



Procurement and Contracting Services

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

ADDENDUM #3

**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 question was received:

Can you tell us how many graduates participate in the ceremonies and/or which ceremonies this RFP covers? This question is exclusive of the ceremony at the football stadium.

We have one Commencement ceremony that occurs in May of every year, and roughly 12,000 graduates are invited to attend. We have seen as many as 4,000 students attend.

This RFP covers only the Commencement ceremony with the addition of the new Graduation Week satellite locations on campus that will occur at the same time each day they are made available. The schedule for that week is still in progress and has not been finalized.

End of addendum, all else remains the same.