

SCOPE OF WORK

Photography Services

NeighborImpact Weatherization Program

Invitation to Bid

NeighborImpact is soliciting bids from qualified photographers to perform the services described in this Scope of Work. Interested photography contractors are invited to review the scope, ask clarifying questions, and submit a bid amount. Submissions and questions should be directed to the contact listed in Section 7.

1. Background and Purpose

NeighborImpact is a nonprofit Community Action Agency headquartered in Redmond, Oregon, serving Crook, Deschutes, and Jefferson Counties and the Confederated Tribes of Warm Springs. Through programs spanning early childhood education, weatherization and energy efficiency, homeownership counseling and lending, housing stability, and community development, NeighborImpact connects Central Oregon's most vulnerable residents with the resources and support they need to build stable, healthy lives.

Among its core services, NeighborImpact provides professional weatherization and energy efficiency retrofits for income-qualified and elderly homeowners, helping residents maintain safe, healthy, and durable homes. Typical measures include insulation and air sealing of the building envelope and ductwork, and repair or replacement of heating, cooling, and water heating systems.

NeighborImpact seeks a qualified photography contractor to produce staged and organic (in-progress) photography documenting weatherization installation work and staff and client engagement, at manufactured and stick-built homes.

Content will support program reporting, grant applications, stakeholder communications, and public outreach.

2. Scope of Services

The photography contractor shall photograph two subject-matter types: staged photography and organic (in-progress installation) photography, across a manufactured home and a stick-built home in Central Oregon. The complete list of required images is provided in Appendix A: Photo Shot List.

Staged Shoots

The photography contractor shall conduct two (2) staged photo shoots: one (1) at a manufactured home and one (1) at a stick-built home. Staged shoots capture posed, directed images of staff, clients, and site conditions as identified in the Photo Shot List.

Organic Shoots

The photography contractor shall conduct four (4) organic photo shoots: two (2) at a manufactured home and two (2) at a stick-built home. Organic shoots capture candid, in-progress installation work performed by weatherization contractors as identified in the Photo Shot List.

Shoot Duration

Each of the six (6) photo shoots is expected to take approximately two (2) hours of active photography time. This estimate does not include the photography contractor's setup and equipment breakdown time, which is not yet known and should be planned for separately by the photography contractor.

Locations

All shoots will take place at residential properties in Central Oregon. Specific addresses are to be determined and will be confirmed by NeighborImpact in advance of each photography session.

Scheduling and Staffing

NeighborImpact will identify and schedule all photo shoots and will have NeighborImpact staff present at each session. NeighborImpact will also identify and secure actors for the staged photo shoots.

Timeframe

It is estimated that work under this contract will be completed within sixty (60) to ninety (90) days of contract execution. The four organic shoots are dependent on contractor weatherization installation scheduling at each project site; the overall timeline will be driven largely by NeighborImpact's ability to schedule these shoots around installation work.

3. NeighborImpact Responsibilities

Identify and recruit eligible households willing to participate in success story shoots and, where applicable, project documentation visits.

Obtain signed photography and video release forms from all participants prior to any shoot.

Coordinate scheduling between the Contractor, weatherization/installation crews, and participant households.

Assign a designated staff contact to accompany or coordinate with the photographer at all sessions.

Provide program background, talking points, and participant context to support the photographer's preparation.

Review and approve all deliverables prior to final acceptance.

Identify and schedule all staged and organic photo shoots and ensure NeighborImpact staff are present at each session.

Identify and secure actors for all staged photo shoots.

4. Work Products and Deliverables

Deliverable	Quantity	Format / Notes
Staged shoot photographs	2 shoots (1 manufactured home, 1 stick-built home)	High-resolution JPG or TIFF; per Photo Shot List (Appendix A)
Organic shoot photographs	4 shoots (2 manufactured home, 2 stick-built home)	High-resolution JPG or TIFF; per Photo Shot List (Appendix A)

5. Intellectual Property and Ownership

All photographs created under this Scope of Work shall be the sole and exclusive property of NeighborImpact upon delivery and final payment. The photography contractor assigns all rights, title, and interest (including copyright) in the work products to NeighborImpact.

NeighborImpact shall grant the photography contractor right to use and display photographs taken during the session for the photography contractor's business and portfolio purposes only. The photography contractor agrees not to use images in any manner that is defamatory or scandalous.

