



Request for Quote

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

BUYER: Walsh, Gail M
 PHONE #: 401-574-8122

CREATION DATE : 26-NOV-19
 BID NUMBER: 7599874
 TITLE: PHOTOGRAPHERS (MPA-214) CONTINUOUS
 RECRUITMENT (CR) #94
 BLANKET START : 01-APR-20
 BLANKET END : 31-MAR-23
 BID CLOSING DATE AND TIME:06-JAN-2020 02:30:00

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Requisition Number:
 Note to Bidders: BLANKET REQUIREMENTS: 4/1/20 - 3/31/23

QUESTIONS CONCERNING THIS SOLICITATION MUST BE RECEIVED BY THE DIVISION OF PURCHASES AT GAIL.WALSH@PURCHASING.RI.GOV NO LATER THAN MONDAY, DECEMBER 9, 2019 AT 5:00 PM (ET). QUESTIONS SHOULD BE SUBMITTED IN A MICROSOFT WORD ATTACHMENT. PLEASE REFERENCE THE BID # 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 - 4/1/20 - 3/31/23 RATE SHOOTING FEES, PER HOUR PER DAY 6 AM - 6 PM	1.00	Hour		
2	MPA-214 - 4/1/20 - 3/31/23 RATE SHOOTING FEES, PER HOUR PER EVENING/HOLIDAY	1.00	Hour		
3	MPA-214 - 4/1/20 - 3/31/23 RATE SHOOTING FEES, PER HOUR PER WEEKEND (SATURDAY OR SUNDAY)	1.00	Hour		
4	MPA-214 - 4/1/20 - 3/31/23 RATE SHOOTING FEES, PER EVENT (e.g. FOOTBALL, BASKETBALL, GYMNASTICS, ETC.)	1.00	Hour		
5	MPA-214 - 4/1/20 - 3/31/23 - PRINT RATES - COLOR PRINTS 8" X 10"	1.00	Hour		
6	MPA-214 - 4/1/20 - 3/31/23 - TEAM PHOTOS - ALL INCLUSIVE (SHOOTING, CD PROCESSING) 3 (8 X 10) PRINTS	1.00	Hour		
7	MPA-214 - 4/1/20 - 3/31/23 - STROBE SET-UP	1.00	Hour		
8	MPA-214 - 4/1/20 - 3/31/23 - CD FORMATTED FOR DIGITAL, JPEG, TIFF, OR RAW PRICE TO INCLUDE THUMBNAIL PAGES AND CD	1.00	Hour		
9	MPA-214 - 4/1/20 - 3/31/23 - SPECIAL PROCESSING (i.e., 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 PHOTOGRAPHY Specifications
MPA 214
March 2020 to March 2023
Continuous Recruitment (CR) #94

Freelance photographer specifications for all Rhode Island (R.I.) state agencies including University of Rhode Island (URI) External Relations and Communications.

Basic Function

Serve as a freelance photographer with the ability to provide digital images in various formats as assigned and for unlimited use by all Rhode Island state agencies, including **URI External Relations and Communications.**

Essential duties and responsibilities

Photographer will be assigned photo shoots by the various state agencies, including **URI External Relations and Communications.**

Skills and Equipment: Photographer to utilize a wide variety of digital cameras, lenses, lighting and other photographic equipment 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. Rhode Island state agencies or **URI External Relations and Communications** must be notified at least one week in advance of vacations and any time vendor is not available for work. Photo shoots for some projects may require night and weekend attendance.

Appropriate attire required at all times.

Art Direction: Image requirements may involve art direction by Rhode Island state agencies or **URI External Relations and Communications** to achieve compositions within brand guidelines, or to meet a specific creative concept or illustrative goal. Photographer to be aware of brand guidelines when taking photos for any originating department. URI guidelines can be viewed at <http://today.uri.edu/what-we-do/uri-brand-visual-standards/>

Format: Photographer to provide digital RGB images in JPEG 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 11" x 18". Images to be original format and not cropped or overly color adjusted unless otherwise specified. Some cropping or enlargement for selected images may be requested. Printed images in color or black and white may be required.

