

Request for Qualifications and Pricing

Third-Party Photography and Videography Services

1. Purpose of this Request

The University of Arizona is seeking qualified third-party photographers and videographers to support the basic photography and videography needs of University departments, faculty, and staff.

The University intends to develop an advisory list of qualified providers who can offer reliable, high-quality services at transparent and competitive rates. The list will be maintained by University Marketing and Communications and shared with University departments and employees seeking basic photography and videography services.

This opportunity is not intended to establish an exclusive vendor relationship or guarantee any minimum amount of work. University departments will be encouraged, but not required, to use providers on the list, and departments will remain responsible for selecting and engaging providers for individual projects.

Please note that inclusion on the published advisory list does not constitute an award, approval, endorsement, or other official designation by the University, nor does it guarantee any level of spend or business. The list is internal and advisory only and does not confer any rights or privileges. University clients retain sole discretion to select a vendor from the list, select a vendor not included on the list, or choose not to engage a vendor at all.

2. Anticipated Services

The primary needs this vendor list is intended to address are routine, smaller-scale projects, including:

- Faculty, staff, and student headshots
- Photography and videography for events, such as student fairs, donor gatherings, award presentations, meetings, and similar activities
- Basic b-roll

- Photography and videography of people, spaces, facilities, and campus environments
- Basic photography and video projects for internal communications, websites, social media, and similar uses
- Other routine-scale photography and videography needs as requested by University departments

The University is not necessarily seeking providers for large-scale campaigns or major productions, such as major advertising campaigns, magazines, brochures, television spots, or similar work. Major events, such as Commencement, may also be handled through separate arrangements.

Providers responding to this request may be considered for larger-scale or specialized projects in the future, but such work may be solicited separately through a project-specific competitive process.

3. Geographic Coverage

The University of Arizona's primary campus is located in Tucson, Arizona, and the majority of anticipated work will be associated with the Tucson area. However, the University also has programs, facilities, and activities in Phoenix, Yuma, Sierra Vista, and other locations throughout Arizona.

Respondents do not necessarily need to be located in the Tucson area but must be willing and able to provide on-site services at University locations when needed. Respondents should clearly identify their general service area and any travel-related costs must be embedded within the total cost of services.

4. University Administrative Requirements

Providers selected for inclusion on the advisory list must be able to legally operate as a vendor and receive payment through the University of Arizona's administrative and financial systems.

Respondents may be:

- Limited liability companies (LLCs) or other business entities; or
- Independent contractors or sole proprietors

[Independent contractors](#) may be subject to additional administrative and documentation requirements, which will need to be addressed by each individual University department engaging the provider.

All providers must:

- Be legally authorized to provide services and receive payment in the United States;
- Be able to complete the University's required vendor and payment documentation;
- Disclose any actual or potential conflicts of interest;
- Meet the University's insurance requirements for third-party service providers working on University property; and
- Complete any required University agreements and other administrative documentation before beginning work.

Individual departments will remain responsible for engaging providers and managing the details of individual projects.

5. Quality and Portfolio Requirements

Respondents must demonstrate experience producing professional-quality photography, videography, or both.

Respondents should provide a portfolio demonstrating relevant prior work. Portfolios may include examples of:

- Headshots and portrait photography
- Event photography or videography
- Documentary or editorial work
- Institutional, educational, corporate, or nonprofit work
- Social media or digital content
- B-roll and environmental photography or video
- Other work demonstrating the respondent's ability to meet the anticipated needs described in this request

6. Insurance

Providers must maintain insurance coverage meeting the University's requirements for third-party providers working on University property. Insurance information must be kept

current and provided to the University before or at the time a vendor comes to campus to film a project.

The University will not consider an increase in hourly rate due to insurance costs.

Any vendor or contractor coming to the University of Arizona for commercial or display purposes must provide insurance as shown below. These coverage limits are recommended by the Arizona Department of Administration Risk Management Section. The Commercial General Liability may be reduced at the discretion of the UA Department of Risk Management Services based on the risk assessment for the event.

INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below. With respect to (A) and (B) below, the policy shall be endorsed to include the State of Arizona, the Arizona Board of Regents, and the University of Arizona as additional insureds with respect to liability arising out of the activities performed by or on behalf of the Contractor. The policy shall contain a waiver of subrogation endorsement, in favor of the State of Arizona, the Arizona Board of Regents, and the University of Arizona for losses arising from the work performed by or on behalf of the Contractor.

**A. Commercial General Liability. Minimum of \$1,000,000 Each Occurrence,
\$2,000,000 General Aggregate**

**B. Commercial Automobile Liability. Minimum of \$1,000,000 Combined Single
Limit (CSL) each occurrence.**

**C. Workers Compensation. Statutory Requirement. Employers Liability. \$500,000
Minimum.**

The Additional Insured Box (“ADDL INSR”) must be checked.

NOTE: The certificate provided shall clearly establish this insurance as PRIMARY insurance with respect to any other insurance or self-insurance programs available to the University of Arizona.

Certificates of Insurance may be sent to RMS-Risk@email.arizona.edu

7. Pricing and Rate Transparency

The University operates in a limited-budget environment and anticipates that departments will consider both cost and value when selecting service providers.

Respondents are therefore asked to provide clear and transparent pricing. Respondents may provide standard rates or propose special rates or packages specifically for University of Arizona clients.

