PROPOSAL REQUIREMENTS

for Photography Services
for the Eastern Irrigation District
Brooks, AB

1.0 This information is for the purpose of submitting a proposal to provide professional photography services for the Eastern Irrigation District (EID):

(a) Proposal Requirements,
(b) Advertisement.

2.0 All information supplied in response to the Request for Proposal must contain sufficient details to support the services being proposed and allow the EID to evaluate the proponent's qualifications, proposed approach, deliverables and pricing.

3.0 Requirements:

(a) Provide a portfolio demonstrating relevant photography experience and the ability to capture a variety of subjects, including landscapes, agriculture, irrigation infrastructure, reservoirs, recreation, wildlife, environmental stewardship and people.
(b) Provide a description of relevant experience, qualifications, and any applicable certificates or authorizations, including those related to drone, aerial photography or videography, where applicable.
(c) Provide three (3) references from clients for whom comparable photography services have been completed, including contact names and contact information.
(d) Describe the Contractor's ability and willingness to accommodate photography requests from the EID throughout the contract term, including requests for specific subjects, locations, activities, events or operational requirements that may arise on an as-needed basis. Confirm the Contractor's willingness to work collaboratively with EID to prioritize and schedule requested photography, including accommodating reasonable requests outside of previously scheduled photography sessions, subject to availability and the agreed contract terms.
(e) Confirm the Contractor's understanding that photography requirements may vary throughout the contract term and that EID may request a variety of photographs beyond those specifically identified in the initial photography plan. Describe the Contractor's approach to accommodating changing priorities and additional photography needs.
(f) Provide a proposed photography plan outlining the anticipated number and duration of photography sessions, proposed scheduling, and how the Contractor intends to capture a variety of subjects throughout different seasons and times of day.
(g) Identify the minimum number of final, professionally edited photographs that will be delivered within the proposed budget. All final photographs must be delivered as full-resolution, high-quality JPEG files suitable for print and digital use, along with the corresponding original RAW files. Describe the proposed file organization and delivery schedule.
(h) Describe the Contractor's availability to conduct photography during early mornings, evenings, weekends and different seasons, as required to capture appropriate lighting, agricultural activities, recreational use and other seasonal subjects.

(i) Describe how the Contractor will identify, recruit and coordinate participants for staged or planned photography, including any anticipated costs for participant recruitment, compensation, travel, wardrobe or other requirements. Confirm the process for obtaining appropriate model releases, permissions and consents.

(j) Identify the transportation, photographic equipment, lighting, accessories and other resources that will be provided by the Contractor to complete the proposed services.

(k) Confirm the Contractor will comply with EID's Contractor Health and Safety Program, site access procedures, orientation requirements and operational restrictions.

(l) Identify the proposed price for the services, including photography, editing, travel, equipment, drone or aerial photography, participant recruitment or compensation, file organization and delivery, and any other anticipated expenses. Clearly identify applicable taxes, exclusions and any additional charges that may arise.

(m) Confirm that the proposed price includes the delivery of all final edited JPEG photographs and corresponding original RAW files. Identify any limitations relating to the capture or delivery of RAW files.

(n) Confirm that the EID will retain full ownership of all photographs delivered, including final edited images and original RAW files, with unrestricted rights to use, reproduce, modify and distribute the photographs at its discretion, without additional licensing fees, royalties or usage restrictions.

(o) Provide any additional information that would assist EID in evaluating the proposed services, qualifications, approach and overall value.

(p) Provide any insurance documentation, WCB clearance or status information, and other contractor documentation required by EID. The successful proponent will be required to satisfy EID's applicable requirements before commencing work.

4.0 Sealed Proposals will be accepted up to **5:00 p.m. Friday, November 27, 2026**:

(a) Please submit directly at the office or by email to **brandi.doerksen@eid.ca**

(b) Proposals must include the information outlined in Section 3.0 and clearly identify all anticipated costs associated with the proposed services.

(c) The anticipated contract term is February through December 2027, subject to final approval and the terms of the agreement.

(d) Proponents should provide a detailed cost breakdown and demonstrate how the proposed services and deliverables can be completed within the available budget.

5.0 The EID reserves the right to accept or reject any or all Proposals.

6.0 Questions concerning the requirements of this Proposal should be directed to:

Brandi Doerksen
Land Administrator – Aquatic Invasive Species
brandi.doerksen@eid.ca or 403-363-9694



Eastern Irrigation District

Request for Proposals
Photography Services

The Eastern Irrigation District (EID) is accepting proposals from photographers to provide photography services for a one-year contract commencing in early 2027.

Proposal requirements are available at www.eid.ca or in person at the EID office. For more information, contact Brandi Doerksen at 403-363-9694.

Sealed proposals may be submitted in person at the EID office or by email to brandi.doerksen@eid.ca no later than **Friday, November 27, 2026.**

eid@eid.ca www.eid.ca 403-362-1400