



City of Newton
REQUEST FOR PROPOSALS

Professional Photography Services

City of Newton
Communications Office
201 E. 6th St.
Newton, KS 67114

Release Date: April 23, 2026

Proposals must be received no later than: 5 p.m. May 15, 2026

I. Request for Proposal Notice

The City of Newton is requesting proposals from qualified contractors to provide publication-quality photography services on an as-needed basis for a 12-month period. Vendors can qualify as a firm or an individual consultant.

II. Overview

The City contracts professional services from various pre-qualified vendors for the creation of photographs/videos to be used on the City's websites and social media accounts, as well as in printed materials and video productions.

III. Goals & Objectives

The objectives of this project include:

- a. Highlighting the unique people, places, and events of Newton.
- b. Showcasing local businesses, especially retail and dining establishments.
- c. Illustrating the lifestyle, culture, and benefits of being part of the Newton community.
- d. Supporting the goals of the Choose Newton Strategic Marketing Plan.

IV. Scope of Work and Expectations

- a. Work under this Contract will be issued on an assignment basis. Successful completion of assignments will include, but is not limited to:
 - i. Attending and shooting activities, events, and facilities, as requested by the City. Examples could include outdoor concerts, community theatre, Meridian Center, Third Thursdays, Taste of Newton, Mexican American Fast Pitch Tournament, Newton Car Show, etc.
 - ii. Visting and shooting at local businesses, subject to owner's permission.
- b. Contractor must travel to events and locations throughout Newton, as needed, and travel time is not reimbursable.
- c. All photographs and videos created under this Contract are the sole property of the City. Images and videos must not be reproduced or repurposed without the express written consent of the City.
- d. Responses to this RFP must be submitted in writing to the City of Newton no later than 5 p.m. May 15, 2026. Responses should be directed to Erin McDaniel, Director of Communications, by email at emcdaniel@newtonkansas.com.
- e. Proposals will be evaluated based upon the credentials, portfolio quality, technical competence, suitability, and cost of proposed services.

V. Contractor Information

Your written response to the RFP must include responses to the following:

- a. Provide a brief description of your business, including your length of experience, number of employees, areas of expertise, and number and type of clients you serve.
- b. Provide specific contact information for three client references.
- c. Specify a rate sheet or costs associated with the performance of services as described in section IV.
- d. Provide a portfolio selection of not less than five (5) relevant photos that are representative of your work.
- e. Contractor must provide all cameras, lenses, lighting, or other equipment needed to perform work. Contractor must have licensed software for editing and production.

VI. Selection

The City reserves the right to:

- a. Reject any or all proposals received.
- b. Waive informalities or minor irregularities.
- c. Request clarification or additional information.
- d. Negotiate scope and pricing with the selected contractor.
- e. Cancel or reissue the RFP at any time.

Proposals received after the deadline may not be considered. All costs associated with preparing and submitting a proposal are the responsibility of the proposer. The City anticipates selecting a company by May 29, 2026.