6. Participant Privacy and Release

All photography involving program participants shall be conducted only after NeighborImpact has obtained signed release forms from each participant (or their legal guardian, as applicable). NeighborImpact will provide copies of executed releases to the photography contractor prior to each session.

The photography contractor shall treat participant information and footage with discretion and shall not share, publish, or distribute any images or footage of program participants outside of the agreed work product delivery to NeighborImpact.

7. Questions and Submissions

NeighborImpact is requesting that interested photography contractors submit a bid, including a cost proposal, to NeighborImpact no later than July 31, 2026. The bid should be submitted to the program contact listed below.

Questions regarding this Scope of Work and proposal submissions should be directed to:

Organization	NeighborImpact
Program Contact	Andrew Spreadborough, Deputy Director
Email	andrews@neighborimpact.org
Phone	(541) 323-6508

Appendix A: Photo Shot List

The following table lists each required photograph, its subjects, applicable home type, and whether it is a staged or organic shot.

Photo #	Photo Description	Subjects	Home Type	Staged / Organic
1	Staff vehicle pulling up / parked in driveway	Staff	Manufactured	Staged
2	Staff member at home with folder/tablet in hand	Staff	Either	Staged
3	Staff greeting client at the door, clipboard and Energy ed bag W/logos showing	Staff, Client	Either	Staged
4	Auditor setting up blower door test in the front doorway	Staff	Either	Staged
5	Close-up of blower door gauge / manometer readout	Staff	Either	Staged
6	Staff reviewing clipboard with contractor	Staff	Either	Staged
7	Inspector reviewing checklist on clipboard or tablet	Staff	Either	Staged
8	Exterior shot of client and staff reviewing tablet	staff, client	Either	Staged
9	Auditor inspecting attic insulation	Staff	Stick-built	Staged
10	Auditor checking underbelly/skirting insulation on manufactured home	Staff	Manufactured	Staged
11	Staff reviewing audit findings with client at kitchen table	Staff, Client	Stick-built	Staged
12	Measuring exterior	Staff	Either	Staged
13	Individual portrait of a weatherization staff member	Staff	N/A	Staged
14	Group photo of full weatherization team on-site	Staff	N/A	Staged
15	Client testimonial-style portrait seated in living room	Client	Stick-built	Staged

16	Candid shot of staff and contractor reviewing plans together	Staff, Contractor	Manufactured	Staged
17	Auditor running duct blaster	Staff	Either	Staged
18	Contractor blowing attic insulation	Contractor	Stick-built	Organic
19	Contractor blowing insulation under manufactured home	Contractor	Manufactured	Organic
20	Contractor air-sealing penetrations	Contractor	Stick-built	Organic
21	Contractor sealing and insulating ductwork	Contractor	Manufactured	Organic
22	Staff inspecting new HVAC	Staff	Stick-built	Staged
23	Staff inspecting a new water heater	Staff	Manufactured	Staged
24	Contractor installing weatherstripping on an exterior door	Contractor	Either	Organic
25	Contractor installing EPDM or TPO Roof	Contractors	Manufactured	Organic
26	Contractor unloading materials and tools from work truck	Contractor	Either	Organic
27	"Pre" photo of ceiling insulation levels	NA or staff	Stick-built	Organic
28	"Post" photo of ceiling insulation levels (w/measuring stick)	NA or staff	Stick-built	Organic
29	Stapling belly under mobile	Contractor	Manufactured	Organic
30	Post photo of crawlspace	NA or staff	Manufactured	Organic
31	Inspector and client looking at some measure in completed home	Staff, Client	Either	Staged
32	Inspector pointing out finished insulation/work to client	Staff, Client	Stick-built	Organic
33	Staff and client shaking hands at project completion	Staff, Client	Manufactured	Staged
34	Client reacting to some nice thing	Client	Stick-built	Staged
35	Exterior "after" shot of completed home (W/tpo and outside unit showing, if possible)	NA	Manufactured	Staged
36	Exterior "after" shot of completed home (W/outside HVAC unit showing, if possible)	NA	Stick-built	Staged
37	Individual portrait staff members	Staff	Either	Staged
38	Group photo of full weatherization team on-site	Staff, Contractors	Either	Staged
39	Client testimonial-style portrait seated in living room	Client	Either	Staged
40	Candid shot of staff and contractor reviewing plans together	Staff, Contractor	Either	Organic