REQUEST FOR PROPOSAL
for:

PROFESSIONAL PHOTOGRAPHY SERVICES AND
RELATED PRODUCTS
2015 LEGISLATIVE SESSION

RESPONSE DUE NO LATER THAN: AUGUST 1, 2014, at 3:00 p.m.
ANY QUESTIONS MUST BE SUBMITTED BY: JULY 3, 2014, at 1:00 p.m.
(All times are local Pacific Time)
TEST PHOTOS REQUIRED, SCHEDULE APPOINTMENT FOR
JULY 16 or JULY 17, 2014

Response may be delivered to above address or returned via facsimile or
e-mail. (If returning via facsimile or e-mail, please follow-up to ensure
delivery by the date and time specified and include signatures.)

Please address any questions and return response to:
Sylvia Wiese, Executive Assistant
Administrative Division
wiese@lcb.state.nv.us

TOTAL CONSISTS OF 10 PAGES INCLUDING THIS COVER PAGE
The State of Nevada, Legislative Counsel Bureau (LCB) is requesting proposals for **Professional Photography Services and Related Products for the 2015 Legislative Session**. Photographers with knowledge, expertise, and experience in portraiture, film, and digital photography are being sought to provide proposals for services and deliverables.

**General Information**

The Legislative Counsel Bureau (LCB) is the nonpartisan, centralized agency serving both houses and all members of the Nevada Legislature. The Nevada Legislature conducts regular legislative sessions beginning the first Monday in February in odd-numbered years.

**Background Information**

Prior to each legislative session, the LCB requires the services of a professional photographer to take portraits of each Legislator (63), the Lieutenant Governor, the Secretary of the Senate, the Chief Clerk of the Assembly, the LCB Division Chiefs and a small number (15-20) of Senate and Assembly staff persons. These portraits are used in various ways and both prints and digital images in color and black and white are required. The primary uses of the portraits include: 1) Color brochures and guides; 2) LCB Legislative Manual (in color); 3) Prints for internal archives and use; 4) Prints for historical framed portrait panels; and 5) Digital images on the LCB web page.

On the opening day of the 2015 legislative session, the Nevada Senate requires the services of a photographer for a four hour period of time typically beginning around noon to take photographs of opening day events. The photographs are provided to the Secretary of the Senate for archive and use.

During the legislative session, the LCB requires photographs of various groups of employees and Legislators. These photographs are generally taken in April in front of the Legislative Building with mutual consent with the photographer regarding date and time to ensure the best available light and weather. Historically the groups photographed consist of: 1) Senators; 2) Complete Senate staff; 3) Members of the Assembly; 4) Complete Assembly staff; and 5) LCB staff.

Finally, the LCB requires the services of a photographer to photograph the various committees of the Nevada Legislature at the request of the Chairs of the committees. These photographs are typically scheduled in April or May and may be taken inside the Legislative Building or at another location selected by the Chair of each committee.

**Requirements**

A photographer selected to perform all or any portion of the work required must be experienced and professional and must provide references from clients for whom similar work has been performed within the last three years. Because there is an extremely tight timeline for the services required by the LCB, any photographer selected to do the work must comply strictly with the timeline set forth in the contract. Photographers and their employees will be expected to interact with multiple people with varying personalities during the term of the contract, and a high level of service and pleasant
interaction is expected. Photographers must be willing to accommodate tardiness to appointments, rescheduling and other last minute changes without requesting alterations to the timeline established in the contract for services. Photographers are advised to develop contingency plans for all shoots and re-shoots.

Scope of Work
The LCB is seeking separate proposals for each of the following services:

- Portraits of Legislators and Staff Prior to the Legislative Session
- Opening Day of the Senate Photography Services (February 2, 2015)
- Group Photographs (April 2015)
- Committee Photographs (April or May 2015)

A vendor may submit proposals for one or any combination of the services described above and should detail separately any discount the vendor is willing to apply if awarded a contract for all of the services required.

Portraits of Legislators and Staff Prior to the Legislative Session
The photographer must take a photographic portrait of:

- Each legislator who will serve during the 78th Session of the Nevada Legislature;
- The Lieutenant Governor;
- The Secretary of the Senate, the Chief Clerk of the Assembly and up to 20 members of the staff of the Senate and Assembly; and
- The Director and each Division Chief of the LCB.