All photo assignments must include vertical and horizontal shots.

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

File/Image Names: All images should have consistent and organized file names that include the date (yyyymmdd), photographer's last name or initials, assignment name, and photo number.* Each should be separated by an underscore. With the exception of the photo number, the file names should not vary. Ex: 20181201_photographer_URIassignment_001.jpg

*Please note that the file names do not serve as metadata programming.

Appropriate Editing Procedures Required: Photographers must self-edit and delete any and all photos that are out of focus and unusable for any reason. This includes removal of such images as those of people eating, drinking, with closed eyes, or awkward expressions, etc. All images provided must be of quality appropriate for use in any medium.

Delivery: Photographer to provide quick turn-around, in most cases same-day or within 24 hours. Digital JPG files of selected and/or all shots from assignments will be for use by Rhode Island state agencies and **URI External Relations and Communications** as needed or as specified.

Images become the property of the state agency receiving party for use in all respects, including sharing within the state agency or external vendors. Examples of use would be print, video, and online publications, social media, signs, billboards and promotional materials. The photographer will not share images outside of the state agency receiving party for whom the images were taken.

The photographer will acquire permission from the subject(s), when necessary. Written permission is required prior to the shoot for images of children where parental or guardian permission is needed .

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

1. Send to the **URI External Relations and Communications'** Photo Archivist e-mail: photoarchivist@eatl.uri.edu via dropbox or as an email attachment, photoshelter or web link to a downloadable location.
2. Send to the assigning person.

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 Rhode Island state agencies or URI External Relations and Communications 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.

Subcontracting is not permitted unless approved by the department.

Required Qualifications

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

- possess thorough knowledge of location and studio lighting techniques.
- furnish all labor, materials and equipment.
- have his/her own cell phone and provide availability schedule.
- be accessible at all times as provided for in availability schedule.
- present good communication and interpersonal skills.
- Appropriate dress is required

In addition to the necessary technical skills, photographers' work must reflect an aesthetic sensibility that displays advanced knowledge of composition, lighting, and documentary skills, which extends beyond the requirements of event photography. Familiarity with the tenets of humanist photography is preferred.

Bid Information

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

Bidders must provide availability schedules with bid submittal.

Please list your area of expertise and give samples to support your skill set.

Area of expertise
Magazine covers and inside pages
Portrait
Group photos
Event photos
Action/sports shots
Web photos
Product
Etc.

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 State Purchasing rules.

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

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Terms and Conditions

BID STANDARD TERMS AND CONDITIONS

TERMS AND CONDITIONS FOR THIS BID

MPA 1% ADMINISTRATIVE FEE

MASTER PRICE AGREEMENT CONTRACT ADMINISTRATIVE FEE

In 2017 the General Assembly amended the "State Purchases Act", R. I. Gen. Laws § 37-2-12 (b) to authorize the Chief Purchasing Officer to establish, charge and collect from vendors listed on master price agreements ("MPA") a contract administrative fee not to exceed one percent (1%) of the total value of the annual spend against their MPA contracts. All contract administrative fees collected from MPA vendors shall be deposited into a restricted receipt account which shall be used for the purposes of implementing and maintaining an online eProcurement system and other costs related to State procurement. In accordance with this legislative initiative the Division of Purchases is upgrading the State procurement system through the purchase and installation of an eProcurement system.

The contract administrative fee shall be applicable to all purchase orders issued relative to State MPA contracts. Therefore, effective January 1, 2020 all MPA contracts shall be assessed the 1% contract administrative fee.

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).

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.

RIVIP INFO - BID SUBMISSION REQUIREMENTS

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 should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," "Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped/receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security checkpoints. Bid proposals must be addressed to:

Rhode Island Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.

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 ordered 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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island
Department of Administration
Division of Purchases, 2nd Floor
One Capitol Hill
Providence, RI 02908

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.