



**REQUEST FOR PROPOSALS
Location Photography Services**

**ISSUE DATE:
September 10, 2018**

**REVIEW OF PROPOSALS WILL BEGIN:
September 24, 2018**

**E-MAIL PROPOSALS TO:
info@mccs.me.edu**

INTRODUCTION

The Maine Community College System ("MCCS") seeks to enter into a contract with one or more individuals or firms to provide photography services on an as-needed basis.

BACKGROUND

The Maine Community College System (MCCS) is Maine's comprehensive two-year college system offering nearly 300 career and transfer program options, continuing education, and customized training for business and industry. The MCCS consists of seven colleges and a centralized System office. The System Office oversees photography used in marketing materials for a number of System-wide initiatives, among them: the MCCS website (mccs.me.edu) and MCCS publications including but not limited to reports, an annual viewbook, brochures, advertising, and collateral materials.

REQUIREMENTS/SCOPE OF WORK

The Maine Community College System is requesting information and qualifications from individuals or firms interested in providing photography services for MCCS marketing and informational materials, reports, web and social media content, and other System-wide and program specific projects and events on an as-needed basis. The contract will be between the vendor or vendors and the System Office, located in Augusta. MCCS will have unlimited usage rights to the photography.

Photography may take place at any one of the colleges or places of MCCS business around the state. College campuses are located in Wells, South Portland, Brunswick, Auburn, Fairfield, Hinckley, Bangor, Calais, and Presque Isle.

REQUESTED INFORMATION

Photographers interested in being considered for this work are asked to provide the following information by close of business on September 24, 2018.

1. Vendor Overview
 - a. Name and location;
 - b. Contact information;
 - c. Brief, general description of your services and/or area of photography expertise;
 - d. Daily, half-day, and/or hourly rate, and description of included services for unlimited use of images (include any special terms that the firm or individual may offer to MCCA); and
 - e. Any fees for services not included in daily rate (such as digital processing, assistant fees, delivery of files, and travel expenses).
2. Samples of Work
 - a. Please provide Web links to samples of your work.
3. Client Base
 - a. A client list sorted by industry
 - b. At least 3 references of clients for whom you have provided similar services within the last 36 months. Include:
 - The organization name and location
 - A brief overview of the work performed for the client
 - Dates of service
 - Contact name, title
 - Telephone number, email address, and Web URL (if available)
4. Compensation Structure
 - a. The MCCA intends to contract with firms as independent contractors.

METHOD OF AWARD

MCCA reserves the right to reject any or all proposals or parts of proposals and is not necessarily bound to accept the lowest offer if that offer is contrary to the best interests of MCCA. In making an award, intangible factors such as availability, creativity, reputation, and past performance will be weighed. MCCA may award more than one contract.

This contract for photography services will be awarded on the basis of the following criteria:

- Quality of work;
- Experience in location photography (both indoors and out-of-doors);
- Ability to respond to client needs in a collaborative and creative fashion;
- Experience and success in providing photography service to clients with similar needs of the MCCA;
- Ability to provide services in a timely manner; and
- Pricing structure.

CONTRACT TERM

The MCCS will enter into a two-year contract with three one-year options to renew at the discretion of MCCS upon successful completion of the initial contract.

To ask a question about the RFP or to receive answers to questions asked by other vendors, please e-mail info@mccs.me.edu by 5:00 p.m., Friday, September 14, **2018**. E-mails should include the following in the subject line “Questions: Photography Services RFP.”

The Maine Community College System is an equal opportunity/affirmative action institution and employer. For more information, call the Affirmative Action Officer at 207.629.4000.

*Bidders interested in being considered for this work must agree to the **Standard Terms and Conditions Applicable to All MCCS Contracts** (detailed on the following page).*



**NOTICE TO VENDORS AND BIDDERS:
STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL MCCS CONTRACTS**

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Maine Community College System (collectively "MCCS"). These terms and conditions derive from the public nature and limited resources of the MCCS. MCCS DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity;
2. Waive any statutory or constitutional immunity;
3. Apply the law of a state other than Maine;
4. Procure types or amounts of insurance beyond those MCCS already maintains or waive any rights of subrogation;
5. Add any entity as an additional insured to MCCS policies of insurance;
6. Pay attorneys' fees, costs, expenses or liquidated damages;
7. Promise confidentiality in a manner contrary to Maine's Freedom of Access Act;
8. Permit an entity to change unilaterally any term or condition once the contract is signed; and
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with MCCS, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between MCCS and your entity; that such terms and condition shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms;
2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary;
3. Your entity will not propose to any college or other operating unit of the MCCS any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to "trade secret" exemption from disclosure under Maine's Freedom of Access Act; that failure to so identify will authorize MCCS to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless MCCS in any and all legal actions that seek to compel MCCS to disclose under Maine's Freedom of Access Act some or all of your submitted materials and/or contract, if any, executed between MCCS and your entity.