The photographer must hold at least seven photographic sessions to take the photographs described above. The sessions must be conducted in Carson City and Las Vegas at such times and dates as are agreed to by the photographer and the Secretary of the Senate and the Chief Clerk of the Assembly. At least two of the photographic sessions must be conducted in Las Vegas and at least one of the photographic sessions in each location must provide for re-shoots. The sessions for re-shoots must be clearly communicated so that the Legislators and others understand that they may have their picture retaken during those sessions if they are unhappy with the original photograph. The photographer must provide a professional and experienced makeup artist for at least one photographic session conducted in each city.

The proposals submitted by photographers must include pricing for additional photo sessions beyond the seven that will be required and for additional make-up artist services if such services are required at more than one session in each city. The proposals must also include a price that will be charged by the photographer for the separate purchase by Legislators, the Secretary of the Senate and the Chief Clerk of the Assembly of a compact disc of the photographs taken of them for their use and reproduction in any manner.
1. Color and black and white portraits of each legislator and the Secretary of the Senate and the Chief Clerk of the Assembly. These portraits have multiple uses including the mounting of the prints in wall panels to match those in the LCB halls now with sizing, colors, shapes (ovals), mats with calligraphy lettering, completely framed to match the current wall panels, and ready for hanging. The LCB owns frames for the 2015 session, so exclude the actual frame from pricing, but include all other costs, including, but not limited to mats, cut costs, calligraphy, mounting and assembly. The color portraits are also used for our Guide to the Nevada Legislature. The Research Division of the LCB handles the Guide work, but the images for the Guide are required to be in a digital format. The successful photographer under this contract must be willing to communicate with the Research Division staff and the contractor for the 2015 Guide to the Nevada Legislature, as appropriate, and provide a suitable digital image using the TIFF format Color Space: CYMK, SWOP coated, with a minimum resolution of 350 dpi, of each portrait to the Research Division or guide contractor, with two image sizes (8"wx10"h and most likely 2"x1.5"w) to be determined with Research Division staff and the Guide contractor, as appropriate, and to the LCB Information Technology Services Unit for use on our website. At times we have had trouble getting quality digital images, capable of being used and reproduced in the printed Guide. The successful photographer must describe in detail how he/she will ensure that high quality digital images meeting the needs of the LCB and the contractor for the 2015 Guide, if applicable, are delivered. We also require at least two color images of a blue (we own a custom painted blue sheet) background shot, varying exposures, without a person in the scene. The background shots should be the same focus as if someone were posing, but blank, so that if necessary we can use these backgrounds in photos that must be used from previous years or photos from other photographers. ALL DIGITAL FILES MUST CONTAIN THE LAST NAME and FIRST INITIAL OF THE PERSON IN THE PORTRAIT.

Senate:
 Six (6) each color 2"x3" and six (6) each black & white 2"x3"
 One (1) each color 5"x7"; one (1) wall panel portrait, matted, lettered, and framed to match existing
 Digital image in color and black and white (.tif file, 350 dpi, 2"hx1.5"w and 8"wx10"h, more details follow in section 3)

Assembly:
 Six (6) each color 4"x5" and six (6) each black and white 4"x5"
 One (1) each color 5"x7"; one (1) wall panel portrait, matted, lettered, and framed to match existing
 Digital image in color and black and white (.tif file, 350 dpi, 2"hx1.5"w and 8"wx10"h, more details follow in section 3)

Other Staff: No prints are required of these portraits.
 Only the digital image in color and black and white (.tif file, 350 dpi, 2"hx1.5"w, and 8"wx10"h, more details follow in section 3)

2. With reference to the black and white prints, we require each of these black and white prints to be printed from the color negative or image, so as to avoid any extra costs associated with a separate portrait.
3. Digital images in color for use in our Legislative Manual. The photographer must supply two high quality color .tif files with a minimum resolution of 350 dpi, sized to 2"hx1.5"w and 8"wx10h" to facilitate the reproduction of said image in a paper manual and for requested prints. We have the ability to test such an image and ensure the resolution before the images are finalized. The photographer can request a test at any time prior to finalizing the shots. Photographer must also provide eight CD copies of all the finalized digital images in color and black & white, in both .tif and .jpg formats, four discs of the Senate and four of the Assembly, for our internal use and archives. We also require two additional CD copies of the finalized digital images in color and black & white, in both .tif and .jpg formats, of only the LCB Division Chiefs and Senate and Assembly staff members.

