



Procurement and Contracting Services

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

ADDENDUM #2

**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 additional questions were received:

Does this RFP include Portrait Photography Services during the two annual Grad Fest events at the bookstore?

The restructuring of a Graduation Week of Events will house the two annual GradFest events, yes.

The Statement of Work section 1.1 describes the scope of work for portrait photography to include "Graduation Week Events". Our interpretation of what is being requested is photography services at individual department convocations in the Fall and Spring, and at the main ceremony at the football stadium. Are there any other events that are intended to be in scope for this RFP?

That is incorrect. There is no association with the department celebrations or college convocations that occur in the Fall or Spring. Photography Services are being requested for satellite locations on campus to occur congruently throughout the Graduation Week that is tentatively scheduled to occur in both the Fall and Spring in addition to the GradFest events and the Commencement ceremony. The Prior to Commencement ceremony section is in relation to the photographing of students that occurs before they walk onto the football field the day of the Commencement ceremony.

The Statement of Work section 1.2 describes the "intended coverage" to be "for the use of all departments". After a vendor is awarded this contract, will individual departments be allowed to sign their own contract for photography services for their individual department convocation ceremonies? Or, will departments be required to use the vendor awarded in this contract for their department convocation ceremonies?

None of the RFP awards are considered to be exclusive contracts, but departments are encouraged to use existing awards. Individual departments are required to go through the purchasing department for contracts and are not allowed to sign their own contracts without University authorized signatures.

The Work Product Agreement includes a definition of "Work Product" as "all material, notes, videos, drawings, designs, content, inventions, improvements, developments or discoveries that are developed in in the course of performing the Services, including all intellectual property rights therein." The process of performing photography services generates student photos. Does your definition of "Work Product" mean that the Arizona Board of Regents (ABOR) will own all the digital photographs created as part of the photography services?

Yes, that does mean ABOR will own digital photographs created as part of the photography services.

End of addendum, all else remains the same.