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Cree School Board
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Request for Proposals

Education Symposium Photography Services 2026-2027

Thursday, June 11, 2026

- Lighting setup
- Props suitable for a professional and friendly environment
- Optional green screen capability (if appropriate)
- **Photo Delivery Options**
 - On-site printing option **or**
 - Digital delivery (QR code, email, or download link)
 - All associated costs must be clearly outlined

Proposal Submission Requirements

Proposal must be complete, well-organized, and clearly labeled using the structure below. Incomplete submissions may not be considered.

a) Cover letter

Include:

- Vendor name and contact information
- Primary contact person
- Confirmation of availability for event dates
- Brief summary of qualifications and interest in the project

b) Company Profile & Experience

- Overview of photographer (years in operation, location, size of team)
- Relevant experience in:
 - Event photography
 - Conferences or similar events
- Experience working with:
 - First Nations / Indigenous organizations (strong asset)
 - Public sector or education clients (asset)

c) Relevant Project Experience

Provide minimum two (2) examples of similar work:

- Project description and scope
- Client name and year
- Sample images (links or attachments)
- Description of your role and deliverables

d) Approach & Methodology

Describe your approach to:

- Capturing key moments and storytelling through photography
- Working in culturally respectful environments
- Coordinating coverage across multiple sessions
- Managing the photo booth experience
- Ensuring quality and consistency

e) Work Plan & Schedule

Provide a clear timeline including:

- Pre-event planning and coordination
- Event-day coverage (team structure if applicable)
- Post-production workflow
- Delivery timelines

f) Team & Equipment

- Photographer(s) assigned to this project
- Roles and responsibilities
- Equipment to be used (cameras, lighting, backup systems)
- Contingency plans (e.g., equipment failure, illness)

g) Pricing & Budget Breakdown

Provide a detailed and transparent cost breakdown, including:

Photography Services

- Daily or hourly rates
- Editing and post-production
- Image delivery

Photo Booth Services

- Backdrop (custom and optional CSB version)
- Setup and dismantling
- Staffing
- Lighting and props
- Printing option (if applicable)
- Digital delivery option

Other Costs

- Equipment
- Travel (if applicable)
- Optional add-ons

h) References

Provide at least two (2) references:

- Organization name
- Contact person
- Email or phone
- Description of services provided

Deliverables & Timeline

- Photography assets delivered within 2 weeks of the event
- All images provided in high-resolution digital format
- Raw files included

Deadline for Proposal Submission

Please submit your proposal to the email address provided below no later than **Friday, June 26, 2026, at 12 p.m.**

Attn: Nick Wapachee
Coordinator of Community Engagement
Cree School Board

Email: Nick.Wapachee@cscree.qc.ca

Questions & Clarifications

Please send any questions that you may have by **Friday, June 19, 2026 at 12 p.m.** All questions will be collected first and answered in one shared document. The document will include the questions received and the answers provided and will be made available to all potential providers no later than **Monday, June 22, 2026 at 12 p.m.**

The selected proposal will be confirmed by email within 5 business days of the deadline for submission.

General Conditions

The Cree School Board is not bound to accept any quote and may, at its discretion, award the contract to the service provider of its choice, whether or not the price is the lowest. The scope and mandate of this project may be adjusted as needed at the discretion of the Cree School Board. Qualifications, credentials and organizational knowledge or work experience with First Nations organizations will be factored when assessing the quotes.