



Layton City Parks and Recreation
– ***Request for Proposals*** –
Youth Sports Photography



The Layton City Parks and Recreation Department is currently soliciting proposals from qualified firms interested in providing photography services for youth sports for a two year period, January 1, 2018 through December 31, 2019. Programs include: Boys Basketball, Girls Basketball, Boys Baseball, Girls Softball, Tackle Football, and Flag Football.

Duties and Requirements – Photographer Responsibilities

Completed proposals must include a written description of the proposer's ability to meet the following duties and requirements:

1. Work with recreation staff to schedule team and individual picture days during each sports program.
2. Provide sufficient staffing and equipment to complete all team and individual photos in a timely manner. Many leagues play at the same time, but at differing locations.
3. Deliver picture day information forms to the Recreation Department for each individual player no later than 14 days prior to picture day.
4. Offer a variety of picture packages, including affordable options.
5. Collect and account for all money paid for photo packages while offering a variety of methods of payment.
6. Return all photos to the Recreation Department for distribution no later than 2 weeks prior to the end of regular season play.

-OR-

Contractor may mail purchased photographs directly to players. (PREFERRED OPTION)

7. Provide all participants with clear, properly formatted, professional quality color prints.
8. Resolve any problems associated with photo sessions or with the delivered products.
9. Ensure all photos and merchandise be returned to individuals and teams. The Recreation Department will assist in distributing the merchandise to each team during the regular season however, in the event merchandise is not ready by the end of the season the contractor will be solely responsible to deliver the merchandise to the players.
10. Provide a report within 30 days of photography session showing the total sales generated from each photography session.
11. Agree to pay Layton City Parks and Recreation a set commission rate of gross sales or a set amount for each package sold for each sport program's photography session. This should be paid within 15 days of the generated total sales report.

Layton City Parks and Recreation Responsibilities

1. The Recreation Department will provide the Contractor (Photographer) league schedules prior to the beginning of play.
2. Provide adequate space to take photographs.
3. Distribute picture day information forms to each player (as provided by the contractor).
4. Distribute photographs to individual players, if needed.

Layton City Parks and Recreation Youth Sports Programs

Program	# of Teams (Average)	# of Players per Team (Average)	Season
Boys Basketball (4th – 10 th Grade)	106	8	January – March
Boys Baseball	134	10	April – June
Girls Softball	38	10	April – June
Tackle Football	17	23	August – October
Flag Football	66	10	September – October
Girls Basketball (K – 9 th Grade)	40	8	October – December
Boys Basketball (K – 3 rd Grade)	60	8	October – December

Qualifications

Each responding firm must provide proof of the following:

1. Proof of valid operating business license.
2. Name, address, and phone number of three references.
3. Proof of providing similar services for similar sized programs.
4. Proof of insurance, including: Business Liability (naming Layton City as Additional Insured).

Proposal Requirements

Only complete proposals will be accepted.

1. List of three references including company name, contact person, address, phone number, and email address.
2. List of three similar sized services you have provided in the past three years.
3. Samples of previous work including photo(s), registration form(s), a list of package options and prices.
4. Proof of liability insurance (Layton City to be added once contract is awarded).
5. Letter of interest including:
 - a. Name of applicant/firm
 - b. Contact information
 - c. Statement of interest
 - d. Statement of ability to provide needed services (as listed in the 'Duties and Requirements' section above)
6. Proof of valid business license.
7. Statement indicating the "percentage of Gross Sales" or the amount of "per Package Sold" to be returned to Layton City Parks and Recreation.
8. It is the responsibility of the contractor to ensure all photos and merchandise be returned to individuals and teams. The Recreation Department will assist in distributing the merchandise to each team during the regular season however, in the event merchandise is not ready by the end of the season the contractor will be solely responsible to deliver the merchandise to the players.

Contract Term

The contract term for this position will be for a two year period, January 1, 2018 through December 31, 2019, with a possible one-time contract extension at the discretion of the Layton City Parks and Recreation Department officials.

Layton City reserves the right to accept or reject any or all proposals submitted under this request. Layton City reserves the right to negotiate options with the successful bidder on items specified by this proposal. Layton City reserves the right to negotiate payment terms with the successful bidder.

Proposal Deadline

The deadline for submitting proposals is December 28, 2017 at 5:00pm. Please submit RFP and all supporting documents to Layton City Parks and Recreation by mail, fax, or email. Expected award date is January 3, 2018.

Layton City Parks and Recreation
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