



RFP for Contract Photographer

Issued By:

The Urban League of Eastern Massachusetts
88 Warren Street
Roxbury, MA 02119
vparsloe@ulem.org
617.442.1075

Issue Date: March 3, 2025

Proposal Due Date: April 4, 2025

Introduction

The Urban League of Eastern Massachusetts (ULEM) is seeking proposals from a qualified photography company or independent photographer to provide professional photography services on an exclusive contract basis. The selected provider will be responsible for capturing high-quality images that effectively document and promote our events.

Scope of Work

The selected provider will be required to:

- Photograph multiple events, including but not limited to corporate gatherings, community outreach programs, speaking engagements, fundraisers and special occasions.
- Capture candid, posed, and detail shots that reflect the essence of each event.
- Edit and deliver high-resolution images **within 1 week of the event date.**
- Work collaboratively with ULEM to ensure specific photography needs are met.
- Maintain ownership rights while granting ULEM full usage rights for marketing and promotional purposes.

Current known dates for events in the Boston area include:

Wednesday, April 23, 2025 6 – 8 PM

Tuesday, May 20, 2025 from 7 AM – 9 AM

Thursday, June 5, 2025 from 10 AM – 4 PM

Proposal Requirements

Interested photography companies or independent photographers should submit a proposal that includes:

- A cover letter introducing the applicant and their relevant experience.
- A portfolio showcasing past event photography work.
- A pricing structure, including hourly and full-event rates, as well as any additional costs (e.g., travel, editing, equipment rental).
- Availability and flexibility for event coverage over the contract period.
- A list of past clients and at least two professional references.
- Proof of liability insurance.

Selection Criteria

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in event photography.
- Quality and style of previous work.
- Cost-effectiveness of the proposed pricing structure.
- Professionalism and reliability.
- Ability to meet deadlines and provide edited images promptly.

Contract Terms

- The contract will be awarded exclusively to one provider for 6 months with the possibility of renewal for a longer term.
- Payment terms and invoicing procedures will be outlined in the final agreement.
- Cancellation policies and rescheduling terms will be established upon the contract award.

Submission Process

Proposals must be submitted via email to vparsloe@ulem.org by April 4, 2025. Late submissions will not be considered. Any questions regarding this RFP should be directed to Veronica Parsloe, Director of Development & Marketing at vparsloe@ulem.org.

The Urban League of Eastern Massachusetts reserves the right to accept or reject any proposal and to negotiate terms that best serve the interests of our organization. We appreciate your interest and look forward to reviewing your submission.

Sincerely,

A handwritten signature in black ink, appearing to read 'V Parsloe'. The signature is fluid and cursive, with a large initial 'V' and a stylized 'P'.

Veronica Parsloe
Director of Development & Marketing
The Urban League of Eastern Massachusetts