

Amendment No. 1 to RFQ – Photography

April 19, 2018

Please acknowledge that you have read the below addendum no. 1 to the Photography RFQ by indicating your receipt in your email submission.

Q. Question

A. Answer

Red Text from RFQ

1. **Q. Does it have to be WSIB insurance or can it be another third party accident insurance policy to meet the requirements of SDG?**

A. No, the County Purchasing Policy requires all contractors to be covered by WSIB.

The Untied Counties of SDG requires WSIB coverage as per our Purchasing Policy No.1-12:

“In order to be eligible to perform work on County property, all Contractors must provide evidence of appropriate insurance and current Workplace Safety Insurance Board clearance. These documents will be obtained and filed by the issuing department. All Contractors will follow the requirements under the County’s Health & Safety Policy and Procedures Manual. Vendors must provide Material Safety Data Sheets (MSDS) for all relevant products being purchased by the County.”

WSIB coverage can be provided after the contract has been awarded but must be received before work begins.

2. **Q. Are you able to provide a list of events and attractions?**
3. **Q. Is there a list of events and locations (to consider travel, time, etc) that we are able to access?**
4. **Q. How many events throughout the year would be expected to attend (in case of conflicts, etc)?**

A. A comprehensive list has not been finalized and will be decided in partnership with the successful bidder. The expectation would be to attend as many events and attractions as possible within Stormont, Dundas and Glengarry.

A. From RFQ - Scope of Work: “A comprehensive list of activities/places will be provided to the successful bidder.”

5. Q. Would we be responsible for our own admission/fees to get into each event?

6. Q. Is gas mileage included or should that be accounted for in the quote?

A. From RFQ - " I/We hereby confirm that I/we have read and accept the details outlined in the "Conditions" provided with this form and have incorporated all respective costs in the following bid for consideration"

7. Q. Is there a website or somewhere we can view past bids?

No

8. Q. Delivery of files/pictures: how often are you hoping for final delivery, and how would you like them delivered (i.e. flash drive, CD, downloads)

A. A google drive link will be provided.

A. Preference would be to receive the photos as they are edited.

9. Q. Can you tell me (approximately) how many copies of the print version of the tourist guides are anticipated to be printed or that have been published in previous years?

A. There were 25,000 guides printed in 2018.

10. Q. What, where and when are the specified locations and events that you wish covered? Same location throughout the seasons? Kindly advise specified events? All this is required to consider availability, number of trips, mileage involved, times of day?

A. From RFQ - " I/We hereby confirm that I/we have read and accept the details outlined in the "Conditions" provided with this form and have incorporated all respective costs in the following bid for consideration"

11. Q. If I, as the bidder edit and post process the images for print and web use, am I the one choosing the images which I will edit and submit?

A. The successful bidder will edit and prepare the photographs in a format suitable for print publications, social media and the County's Economic Development and Tourism websites found at sdgcounties.ca and whereontariobegan.ca.

12. Q. Would I be the one selecting and editing the 750 images selected?

A. No

Q. Right to the Images

A. SDG would be willing to consider a joint ownership with the material so I can use it for my own marketing and promotion purposes and **retain equal ownership of my own artistic images.**

Video is not a requirement for a successful quote.

13. Q. Is there an expectation of a certain number of photos per/week or event for use on social media? (This will impact the timeline/work plan)

A. No

14. Q. How often is an invoice submitted and paid? Monthly or is it a lump sum at the end of the contract?

A. Half upfront and half when contract is deemed complete by SDG.

15. Q. How many events would need to be covered on average on a weekly basis?

A. From RFQ - Scope of Work: "A comprehensive list of activities/places will be provided to the successful bidder."

16. Q. Will the written consent form for subjects be provided by the counties or is it up to the photographer to provide the form? If the photographer supplies it, will the counties want to see a copy before it is used?

A. As the photographer it would be your responsibility to ensure privacy rights are upheld. We would depend on the photographer to know and understand when consent needs to be requested.

17. Q. Would you prefer to see a per event price breakdown or an overall cost summary for the entire year's work?

A. Complete Project

18. Q Is the photography projects open only to residents of Stormont-Dundas and Glengarry?

A. No, however all photography would need to be from SDG and labeled as such.

19. Q. The second question is regarding obtaining written, informed consent from all photo subjects. Would general, journalistic principles be applied here, for example a wide shot of attendees at the Williamstown Fair where no one person is featured would not require a written release, while a shot of a small number of identifiable people would?

A. As the photographer it would be your responsibility to ensure privacy rights are upheld. We would depend on the photographer to know and understand when consent needs to be requested.

END OF ADDENDUM NO. 1