



RHODE ISLAND
COLLEGE

RFP# 44654

Photography Services – Rhode Island College Commencement. Convocation,
and Signature Events – RFP

Addendum #1

10/21/2025

Q&A

- Will there be an opportunity for a presentation prior to the bid being awarded?

No, this RFP does not allow for interviews/presentations.

- Are there any aspects of your current photography services that are in need of improvement? If yes, please provide details

RIC would like to see improvement in timeliness of delivery of proofs to students, and response to questions from students.

A better understanding of the expected timeline of delivery of proofs, so that we can accurately inform students.

- Does your current commencement photography company pay RIC a rebate or offer other services as compensation?

Yes, we are paid by number of student emails, plus complimentary PR photography.

- Are you interested in services in addition to commencement photography? Name display, digital programs, commencement registration?

Due to the changes in developing technology, we are very interested in learning about additional services you can offer: name display, digital programs, reader cards, phonetic pronunciations, chatbots, etc.

Clarification of additional services:

Additional Photography needs in addition to undergraduate and advanced degree ceremonies:

Nursing Pinning (2) 1- Early January and 2- the Wednesday before undergraduate ceremony

Fall Semester

First Year Convocation – First Wednesday of classes (August/September)

Homecoming/Family Weekend/Athletic Hall of Fame – September/October

Alumni Awards - September

Spring Semester

Grad Fest – First or second Wednesday in April

Cap and Gown Convocation – End of April (2 weeks prior to ceremonies)

Honorary Degree Reception- Week of Commencement