



Request for Quote

STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

CREATION DATE : 24-FEB-14
BID NUMBER: 7548511
TITLE: PHOTOGRAPHERS (MPA #214)

BLANKET START : 01-APR-14
BLANKET END : 31-MAR-17
BID CLOSING DATE AND TIME: 18-MAR-2014 11:30:00

BUYER: Cowell Jr, John A
PHONE #: 401-574-8114

**B
I
L
L
T
O**
MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
US

**S
H
I
P
T
O**
MASTER PRICE AGREEMENT
SEE BELOW
RELEASE AGAINST, RI MPA
US

Requisition Number:

Note to Bidders: BLANKET REQUIREMENTS:
4/1/14 - 3/31/17

Questions concerning this solicitation must be received by the Division of Purchases at: John.Cowell@Purchasing.RI.GOV no later than March 10, 2014 at 5:00 PM (ET). Questions should be submitted in a Microsoft Word attachment. Please reference the RFQ#7548511 on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

Line	Description	Quantity	Unit	Unit Price	Total
1	MPA-214 - 4/1/14 - 3/31/17 - RATE SHOOTING FEES, PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
2	MPA-214 - 4/1/14 - 3/31/17 - RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
3	MPA-214 - 4/1/14 - 3/31/17 - RATE SHOOTING FEES, PER HOUR PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	Hour		
4	MPA-214 - 4/1/14 - 3/31/17 - RATE SHOOTING FEES, PER EVENT - E.G. FOOTBALL, BASKETBALL, GYMNASTICS	1.00	Each		
6	MPA-214 - 4/1/14 - 3/31/17 - PRINT RATES - COLOR PRINTS 8" X 10"	1.00	Each		
7	MPA-214 - 4/1/14 - 3/31/17 - TEAM PHOTOS - ALL INCLUSIVE (SHOOTING, CD PROCESSING) 3 (8 X 10) PRINTS	1.00	Each		
8	MPA-214 - 4/1/14 - 3/31/17 - STROBE SET-UP	1.00	Each		
9	MPA-214 - 4/1/14 - 3/31/17 - CD FORMATTED FOR DIGITAL, JPEG, TIFF, OR RAW PRICE TO INCLUDE THUMBNAIL PAGES AND CD	1.00	Each		
10	MPA-214 - 4/1/14 - 3/31/17 - SPECIAL PROCESSING IE SPECIFIED CROPPING OR ENLARGEMENT PRICE PER HOUR	1.00	Hour		

Delivery: _____

Terms of Payment: _____

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer

Freelance photographer specifications for all Rhode Island (RI) State Agencies including University of Rhode Island (URI) Communications and Community Relations.

Basic Function

Serve as a freelance photographer with the ability to provide digital images in various formats as assigned, and for unlimited use in print and online by all RI State Agencies, including URI Communications and Community Relations.

Essential duties and responsibilities

Photographer will be assigned photo shoots by the various RI State Agencies including URI Communications and Community Relations.

Skills and Equipment: Photographer to utilize a wide variety of digital cameras, lenses, and other photographic equipment (including film), to obtain optimum results in diverse situations. Photographer to determine camera angle, focus, shutter speed, lens setting, correct light filter, and exposure time.

Availability Schedules

Availability schedules are required with bid submittal. RI State Agencies or URI Communications and Community Relations must be notified at least one week in advance of vacations and any time vendor is not available for work.

Art Direction: Image requirements may involve art direction by RI State Agencies or URI Communications and Community Relations to achieve compositions within brand guidelines. Photographer to be aware of brand guidelines when taking photos for any originating department. URI guidelines can be viewed at advance.uri.edu/visualstandardsguide.

Format: Photographer to provide digital RGB images in JPEG or TIFF format of selected or all shots from assignments in an output resolution of 300 DPI for a full frame image at actual size of at least 8" x 10". Images to be original format and not cropped unless otherwise specified. Some cropping or enlargement for selected images may be requested. Printed images in color or black and white may be required.

Metadata: All images in the shoot must include photographer's credit, date of shoot, and name of event, location, and identities of people and hometown, if applicable.

Delivery: Photographer to provide quick turn-around, in most cases same-day or within 24 hours. Digital JPG or TIFF files of selected or all shots from assignments will be for use by RI State Agencies and URI Communications and Community Relations as needed or as specified.

Digital images to be provided to the assigning department in the following formats:

1. Burned to CD with QuickShow or Slideshow, **and**
2. Uploaded to a URI Communications and Community Relations hosted FTP server. Access will be provided.

Archiving: Photographer to maintain records of photo shoots and digital images for a period of five (5) years, regardless of award renewal with the State of Rhode Island. Photographer to supply the RI State Agencies or URI Communications and Community Relations with required images from those files when requested.

Billing: Vendor shall not bill more than one shooting fee for attendance at any assignment regardless of the number of departments that may use the images, products, or services authorized by this agreement. Billing is preferred per assignment. Weekly billing is acceptable, but no less than once per month.

Required Qualifications

Must have three (3) years of professional experience as a photographer with a strong background in commercial photography, portraiture, and photojournalism.

Must possess thorough knowledge of location and studio lighting techniques.

Must furnish all labor, materials and equipment.

Must have his/her own cell phone and provide availability schedule.

Must be accessible at all times as provided for in availability schedule.

Must present good communication and interpersonal skills.

Bid Information

Bidders must submit ten (10) samples of photography work from a variety of sources such as newspapers, magazines, and brochures. Photographers should include their website address for viewing photography work online.

Bidders must provide availability schedules with bid submittal.

All vendors who submit responsive, responsible bids will be listed on the agreement, in order of pricing. Multiple awards may be made in the best interest of the State.

Vendor selection for specific shoots will be dependent upon:

- Quality and type of work
- Fees (including the shoot, day, evening, holiday, and weekend fees)
- Processing and/or printing of images
- Availability of photographer

These specifications in no way state or imply that these are the only duties to be performed by the photographer providing services. Photographer may be required to perform other job-related duties when requested.

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Contract Terms and Conditions

Table of Contents

Terms and Conditions.....VIII
 BID STANDARD TERMS AND CONDITIONSVIII
 TERMS AND CONDITIONS FOR THIS BIDVIII
 INSURANCE REQUIREMENTSVIII
 DELIVERY PER AGENCYVIII
 MULTI YEAR AWARDVIII
 AWARDVIII
 PURCHASE AGREEMENT BIDVIII
 MPA BID AWARD (STATEWIDE APPLICABILITY)IX

Terms and Conditions**BID STANDARD TERMS AND CONDITIONS****TERMS AND CONDITIONS FOR THIS BID****INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

DELIVERY PER AGENCY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

MULTI YEAR AWARD

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

AWARD

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

PURCHASE AGREEMENT BID

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. **ORDERING** (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

MPA BID AWARD (STATEWIDE APPLICABILITY)

STATEWIDE APPLICABILITY - Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).