

Greater Kingston Chamber of Commerce

Request for Proposal (RFP)

2026 Kingston Business Awards — Video Production & Photographic Coverage

1. Introduction

The Greater Kingston Chamber of Commerce (GKCC) invites proposals from qualified suppliers to provide video production and photographic coverage for the **2026 Kingston Business Awards**. The Kingston Business Awards celebrate excellence across the local business community and are a signature GKCC event. The successful proponent will help elevate the visibility and prestige of the Awards through high-quality nominee and winner videos, full event photography, and a social-media recap video.

2. Event Information

- Event Date: Thursday, May 21, 2026
- Event Venue: Isabel Bader Centre for the Performing Arts (390 King Street West, Kingston, ON)
- Event Components:
 - Nominees' reception
 - Cocktail hour
 - Awards ceremony
- Estimated Event Coverage Window: 5:00 p.m. – 9:30 p.m.
- Equipment Setup/Testing: Required morning and early afternoon on May 21, 2026

3. Scope of Services

The selected supplier will provide the following services:

A) Nominee Videos (10 total)

- Capture and edit 10 nominee videos (one per category).
- Approximately 50–60 nominees total across all categories.
- Estimated length per nominee video: 45–90 seconds (final length confirmed with GKCC).
- Videos to be filmed in a Kingston studio supplied by the vendor.
- GKCC and supplier will define the final schedule and filming plan.

B) Winner Videos (10 total)

- Capture and edit 10 winner videos (one per category).
- Estimated length per winner video: 45–90 seconds (final length confirmed with GKCC).
- Filmed in the same studio setting as nominee videos.

C) Event Photography (May 21, 2026)

- Professional photographic coverage of:
 - Nominees' reception
 - Cocktail hour
 - Awards ceremony
- Includes arrival/guest experience, key moments, awards presentations, and candid networking images.
- Supplier must provide a sufficient on-site team to ensure full coverage of simultaneous moments.

D) Recap Video for Social Media & Website

- Produce a recap video in three durations:
 - 15 seconds

- 30 seconds
 - 60 seconds
- Provide each duration in:
 - Horizontal format (16:9)
 - Vertical format (9:16 / reels-ready)
- Intended uses: GKCC social media platforms and GKCC website.

E) Technical & Quality Standards

- All nominee, winner, and recap videos must be captured and delivered in 4K (UHD) resolution at a minimum.
- GKCC strives for the highest professional quality in video capture and production. The supplier must ensure proper lighting, audio, framing, and visual consistency aligned with a premium awards-level presentation.
- The supplier is responsible for making any reasonable adjustments during filming and post-production to achieve optimal results, including re-edits where required by GKCC to meet quality expectations.
- Final deliverables must be broadcast/social-media ready, free of technical defects (e.g., noise, flicker, distortion, unstable focus, color issues), and suitable for GKCC promotional use.
- The supplier guarantees the final quality of all video deliverables prior to submission.

F) Branding & Editorial Direction

- GKCC will provide brand guidance (logos, event marks, tone, and any standard lower-third or graphic direction), if applicable.
- The supplier will collaborate with GKCC to finalize filming prompts/interview structure and overall video style.

G) Revisions

- Proposals must include the number of revision rounds included in pricing.
- Minimum expectation: up to two (2) reasonable revision rounds per video at no additional cost, provided revisions remain within scope.

H) File Formats & Delivery

- Videos to be delivered in MP4 (H.264 or H.265) or another GKCC-approved high-quality web format.
- Recap video deliverables must be optimized for social platforms (clean audio mix, safe text zones, platform-ready sizing).
- Photos to be delivered as:
 - High-resolution JPG set (print/archival quality)
 - Web-optimized JPG set (social/website ready)
- Delivery method: shared drive or secure file transfer as agreed with GKCC.

I) Backup & Contingency

- Supplier must have backup equipment available for all filming/photography components.
- Provide a brief contingency plan for technical failure, staff illness, or unforeseen disruptions on filming days or event night.

J) Consent & Privacy on Event Night

- Supplier must follow GKCC guidance regarding coverage of guests who request not to be photographed or filmed.
- Any sensitive or restricted shots identified by GKCC must not be used publicly.

4. Filming Schedule

Nominee and winner recordings must occur within:

- April 6–17, 2026
- Filming must be concentrated into a maximum of three (3) days within that window.
- Final schedule confirmed jointly by GKCC and the supplier.

5. Deliverables & Deadlines

The supplier must provide deliverables according to the following timeline:

- 1st Draft of all nominee and winner videos: May 5, 2026
- Final Versions of all nominee and winner videos: May 15, 2026

Photography and recap video delivery schedule must be proposed by vendor, and should support GKCC's promotional needs immediately following the event.

6. Supplier Requirements

Proponents must meet the following requirements:

1. **GKCC Membership**
 - Supplier must be an active GKCC member in good standing for 2026.
 - If not currently a member, supplier must join GKCC prior to contract signing.
2. **Studio in Kingston**
 - Supplier must provide a Kingston-based studio suitable for filming nominees and winners.
3. **Equipment Responsibility**
 - Supplier provides all filming, lighting, audio, and editing equipment.
 - Equipment is handled only by supplier personnel.
 - GKCC assumes no responsibility for equipment damage or breakage.
4. **Code of Conduct**
 - Successful supplier will be required to sign GKCC's Code of Conduct, to be provided as a separate document.

