



Procurement and Contracting Services

Request for Proposals for Portrait Photography Services at Graduation Week Events and Prior to Commencement Ceremony

ADDENDUM #1

**Please mark all proposal submission
Envelopes with the following information**

**Sealed RFP # L262405
Due on October 13, 2023, no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on October 6, 2023, at 12:00 PM MST:

What has been the participation rate of students/ graduates being photographed both at the Graduation Week Events and the portraits taken Prior to the Commencement Ceremony?

Graduation Week events at the satellite locations on campus is brand new and will be implemented starting this spring. Prior, students were able to get portraits taken inside of the Bookstore during GradFest only, and the participation rate was low, which is why the Commencement office is looking to extend the reach to more locations on campus for a week.

The portraits of the students taken prior to Commencement occur as the students enter the field the day of the Commencement ceremony, roughly an hour before. The participation rate there was also low, and roughly 10% of the students who attend.

Is there any need for photography during the main Commencement ceremony, be it PR Photos (speakers, procession, recession, candid of graduates) or photos of people receiving awards or crossing the stage for any reason (masters, doctoral hoodings, etc.)?

Not at this time.

End of addendum, all else remains the same.