



The National Museum of Wildlife Art
Fine Arts Photography - Digitization Project
Request for Proposal (RFP)

Issue Date: October 27, 2025
Response Due Date: November 7, 2025
Attn: Kennis Forte
National Museum of Wildlife Art
kforte@wildlifeart.org

<u>Contents</u>	<u>Page</u>
1. Project Overview	3
1.1. Introduction to the Project:	3
1.2. Organization Background:	3
1.3. Strategy:	4
1.4. Current State of Work:	4
2. Objectives & Scope:	4
2.1. Project Objectives:	4
2.2. Schedule:	5
2.3. Deliverables:	5
2.4. Timeline:	5
3. Evaluation Criteria and Selection Process:	6
3.1. Summary of Requirements:	6
3.2. Evaluation Criteria:	6
3.3. Selection Process:	6
4. Detailed Response Requirements:	6
4.1. Proposed Approach & Timeline:	6
4.2. Cost Estimate:	7
4.3. Contact Information:	7
4.4. Examples of Previous Work:	7
4.5. Contact Information for References:	7
4.6. Questions and Answers:	7



1. Project Overview

1.1. Introduction to the Project:

The National Museum of Wildlife Art seeks a professional photographer to support the digitization of our permanent collection. This initiative supports our goal of enhancing public access to our artworks. Our goal is to photograph at least 735 artworks between December 1, 2025, and April 30, 2026.

We are seeking a photographer with experience in fine arts photography or another comparable form of product photography. This person would need to be on site at the Museum on Mondays for the duration of the project, roughly from 10 am to 4 pm each week. They will edit the images at their convenience and deliver them in batches bi-weekly or monthly.

This project is funded by Bloomberg Philanthropies' Digital Accelerator Program. The Museum also expects to pursue a second phase of photography during the winter of 2026 - 2027.

1.2. Organization Background:

The National Museum of Wildlife Art, founded in 1987, is an art museum in Jackson Hole that houses more than 5,000 artworks representing wild animals from around the world. Featuring work by prominent artists such as Georgia O'Keeffe, Andy Warhol, Robert Kuhn, John James Audubon, and Carl Rungius, the Museum's unsurpassed permanent collection chronicles much of the history of wildlife in art from 2500 B.C.E. to the present.

Built into a hillside overlooking the National Elk Refuge, the Museum received the designation "National Museum of Wildlife Art of the United States" by order of Congress in 2008. Boasting a museum shop, interactive children's gallery, Palate restaurant, and outdoor Sculpture Trail, the Museum is only two-and-a-half miles north of Jackson Town Square, and two miles from the gateway of Grand Teton National Park.

1.3. Strategy:

This is an ongoing project, so we already have a well-established operating procedure in place. The Curatorial team will identify and prioritize certain groups or types of artworks each week and bring them out into our photography space in small groups. Artworks will be grouped by type: framed two-dimensional works, unframed works, and three-dimensional objects.

Photography sessions will be held in one of the Museum’s galleries, which is why we schedule our photography sessions on Mondays during the winter season, when the Museum is closed to the public.

The Museum will provide hanging hardware and two adjustable lights with soft boxes. The photographer is expected to bring their own camera, tripod, and related gear, and is welcome to bring additional lighting if they wish. The Museum will also consider purchasing additional equipment as needed based on the photographer’s recommendations.

1.4. Current State of Work:

The Museum’s collection has grown substantially in recent years and we have been unable to keep up with photographing new objects as they arrived. Some photographs that were taken more than 10 – 15 years ago are also much smaller and of lesser quality than we would like. These images are critical to help us plan and publicize new exhibitions. They are also key in helping the Curatorial team monitor the artworks’ condition over time.

2. Objectives & Scope:

2.1. Project Objectives:

Objective	Target Metric	Baseline	Target
Improve public access to the Museum’s Permanent Collection	Number of works photographed, edited, and entered into the Museum’s image database	4,513 works photographed as of 8/1/2025	735+ new objects photographed by 4/30/2026, with all images edited and delivered by 6/30/2026



2.2. Schedule:

The Museum is looking for someone who is available on Mondays between 10 am and 4 pm from December 1, 2025 through the end of April 2026.

In observance of Presidents' Day, there will be no photography session scheduled on February 16, 2026.

2.3. Deliverables:

The selected photographer will deliver high-resolution (300 dpi, at least 8 x 10 inches) digital images of at least 735 artworks by June 30, 2026.

File specifications will include: 3 - 4 images per 2-D artwork (with and without frame, if applicable, a detail of the artist's signature, and verso, if possible) and 5 - 7 images per 3-D artwork (front, back, two side views, details of any inscriptions, and additional views as needed). We would like edited images delivered bi-weekly or monthly.

2.4. Timeline:

RFP	Date
RFP distributed	10/24/25
RFP question and answer period	10/24 - 11/5
RFP responses due	11/7/25
Evaluation and communication to selected vendors	11/21/25

Project Kickoff and Conclusion	Date
Kickoff	12/1/25
Photography Concludes	4/27/26
Final Images Delivered	6/30/26

3. Evaluation Criteria and Selection Process:

3.1. Summary of Requirements:

- Professional photographer with demonstrated expertise photographing fine art or other comparable product photography.
- Digital portfolio of prior work.
- Camera(s) and other photography equipment required for capturing, processing, editing, and delivering digital images.
- Availability to capture images onsite, and to edit digital images offsite.
- Ability to interact courteously and professionally with Museum staff.

- Please note: This photographer will not be permitted to handle the artwork. The museum will supply staff members and professional art handlers, when necessary, to facilitate the photographer's work.

3.2. Evaluation Criteria:

- Ability to meet project requirements and deadlines.
- Availability on required dates.
- Quality of previous work/references from similar customers and projects.
- Pricing.

3.3. Selection Process:

All completed proposals received by the deadline will be reviewed by a selection panel. Finalists may be invited for an interview. The selected photographer will be notified by no later than November 21, 2025.

4. Detailed Response Requirements:

4.1. Proposed Approach & Timeline:

Please provide an overview of your qualifications, understanding of the project, and proposed approach.



Please also submit a proposed schedule for deliverables and note whether you consider the timeframe described herein to be feasible.

4.2. Cost Estimate:

Please provide an estimate of expected costs and suggested fee-structure (bi-weekly, monthly, or other).

4.3. Contact Information:

Company Name:	
Contact Name:	
Title:	
Address:	
Office Phone Number:	
Mobile Phone Number:	
Email:	

4.4. Examples of Previous Work:

Please provide a link to a portfolio of prior work that best exemplifies your capabilities and relevance to this project.

4.5. Contact Information for References:

Please provide contact information for 2-3 previous clients for whom you worked on a similar project.

4.6. Questions and Answers:

Please direct any questions directly to Curator of Art, Kennis Forte at kforte@wildlifeart.org