7. Proposal Submission Requirements

Proposals should clearly address the sections below:

1. **Company Overview**
 - Background, relevant experience, and portfolio examples, especially for awards/galas or multi-subject video series.
2. **Approach & Work Plan**
 - Proposed filming approach for nominee/winner videos.
 - Scheduling strategy to accommodate 50–60 nominees within 3 days.
 - Event-day photography plan and staffing.
 - Recap video concept and turnaround.
 - Quality control process to ensure 4K delivery and GKCC standards.
 - Backup/contingency approach.
3. **Deliverables**
 - Confirmation of all deliverables listed in Section 3.
 - Any value-added options (e.g., extra cut-downs, highlight reels, branded graphics, faster turnaround).

4. Team & Roles

- Identify key personnel (producer, videographer(s), photographer(s), editor(s)).
- Indicate who will be onsite and who will edit.

5. Timeline

- Confirm ability to meet deadlines in Section 5.
- Provide timeline for photography and recap delivery.

6. Budget

- Provide a detailed, all-inclusive quote:
 - Pre-production
 - Filming nominee videos
 - Filming winner videos
 - Editing/post-production
 - Event photography
 - Recap video production
 - Travel/parking (if applicable)
 - Taxes and any additional fees
- If pricing is staged, outline payment schedule.
- Clearly note any optional add-ons with pricing.

7. References

- Provide at least two (2) recent references for comparable work.

8. Evaluation Criteria

Proposals will be evaluated based on, without limitation:

- Demonstrated relevant experience and quality of past work
- Strength and feasibility of work plan and filming logistics
- Creative approach and understanding of GKCC brand/event goals
- Ability to deliver within required timelines
- Proposed quality controls and ability to meet 4K production and GKCC standards
- Value and clarity of proposed budget
- GKCC membership status and community connection
- Such other criteria as GKCC may deem relevant

9. Terms & Conditions

- GKCC reserves the right to accept or reject any proposal in its sole discretion.
- GKCC may request clarification or a meeting with shortlisted proponents.
- Contract award is conditional on GKCC membership (Section 6.1) and Code of Conduct signing (Section 6.4).

10. Submission Deadline & Contact

Proposal Submission Deadline: Thursday, January 15, 2026 at 4:00 p.m. (ET)

Proposals must be submitted electronically in PDF format to:

GKCC Contact:

Karen Cross, CEO

Greater Kingston Chamber of Commerce

Email: kcross@kingstonchamber.ca

Phone: 613-548-4453 ext. 3

Late submissions may not be considered.

11. Questions, Clarifications & Addenda

All questions regarding this RFP must be submitted by email to the GKCC contact identified in Section 10.

- Deadline for Questions: Thursday, January 8, 2026 at 4:00 p.m. (ET)
- Questions must be submitted in writing by email.
- Responses to substantive questions will be shared with all proponents by GKCC as an addendum.
- GKCC reserves the right to issue addenda to clarify or modify this RFP at any time prior to the submission deadline.
- Proponents are responsible for monitoring and acknowledging addenda in their proposals.

12. Confidentiality

GKCC considers all information shared with proponents and the successful supplier to be strictly confidential.

- Any information, documentation, data, images, video footage, nominee/winner details, event logistics, or internal GKCC materials provided to the supplier, whether verbally, electronically, or in writing, are confidential and proprietary to GKCC.
- The supplier shall not disclose, reproduce, distribute, or make available any confidential information to any third party under any circumstances, without GKCC's prior written consent.
- Confidential information may be used only for the purpose of fulfilling this contract.
- The supplier must ensure that all employees, contractors, and subcontractors working on this project are bound by the same confidentiality obligations.
- These confidentiality obligations survive the completion or termination of the contract.

13. Ownership & Usage Rights

- All raw and final video and photo assets produced under this contract become the property of GKCC upon final payment.
- GKCC retains unlimited, perpetual usage rights for marketing, promotion, archival, and media distribution, across all platforms.
- The supplier may reference the project in their portfolio only with GKCC's written permission and only after GKCC has publicly released the relevant content.

14. Accessibility & Inclusivity

GKCC is committed to an inclusive and accessible event experience.

- The supplier must work respectfully with all nominees, winners, guests, and staff, and ensure filming practices support a welcoming environment.
- Filming and photography workflows must accommodate reasonable accessibility requests from GKCC, nominees, or attendees.

15. Insurance, WSIB & Compliance

The successful supplier will be required to provide proof of the following prior to contract execution:

- Commercial General Liability Insurance with minimum coverage in amounts, and on such other terms, reasonably acceptable to GKCC.
- WSIB clearance certificate (or confirmation of equivalent coverage if WSIB-exempt).
- Compliance with all applicable municipal, provincial, and federal laws, including health and safety requirements.

16. Subcontracting

- Subcontracting is permitted only with prior written approval from GKCC.
- The prime supplier remains fully responsible for the performance and conduct of any subcontractors.

17. Conflict of Interest

- Proponents must declare any actual or perceived conflict of interest.
- GKCC may disqualify a proposal if a conflict of interest is identified and cannot be appropriately managed.

18. Procurement Terms

- GKCC is not obligated to accept the lowest-priced proposal.
- GKCC may accept or reject any proposal and may terminate, extend, or modify the RFP process at any time in its sole discretion and without liability.
- GKCC may negotiate with one or more proponents.
- Any costs incurred in preparing a proposal are the proponent's responsibility.

Yours truly,



Karen Cross
CEO
Greater Kingston Chamber of Commerce