



Serving the Families of the Lakota Local School District

Baseball • Softball • Soccer • Flag Football • Rugby • Volleyball

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## Lakota Sports Organization Request for Proposal 2019 – 2020 Sport Photography Services

Lakota Sports Organization (LSO) is receiving Proposals for team and individual photography services from January 1, 2019 to December 31, 2020. Vendors are asked to submit a proposal for Sports Photography Services. A summary of the services is listed below. However, vendors are required to review and abide by all terms of this RFP.

Submissions shall be postmarked no later than October 1, 2018. Proposals are to be submitted to:

Bruce Rhodes, Executive Director  
Lakota Sports Organization  
PO Box 212  
West Chester, OH 45071  
Attn: Sports Photography RFP

Inquiries are to be directed to Bruce Rhodes via email at: [execadmin@lakotasports.org](mailto:execadmin@lakotasports.org).

### Sports Photography RFP Terms and Requirements

1. The photographer agrees to be the sole provider of all posed team and individual photos for athletic activities at LSO programs. The photographer will be the sole photographer as long as the all photo needs requested by LSO are filled by the photographer. If the photographer chooses not to cover the requested photo shoots, LSO reserves the right to hire a different photographer to cover that photography shoot.
2. The photographer shall take posed group shots of all teams and any individuals wishing to purchase picture packages in the spring (baseball, softball, soccer, volleyball, rugby and flag football) and in the fall (baseball, softball, soccer, volleyball and flag football).
3. The photographer will be responsible for securing an indoor facility at the expense of the photographer. Outdoor pictures will be coordinated if applicable with the Executive Director of LSO. However, an indoor facility is preferred.
4. The photographer will be responsible for establishing a mechanism that allows for a fair way to assign teams for dates and times.
5. The photographer will share with LSO's Executive Director a price sheet and product listing before the sport season to determine if the pricing and product offering is appropriate.
6. The photographer will be responsible to deliver all individually purchased photos on a specific team to the Head Coach or other assigned individual for each team.
7. The photographer shall provide one 5x7 team picture and electronic files of each team photo for posting on LSO's website, to LSO for no charge.
8. The photographer shall unconditionally guarantee all photographs made as to workmanship and quality of materials sold. In the event of dissatisfaction on the part of any athlete's parent or guardian, the photographer is responsible for settling all complaints and providing such retakes as may deemed necessary by LSO at no cost, or to refund all money to the customer as soon as the customer returns all photo products to the photographer.

9. The photographer is to organize and submit as part of their proposal, an incentive program to LSO. The incentive program can be defined by the photographer and can either be a set amount per year or a percentage of the sales of all products sold.
10. The photographer will provide LSO a detailed summary of all orders / sales by team and sports each season.
11. LSO will award the contract based on the total package as determined to be the best value to LSO families. The following criteria will be used to evaluate the proposals: Photo Package Pricing, Quality and Variety of Products, Prior Experience, References, Company Reputation, Incentive Program, and other information as may be deemed relevant by LSO.
12. It is expected that the successful bidder will work closely and cooperatively with the Executive Administrator, all Sport Commissioners and any sport specific individual assigned by the Sport Commissioner.
13. The photographer and LSO shall sign a Photography Agreement consistent with this RFP and response.
14. There will be a cancellation clause in the contract that will benefit both the photographer and LSO.

For questions or more information contact Bruce Rhodes, Executive Administrator at:  
[execadmin@lakotasports.org](mailto:execadmin@lakotasports.org) or 513-907-6884