



**Littlehampton
Town Council**

**Council Photography
Invitation for Quotation**

Council Photography

Invitation for Quotation 2019-21

1. SUMMARY OF SERVICES REQUIRED

Littlehampton Town Council is seeking to appoint a local Photographer to provide high quality photography services for a two-year contract covering the period between 1st April 2019 to 31st March 2021. This involves attending Town Council events and covering shoots for publicity including a newsletter, websites, social media and tourism materials. The Council is looking for a professional who delivers proven excellence in their field.

Media where photographs may be featured:

Progress Newsletter – 13,750 copies delivered door to door in Littlehampton

Visit Littlehampton website – over 90,000 visits a year

Visit Littlehampton What's on Guide – 5,000 print run

2. TYPE OF PHOTOGRAPHY

The type of photography required is mainly of people enjoying our events including dignitaries, adults and children as well as generic photography that includes landscapes and specific subjects. A schedule of requirements is listed in Appendix 1. A briefing meeting is to be held prior to each event so that the photographer can clarify any points.

3. DESCRIPTION OF SERVICE

1. The Photographer will cover the events and activities scheduled in advance (see Appendix 1) which include publicity images.
2. The publicity shoots will be arranged as and when necessary and as much notice given as possible. These photos can be of buildings, objects, people etc.
3. From time to time the Photographer may be called upon to undertake additional photo shoots which may incur additional costs covered outside of the contract. The costs associated with additional work must be detailed within the quotation.

4. SERVICE REQUIREMENTS

1. The Photographer will provide at least the minimum number of images stated in Appendix 1. These must be high resolution images in a jpeg format sent via an online based file sharing programme or USB/CD.
2. At least two images from each event must reach the Town Council by 12pm on the Tuesday following a weekend event so that the images can be issued with post event press releases. The remainder of images must be supplied within 10 working days of the shoot.
3. The Photographer will be expected to meet the brief for each job and supply the Town Council with an appropriate selection of images. Should the images supplied by the Photographer not be suitable the Town Council may request that all the images taken be made available for further selection. Alternatively, the Photographer may wish to offer the Town Council access to an online gallery so that images can be selected prior to further editing. Please state this in your quotation.

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4. The Photographer will be expected to work on their own initiative when attending events including placing subjects in the most appropriate setting to achieve the best quality photos.
5. The Photographer will be expected to enhance images if necessary i.e. red eye removal.
6. The Photographer must observe the Council's Photography & Filming Policy (Appendix 2) in particular points 3 to 3.6 and 4.1 which refer to the need to obtain consent via Council supplied consent forms.
7. The Photographer must notify the Council immediately if he/she is not able to cover an event and should help the Council in finding a suitable replacement.

5. OWNERSHIP

The images commissioned by the Town Council remain the property of the Town Council. The Photographer is authorised to select two images per event to use in their portfolio, the Town Council should be credited if appropriate. The two images will be excluded from the selection provided to the Town Council but may be available if requested. If the images are of individuals, the Photographer is responsible for acquiring the appropriate permission and adhering to Data Protection Law.

The Town Council may credit the Photographer where appropriate.

6. PAYMENT

The total agreement value is to be divided into four equal amounts to be invoiced on a quarterly basis which will be paid via cheque within 30 days of invoice.

Additional photography will be paid for separately and only upon acceptance of a separate quotation.

7. CRITERIA

- ✓ The Photographer must have knowledge of Littlehampton and its events – please demonstrate this in your cover letter.
- ✓ The Photographer must be of a professional standard (i.e. has been commissioned and paid for their work in the past), reliable and flexible – please provide proof with your cover letter.
- ✓ The Photographer must have experience in photographing a wide range of subjects – please provide proof with your cover letter.

8. CONFIDENTIALITY

All Quotations will be treated as confidential. The Town Council will dispose of unsuccessful quotation submissions 2 years after the contract is awarded. The successful company will be open to public inspection via Freedom of Information and financial declarations.

Persons or organisations submitting a Quotation are advised that the canvassing of Councillors, Officers or Members of a committee or sub-committee either directly or indirectly shall disqualify them from the process.



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9. HOW TO SUBMIT A QUOTATION

Quotations must be submitted via post by midnight on **Monday 25th March** and marked '**PRIVATE & CONFIDENTIAL**' to:

Sofia Chittenden
Communications Manager
Littlehampton Town Council
The Manor House
Church Street
Littlehampton
BN17 5EW

Before a decision is made you may be called for an informal discussion.

The Council will make a decision by the 1st April 2019.

If you wish to discuss this contract further, please contact Sofia Chittenden via email schittenden@littlehampton-tc.gov.uk or call 01903 732063.

The successful company will be required to enter into a contract with Littlehampton Town Council.

10. SUPPORTING DOCUMENTS

Please tick the information/documents you will be sending with your Quotation:

Essential

- Cover letter summarising how you meet the Criteria in Paragraph 7
- Details of your experience including information about other similar work you have carried out and examples of such work
- Completed Photography Requirements costs (Appendix 1)
- Completed Fees for Additional Work
- Completed Company Questionnaire
- Proof of Public Liability Insurance

Desirable

- Additional information that might help Littlehampton Town Council to reach a decision are welcomed as part of the Quotation such as reasons for wishing to work with the Council.

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11. WHAT HAPPENS NEXT - GRADING OF QUOTATION

Part A: Pass/Fail Criteria

To be considered, all Quotations must;

- ✓ Meet the basic criteria in Paragraph 7
- ✓ Complete the cost column in Appendix 1
- ✓ Complete all sections of the company questionnaire
- ✓ Complete the Fees for Additional Work sheet
- ✓ Provide a copy of valid Public Liability Insurance

Part B: Added Value & Price

Scores will be given based on quality and the level of service offered within the Quotation when compared with the pricing.

Meets all the criteria 1

Meets all the criteria and gives limited added value 2

Meets all the criteria and gives substantial added value 3

Meets all the criteria and gives exceptional added value 4

Weighting

To ensure best value, the weighting of each section is as follows;

Added Value: 10%

Quality of Work: 40%

Price: 50%

12. DECLARATION

I confirm that all information given is true and no relevant details have been withheld.

Name:

Position:

Signed:

Date: