

**TOWN OF HOPKINTON**  
**REQUEST FOR QUALIFICATIONS**  
**PROFESSIONAL PHOTOGRAPHER &**  
**RELATED SERVICES**



2022

# Town of Hopkinton, Rhode Island

## Request for Qualifications (RFQ) Professional Photographer-Related Services

### 1.0 Introduction

The Town of Hopkinton is issuing this request for qualifications to secure the services of a professional to work on a website project commencing on July 1st, 2022 until June 30th, 2023.

The Town is seeking individuals with experience as a professional photographer. All bidders must have at least 3 years of professional photography experience, provide two references, and provide access to a professional portfolio of images and videos.

### 2.0 Scope of Services

Proposals shall be for the full buyout of all captures with usage rights granted in perpetuity across all media (web, print, tv, etc.). The work discussed below is divided into broad categories of the services required. This list is not meant to be all-inclusive, and the Town may, at its discretion, assign other duties and responsibilities from time to time, as needs and conditions change:

- 1) Minimum Number of Captures: 60 Edited Images
- 2) Captures of Seasons: All 4 Seasons are required to be included in the bid, with 15 edited images per season. It is understood that all 4 seasons' may not be included in the 1st submission of images. Captures are due by the end of each season.
- 3) Image File Type: All images must be provided as a JPG, JPEG, TIFF, PSD, or PNG file type.
- 4) Color Mode: All images must be provided as an RGB or VMYK color mode.
- 5) Minimum photo width: 2200 pixels for all images submitted.
- 6) Approximate photo size: All images must be 1 MB or larger.
- 7) Resolution of All Images: All images must be provided as a Thumbnail and a Full-Page Image. They should be provided with a resolution of 72 DPI.

- 8) Subject Matter: Historical locations/landmarks, People and Activities, Parks, Local Landscapes, Culture, Art, and Nature and Animals.
- 9) Capture bids shall be for a One (1) year period from 7/1/2022 through 6/30/2023.
- 10) Captures shall be priced and sold at the full buyout of all captures with usage rights granted in perpetuity across all media.
- 11) Captures will be delivered to Hopkinton Town Hall, 1 Town House Road, Hopkinton, Rhode Island, 02833 via USB Drive, external hard drive, or another agreed-upon method.

**\*Non-manipulated imagery will yield the best results. If possible, submit photos without Photoshop effects or cropping. \***

**3.0 Qualifications Statements shall include the following:**

- 1) **Company Profile** – provide a general description of the company and the services that can be provided.
- 2) **Relevant Experience** – Please provide examples of recent relevant experience for the services proposed. The same information shall be provided for subcontractors if utilized.
- 3) **References** – please provide a minimum of three (3) references with recently verified phone numbers and addresses. The same information shall be provided for subcontractors if utilized.

**4.0 Town Selection Criteria**

The following criteria shall be utilized by the Town in the selection of consultant(s) for professional photography services.

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|---|-----|
| • Experience and Qualifications of Proposed Personnel | 25% |
| • References and Past Performance of Work             | 25% |
| • Demonstrated Ability to Meet Deadlines              | 10% |
| • Price Schedule/Price Proposals                      | 25% |
| • Knowledge of the Town                               | 15% |

## **5.0 Submission Requirements**

Submissions are due in the Town Clerk's Office, 1 Town House Road, Hopkinton, Rhode Island 02833 on or before August 19, 2022. The envelope should be addressed as follows:

### **Professional Photography Services**

Town Manager's Office  
1 Town House Road  
Hopkinton, R.I. 02833