



Request for Quotes (RFQ): Photography Services

Issued by: Lionel Kelland Hospice

Date Issued: January 20, 2025

1. Introduction

Lionel Kelland Hospice is seeking proposals from professional photographers to update our photo library and provide headshot photography for staff and board members. The updated images will be used across our website, social media, newsletters, marketing materials, and annual reports to better reflect our mission and community presence.

2. Scope of Work

The selected photographer will be responsible for:

- Conducting an initial consultation to understand the Hospice's photography needs and style preferences.
- Capturing high-quality images of the Hospice's facilities, programs, and activities to update our photo library.
- Taking professional headshots of staff members and board members (approx. 10-15 individuals).
- Providing guidance on poses, backgrounds, and lighting to ensure consistent, professional results.
- Delivering edited, high-resolution images suitable for both print and digital use.
- Providing rights to use all photographs for promotional, educational, and fundraising purposes.

3. Project Timeline

- RFP Issue Date: January 20, 2026
- Proposal Submission Deadline: January 27, 2026
- Photographer Selection: January 30, 2026
- Photography Sessions: Between February 9-20, 2026
- Final Delivery of Edited Photos: March 2, 2026

4. Proposal Requirements

Interested photographers should submit a proposal including:

- A brief company/individual biography and relevant experience.
- Examples of previous work, preferably in non-profit, healthcare, or professional portraiture.
- Proposed approach for completing the project, including number of sessions, locations, and estimated time per session.
- Proposed budget, including any additional costs (e.g., travel, editing, print rights).
- References from previous clients.

5. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and portfolio quality.
- Understanding of project scope and approach.
- Ability to meet the timeline.
- Cost-effectiveness.
- References and reputation.

6. Submission Instructions

Please submit proposals via email to:

Contact: Tanya Murphy, Community Engagement & Communications Lead

Email: tanyamurphy@lionelkellandhospice.ca

Deadline: January 27, 2026

7. Additional Information

For any questions regarding this RFQ, please contact Tanya Murphy at 709-292-3145.

Lionel Kelland Hospice reserves the right to accept or reject any proposal at its discretion and is not obligated to award a contract based solely on the lowest bid.

We look forward to receiving your proposal and collaborating to capture the spirit and dedication of our Hospice community.