4. The LCB, upon request, will supply the photographer with a monitor in Carson City and Las Vegas to facilitate the instant viewing of portraits. Instant viewing at the time of the photo shoot is required in an effort to speed the process. This will allow each person photographed to select his/her portrait at the time of the photographic session. In addition, the Photographer must make the portraits available for review and approval, within 7 days of each photo session. These shall be published on a secure, password protected website maintained by the photographer. Communication from the beginning will be quite important, in that photos will be taken in early November and the turnaround time for choice will most likely need to be limited. Photographer must also provide pricing for portraits and/or packages that legislators may elect to purchase for their own personal use. Personal purchases will be between each legislator and the photographer, without intervention from the LCB.

5. The timeline for this contract is very tight, as we will not have many of the legislators determined until the November 2014 election. Some photos for returning members and legislators wishing to have early photos taken may be scheduled prior to November. We are planning an orientation for new legislators in Carson City after the election, most likely in mid-November. The photographer and make-up artist must be in attendance and set up to take photographs of any freshmen legislators and others who are in attendance at the orientation program. The photographer will work with the Assembly and Senate to determine other dates when large numbers of legislators will be in Carson City and Las Vegas to facilitate as few shoots as possible, keeping in mind the need to schedule a re-shoot at each location as well. All digital images required must be completed and accepted by the LCB no later than December 9, 2014. Should the photographer need additional time to supply the actual prints and the framed panels, the latest possible date for delivery and acceptance of the color prints, black and white prints, and framed panels by the LCB is January 2, 2015. Photographer must return a TENTATIVE SCHEDULE outlining his/her proposed date plans for shoots in both cities, re-shoots, delivery of proofs, retouching time, proof choice, final delivery of digital images, final delivery of prints, and final delivery of framed collage portraits. Final payment will not be made until completion of all deliverables is satisfactory.
Pricing must include all costs associated with these services, including, but not limited to, retouching, postage, equipment, supplies, materials and labor. Costs for travel to and from Las Vegas (if the photographer is based in northern Nevada) or to and from Carson City (if the photographer is based in southern Nevada) will be reimbursed for the photographer and makeup artist according to State of Nevada employee travel policies.

6. **Opening Day of the Senate Photography Services**
The photographer must provide his/her services to photograph the opening day of the 2015 Legislative Session for the Nevada Senate, for a four hour period of time, usually beginning around mid-day. The photographer will be required to take various photos in the Senate Chamber and at other locations as directed by the Secretary of the Senate. The Senate will require posed individual shots, group shots, as well as candid photography. The Senate requires all of the photos taken be provided to them via a CD with digital images.

7. **Group Photographs**
Photographer must also provide his/her services to photograph the traditional groups in each area of the Legislature, as outlined below. These photos are generally done in April in front of the Legislative Building with mutual consent on day and time to provide the best light and weather. Historically, the groups consist of: 1) Senators, 2) Complete Senate Staff, 3) Assembly (Legislators), 4) Complete Assembly Staff, and 5) LCB Staff. The group photos shall be 8”x10” and must identify the group and the year. Examples from the past are available for viewing at the Legislative Counsel Bureau in Carson City, Nevada. Photographer must provide 8”x10” proofs of each group, so that we may choose a print for each group. Photographer must provide a proposed price (including delivery to the LCB) for individual copies of these group photos and the necessary ordering information. The LCB will coordinate the orders to submit only one complete order, with delivery required by the end of May 2015 or a specific date in May designated at time of contract.

8. **Committee Photographs**
Photographer must also provide his/her services to photograph various committees, at the request of the chair. This historically is scheduled in May and this proposal must include costs to provide the services to take group photos, identified with the name of the committee and the year. Photographer must provide 8”x10” proofs of each group, so that a print may be chosen. Photographer must provide a proposed price (including delivery to the LCB) for individual copies of these group photos and the necessary ordering information. The LCB will coordinate the orders and submit one complete order for all committees, with delivery required by the end of May 2015. Minimum orders for prints must be outlined in your response.

9. All photographers submitting proposals are required to schedule an appointment to take test photographs at the Legislative Building, 401 South Carson Street, Carson City, Nevada, 89701. Appointments will be scheduled on July 16, and July 17, 2014, from 9:00 a.m. to 2:00 p.m. Please contact our office at 775-684-6800 to schedule a time. The test shots will be used to assist the
evaluators in evaluating the submitted proposals. After taking test shots, the photographer must include the tests as part of the submitted proposal.

