



MAIN: 505.476.5600  
SOCIAL: @NMFilmOffice  
WEB: [NMFilm.com](http://NMFilm.com)

Scope of Work: The Contractor shall provide professional services in location management and digital photography to support the New Mexico Film Office (NMFO) in attracting, marketing to, and servicing film, television, and media productions across the state of New Mexico.

#### **A. Location Management**

The Contractor shall:

- i. Compile and distribute customized informational and photo location packages for clients. These packages must include:
  - a) Location descriptions
  - b) High-quality photographs
  - c) Notes on known special conditions or location-specific circumstances
- ii. Utilize image formats and programs currently used by the Film Division.
- iii. Read and analyze scripts as requested and prepare detailed location breakdowns to identify and recommend appropriate filming sites.
- iv. Provide supplemental location options based on client feedback or NMFO direction.
- v. Advise productions on local permitting considerations. Permitting is handled at the local level; the Contractor must recommend contacting the appropriate liaison, permitting official, or authority.
- vi. Support New Mexico location scouts, managers, and NMFO Local Liaisons with accurate information and resources as needed.
- vii. Respond to all location-related inquiries and photo requests within 24 business hours of receipt.
- viii. Support Film Division staff with general inquiries, research, and client follow-up related to filming locations.
- ix. Maintain a high standard of professionalism in all external communications and ensure the image of New Mexico is presented positively.

#### **B. Digital Photography and Visual Asset Management**

**JOSEPH M. MONTTOYA BLDG.**  
1100 S Saint Francis Drive  
1st Floor, Suite 1213  
Santa Fe, New Mexico 87505

The Contractor shall:

- i. Capture professional digital photographs of potential filming locations across the state, in alignment with industry and NMFO standards.
- ii. Upload, categorize, and maintain images in the NMFO's internal photo database. This includes ongoing database organization and tagging for accessibility.

#### **C. Ownership and Intellectual Property**

All photographs, documents, and deliverables produced under this contract shall become the exclusive property of the NMFO. The Contractor agrees to transfer all rights, including intellectual property, upon creation or submission to NMFO.

#### **D. Performance Standards**

The Contractor must meet the following standards throughout the contract term:

- i. Provide timely, accurate, and client-ready materials within the agreed-upon timeframe.
- ii. Maintain a professional, collaborative, and responsive relationship with NMFO staff and external clients.
- iii. Represent the State of New Mexico and the NMFO brand positively in all work.
- iv. Deliver high-quality, production-ready materials that meet NMFO's expectations for excellence and timeliness.

#### **E. Deliverables**

The Contractor shall provide the following deliverables on a recurring or as-requested basis:

- i. Customized digital location packages
- ii. Script-based location breakdowns
- iii. Updated photo entries and tags in the NMFO database
- iv. Responses to all inquiries and photo/location requests within 24 business hours

#### **F. Communication and Reporting**

- i. The Contractor shall coordinate all work in consultation with the NMFO.

- ii. The Contractor must provide regular updates on the status of current projects.
- iii. Any questions or issues outside the defined scope must be referred to NMFO staff immediately.
- iv. Contractor shall submit a monthly report outlining work completed, deliverables provided, and any client feedback or challenges encountered.

**G. Work Schedule and Availability**

- i. The Contractor is expected to be available during normal business hours and to respond to urgent requests as needed.
- ii. Flexibility may be required for high-priority projects, special events, or accelerated deadlines.
- iii. The Contractor shall maintain open and effective communication with NMFO staff throughout the term of the agreement.

**H. Professional Conduct and Representation**

- i. The Contractor shall maintain a professional demeanor and positive attitude when representing the NMFO to internal and external stakeholders.
- ii. All communications, products, and services must align with NMFO's commitment to promoting New Mexico as a premier destination for film and media production.
- v. Monthly written reports summarizing services rendered and client feedback.