



## Hexham BID

### Contract for photography and video work 3<sup>rd</sup> April 2017

Hexham Business Improvement District (BID) is business led and business funded, and works in Hexham to invest collectively in new projects and services that businesses have prioritised. We are led by a team of 11 voluntary Directors and a BID Manager, structured as a Company limited by guarantee, not for private profit. Further general information is available on our website at [www.hexhambid.co.uk](http://www.hexhambid.co.uk), or by speaking to the BID Manager, Helen Grayshan, on 01434 607 962. Informal enquiries are welcome.

We are seeking occasional photography and video services to support BID events and projects. There are more than 680 Levy payers in Hexham, covering a diverse range of business sectors. We are developing a number of projects including improved signage, marketing and promoting the town, and improving its appearance and cleanliness. To understand and address business needs, our Business Voice project also engages with businesses owners and takes forward their concerns. We intend to hold a number of BID events over the course of the year (Annual General Meeting, stakeholder meetings approximately monthly, ad hoc conference and events) where a visual record is required, and we also require still and video imagery for the purpose of promoting those businesses and the town of Hexham. We require a suitably experienced local company to support this on an occasional basis.

Activities are likely to but not exclusively include:

- Stock external photographs of local business premises and activities and the town generally for use across projects (number to be agreed)
- Annual General Meeting – photography and video (approx. 3 hours)
- Occasional stakeholder meetings, conferences or events – photography and video (approx. 1 hour)
- Short video interviews with local business owners for use in Marketing project and BID publicity (by arrangement)

Work will be arranged in advance, and paid by monthly by BACS. For interviews or work inside business premises we will seek the consent of that business owner, therefore interested parties should be used to liaising with subjects, and have appropriate procedures in place to manage risk and health and safety at work. More than one company will be engaged if appropriate.

The BID seeks to re-invest the Levy collected in Hexham wherever possible, and a copy of our procurement policy is available on request.

Please send a proposal by 26<sup>th</sup> April 2017 at 12 noon, to our Manager [helen@hexhambid.co.uk](mailto:helen@hexhambid.co.uk) We may ask shortlisted organisations to a discussion. Please include in your proposal:

- Your price for delivering the service and how this has been calculated (day/hourly rate)
- examples of your work
- Details of your approach to delivering the contact, including staffing, timescales, understanding of the brief
- Your availability
- Your organisation's legal status, company registration etc
- Names and addresses of Directors
- Names and business address of contract manager(s)
- Confirmation of appropriate insurances
- Relevant organisational policies and procedures, including Health and Safety at Work
- Risk assessment procedures if applicable
- Ability to comply with our data protection policy and procedures
- Evidence of a track record of delivery similar services
- Any references from previous customers you may have
- Membership of any relevant professional bodies or quality marques.

This brief refers solely to this work and does not create ongoing contractual arrangements. Future contracting opportunities will be advertised on the BID's website.