10. All work performed by or at the direction of the successful photographer and all the materials, products, images, photos, and deliverables developed or prepared for the LCB by or at the direction of the successful photographer are the property of the State of Nevada and all title and interest therein shall vest in the LCB and shall be deemed to be a work made for hire and made in the course of the services rendered hereunder.

**Award of Contract**

The selection of a contractor or contractors by the LCB will be based on the proposal that best demonstrates the qualifications, experience, and conformance to the specifications contained in this request for proposal. The successful photographer(s) will be required to enter into a contract agreement with the LCB. The notice of award will be on or about August 15, 2014.

The LCB reserves the right to reject any and all proposals received as a result of this request for proposal; if it is determined that such action is in the best interest of the State of Nevada. The LCB is not obligated to select the lowest price, but will award the contract based on the technical expertise and experience of the photographer and the ability to complete the project by the designated deadline, as well as cost.
REQUIREMENTS & CHECKLIST FOR SUBMISSION

All proposals must be received on or before 3:00 p.m. (Pacific Time) on August 1, 2014. The proposal must include a description of your understanding of the project and your approach to completing the services and providing the deliverables within the deadlines of December 9, 2014 (digital images) and January 2, 2015 (all prints and framed panels).

The following information must be designated in your proposal: (check off each item)

_____ Designation of the person who will be responsible for managing this project as well as other key personnel and descriptions of their relevant qualifications and experience;

_____ A detailed description of your organization’s qualifications and experience in photography services in areas of film and digital imaging;

_____ At least three references for similar projects completed in the last three years (filled in on the pricing sheet);

_____ Details about digital images you will provide and how you will ensure that the images are of high quality and meet the needs of the LCB and the contractor for the 2015 Guide, if applicable, including the names of any organizations you will use for outsourcing work;

_____ Projected timeline for completion of the project (contingency plans) Please include in your return documents a tentative schedule based upon a session in Carson City in mid-November 2014.

_____ Cost of each component (prints, images, framed panels, print costs for group photos, print costs for committee photos, etc.) and the total cost (to be filled in on the pricing sheet) of the complete project (or any combination of services listed under the scope of work), including add-ons for additional make-up sessions and photo sessions;

_____ Exceptions must be noted in detail on the pricing sheet and may be continued on your own sheet, if additional space is required.

_____ Test photographs completed at the Legislative Building in Carson City, Nevada and included in your submittal.

Any questions or request for clarifications shall be submitted in writing (via e-mail) no later than 1:00 p.m. (Pacific Time) on July 3, 2014. Answers and clarifications will be published and delivered to all proposers. Please submit any such questions to:

Sylvia Wiese, Executive Assistant
Legislative Counsel Bureau
401 S. Carson Street
Carson City, NV 89701-4747
wiese@lcb.state.nv.us
Please attach your own proposal pages as needed, but fill out this page in its entirety noting any exceptions to the terms and conditions outlined in the RFP.

I am authorized and agree to provide services/products as outlined in the specifications, and offer the following firm pricing, including all costs for each service, except travel to Las Vegas, Nevada or Carson City, Nevada (circle one, depending upon where your business is based):

**Portraits of Legislators and Staff.**

$_____________________________

**Group Photographs.**

$_____________________________

**Committee Photographs.**

$_____________________________

**Opening Day of the Senate Photographs.**

$_____________________________

**Discount for award of ALL services.**

$_____________________________

Please submit within your proposal a breakdown of pricing for all components to ensure you have priced all services and deliverables required.

Add-on for Additional Photography Sessions in excess of seven:  $____________
Add-on for Additional Makeup Artist Sessions in excess of two:  $____________
CD of all of the photographic portraits of Legislators, Secretary of the Senate and Chief Clerk of the Assembly:  $____________

Payment terms: (initial payment and any progress payments shall be negotiated upon acceptance of proposal and contained within the resulting contract).
References (list at least three contacts for similar work you have completed within the last three years):

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Are there any exceptions to the terms and conditions outlined in the previous specifications: ___________NO ___________YES (if YES, you must describe in detail all exceptions below, adding a page, if necessary):

Print Name:____________________________________ Date:___________________
Signature:____________________________________ Title:___________________
Company:____________________________________ Address/Phone/Fax/E-Mail:____________________________________