA does not provide any photography/videography equipment required to complete this RFP.
- C. Photographer will not commercially market its services during performance of the Services at our Event.
- D. Photographer will not accrue additional expenses and remain on budget as provided by DBA once the MSA executed. Photographer is responsible for its own business expenses, except expenses that are preapproved reasonable business expense related to the Event and reasonable travel arrangements (accommodations/transportations).

V. REQUEST FOR PROPOSAL FORMAT & GUIDELINES.

- A. **FORMAT.** Photographer must submit their proposal by emailing the proposal to director@downtownbremerton.org in a single electronic PDF attachment of a maximum of 5 pages. Font must be no smaller than size 10 Arial and margins must be no smaller than .5 inches. **Proposals are due no later than 5pm on Friday, June 20th 2025.**
- B. **CONTENT.** The proposal shall include the following sections:
 - a. **Executive Summary.** One-page summary of the Photographer's background, past experience similar to the Services expected for the Events, a basic understanding of the Services required, and reasons why the Photographer should be selected.
 - b. **Examples/Past Projects:** Include a summary describing three (3) relevant projects with a sample of images (or link to samples of images). Should the vendor have an online portfolio, please provide the proper link to review.
 - c. **Photography Team (if applicable).** Name and short biography of each individual who will be involved with the Events and what role each individual will play during the Events.
 - d. **Cost Summary.** A detailed cost for your services broken into product and service costs including anticipated travel expenses.
 - e. **References.** Provide a minimum of three (3) references including the name of person(s) who may be contacted, title of the person, email address and phone number.
 - f. **Other Information.** Any additional information that Photographer believes will be relevant to the RFP and the Photographer's capability to provide the Services.
 - g. **Signature.** The proposal must be signed by a representative of the Photographer that is authorized to commit on behalf of the Photographer.

SCHEDULE 1

Event Descriptions

Event 1: Quincy Square Ribbon Cutting Festival

A 2-day festival celebrating the opening of Quincy Square.

Friday, July 12th and Saturday, July 13th, Noon-8pm
Quincy Square

Event 2: GreenDrinks - USS Turner Joy

Bremerton GreenDrinks is the DBA's monthly networking event for professionals, community leaders, activists, artists, and anyone interested in making Bremerton a great place to live. Our August Green Drinks is always held aboard the USS Turner Joy. With live music and incredible views from this historic vessel, this event has our largest Green Drinks attendance every year.

Thursday, August 14th, 5-7pm
USS Turner Joy

Event 3: Rock the Dock

This year, Rock the Dock is one night only - a dynamic blend of music, arts, and community spirit against the stunning backdrop of the Louis Mentor Boardwalk.

Saturday, August 16th, Noon-8pm
Louis Mentor Boardwalk

Event 4: Trick or Treat Street

We close down 4th and Pacific to provide a safe trick-or-treat opportunity for Bremerton families. Downtown businesses come out in force to pass out candy, deck out their storefronts, and bring on the spooky vibes.

Halloween, Friday, October 31st, 4-7pm
Centered around 4th and Pacific in downtown Bremerton

Event 5: Winterfest

Celebrate the season with a magical evening of family fun with live performances, photos with Santa, and the annual tree lighting downtown. Shop Small Saturday is all about keeping your

dollars local and supporting our small businesses. Come on downtown to start your holiday shopping! Hosted in the newly opened Quincy Square, this event is newly revamped and we're excited to showcase our new downtown space as well as all of our great downtown small businesses!

Saturday, November 29th, 4-8pm

Quincy Square, 4th Street between Washington and Pacific.