Because the anticipated work is generally routine and smaller in scale, respondents are encouraged to consider offering defined packages that provide value while clearly identifying any limitations or assumptions.

The rates provided must include the entire cost for the service, including any expenses related to travel, equipment, insurance, taxes, and any other associated costs.

At a minimum, respondents should provide pricing for the following service categories:

A. Event Photography

Up to two hours of event coverage, including:

- Basic event photography
- Light editing
- Delivery of an identified number of final images
- Delivery of applicable raw assets

Respondents should specify the number of final edited images included in the package.

B. Event Videography

Up to two hours of event coverage, including:

- Basic event videography
- Light editing
- Delivery of an identified duration of final video
- Delivery of applicable raw assets

Respondents should specify the approximate duration and format of the final edited video included in the package.

C. Headshots

Pricing for individual and/or group headshot sessions, including:

- Photography
- Light editing
- One or two final versions per subject, as applicable
- Delivery of applicable raw assets

Respondents should identify any minimum group size, session duration, or other assumptions associated with their pricing.

D. General Hourly Rate

An hourly rate for other photography and/or videography needs not covered by the packages above.

Respondents should identify whether rates differ for:

- Photography versus videography;
- Editing or post-production;
- Equipment or specialized production needs;
- Additional personnel; or
- Other services.

8. Ownership and Use of Work Product

The University requires the ability to use photography and videography assets broadly across the institution.

As a condition of performing work for the University, providers must be willing to:

- Deliver raw photography and videography files to the University as defined in the extended Work Product Agreement;
- Assign or transfer applicable copyright and ownership rights in the commissioned work product to the University upon completion of the project and payment of applicable fees; and
- Execute the University's required extended Work Product Agreement or other applicable contractual documentation.

This requirement is intended to allow University departments to share and reuse commissioned assets across the institution and to support future uses that may not be known at the time a project is commissioned. The University operates in a decentralized environment in which assets may be used by multiple departments across a variety of communication channels.

The University does not object to providers displaying completed work in professional portfolios, websites, sizzle reels, or similar promotional materials, subject to applicable University requirements and any project-specific restrictions.

9. Information to Submit

Respondents should submit the following information:

Business and Provider Information

- A brief letter or statement describing the respondent's business, including:
 - Business name and business structure (e.g., LLC, corporation, independent contractor, sole proprietor);
 - A brief description of the business and services offered;
 - General location and service area; and
 - Number of photographers, videographers, editors, or other personnel available to support University projects, as applicable.
- Link to an online portfolio or examples of prior work
- Link to business website, if applicable
- Business logo, if applicable
- Primary contact information, including:
 - Name
 - Title or role, if applicable
 - Email address
 - Phone number

Administrative and Compliance Information

- Completed W-9
- Acknowledgement of Certificate of Insurance (COI) requirements*
- Disclosure of any actual or potential conflicts of interest

- Completed and signed University paperwork package, including the non-negotiable Work Product Agreement

Failure to maintain any of the administrative and compliance requirements above will result in immediate removal from the list.

** Insurance information must be kept current and provided to the University before or at the time a vendor comes to campus to film a project.*

Pricing

Respondents should provide pricing for:

1. Event photography package
2. Event videography package
3. Individual headshot pricing
4. Group headshot pricing, if different
5. General hourly photography rate
6. General hourly videography rate

Respondents should clearly identify any assumptions, limitations, minimums, or additional fees associated with their pricing.

10. Vendor List and Public Information

Providers accepted for inclusion on the advisory list may be listed on a Marketing and Communications website or other University resource intended for internal users.

Inclusion on the published list does not constitute an award, approval, endorsement, or other official designation by the University, nor does it guarantee any level of spend or business. University clients retain sole discretion to select a vendor from the list, select a vendor not included on the list, or choose not to engage a vendor at all.

The published information may include:

- Provider or business name
- Logo, if provided
- Website link
- Portfolio link

- General service offerings
- Published pricing or rate information
- Primary point-of-contact information
- Geographic service area

Inclusion on the list does not constitute a guarantee of work, an exclusive contract, or a requirement that University departments use the provider. Individual departments will be responsible for selecting providers, defining project scopes, confirming pricing, and managing individual engagements.

Vendors are expected to honor the pricing published in their listing when providing services to University clients. If a vendor needs to update its pricing, it must notify Marketing and Communications so that the listing information can be updated accordingly.

11. Selection and Inclusion

Respondents will be evaluated based on their ability to meet the University's anticipated needs, including:

- Relevant experience and quality of work;
- Portfolio and demonstrated capabilities;
- Ability to meet University administrative and insurance requirements;
- Geographic availability and ability to serve University locations;
- Clarity and competitiveness of pricing;
- Ability to provide raw assets and transfer applicable rights to commissioned work product; and
- Overall suitability for the types of projects described in this request.

The University may accept qualified respondents on a rolling basis or at its discretion and reserves the right to determine whether a respondent is appropriate for inclusion on the advisory list.

The University reserves the right, at any time and in its sole discretion, to remove a vendor from the list for any reason or to discontinue the list in its entirety, without prior notice to any listed vendor.

If a vendor goes out of business, it is expected to alert Marketing & Communications so it can be removed from the list.