



IN THE MIDST OF THE TEXAS HILL COUNTRY

## **REQUEST FOR BID/PROPOSAL (RFP): Photographer for the City facilities and events**

**\* Candidates can apply for this position through Monday, March 31st, 2025 at 5:00P (CST) \***

The City of Woodcreek seeks an experienced and highly rated professional to work as a contracted photographer for the period of one year to provide legally released photography products for city use.

### **JOB SUMMARY:**

Attend city events, take photos, obtain needed releases, filter for quality, edit photos, and provide resizing as needed for use on the City website and via other city communications and/or publications. Additionally, the City is in need of updated facility photos and other content for the website.

### **REPORTING RELATIONSHIPS:**

Reports to the City Administrator

### **MAIN JOB TASKS and RESPONSIBILITIES:**

- Take facility photos
- Edit and resize photos
- Obtain needed public releases
- Attend all City events and document key moments
- Release all photos for City use

### **PROPOSAL FORMAT:**

- A copy of certificate of Business Liability and Personal Injury Insurance
- A brief introduction to the company including links to website and customer reviews
- A proposal including cost of service minimums and hourly service rates for various types of services

### **SELECTION PROCESS:**

The selection of the Photography Contract Services will be awarded based on the candidate's qualifications, program work and approach, competitive fees and rates, work history and references. The City of Woodcreek reserves the right to reject any incomplete proposals.

### **SUBMIT A PROPOSAL OR BID FOR THE CITY CONTRACT TO:**

**Mayor Jeff Rasco** [Jeff.Rasco@woodcreektx.gov](mailto:Jeff.Rasco@woodcreektx.gov)

**Please copy:** [City.Secretary@woodcreektx.gov](mailto:City.Secretary@woodcreektx.gov) and [manager@woodcreektx.gov](mailto:manager@woodcreektx.gov)

*Disclaimer: The City of Woodcreek prohibits discrimination and harassment of any type and affords equal employment opportunities to employees and applicants without regard to race, color, religion, sex, sexual orientation, gender identity or expression, pregnancy, age, national origin, disability status, genetic information, protected veteran status, or any other characteristic protected by law. The City of Woodcreek conforms to the spirit as well as to the letter of all applicable laws and regulations.*