



Purchasing Department  
4400 University Drive, MS 3C1, Fairfax, VA 22030  
Phone: 703.993.2580; <http://fiscal.gmu.edu/purchasing/>

## STANDARD CONTRACT GMU-ER0103-24-03

This Contract entered on this 24th day of July, 2024 (Effective Date) by Douglas S. Sanford dba Doug Sanford photographs hereinafter called "Contractor" (located at 8040 Georgia Ave. #180, Silver Spring, MD 20910) and George Mason University hereinafter called "Mason," "University".

- I. WITNESSETH** that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:
- II. SCOPE OF CONTRACT:** The Contractor shall provide photography and videography services for George Mason University as set forth in the Contract documents. George Mason University cannot guarantee a minimum amount of business under this Contract.

During the term of this Contract, Contractor may issue Statements of Work ("SOW") to modify the scope of the engagement or otherwise change the work to be performed under this Contract. All SOW's must be on a form approved by Mason prior to the start of this Contract. Any SOW that does not conform to the pre-approved SOW form shall be void even if approved by Mason. Additionally, the SOW shall be limited to modifications to the scope of the engagement or other changes to the work to be performed under this Contract; any other terms contained in a SOW shall be void and have no effect even if approved by Mason. Other than changes to the scope of the engagement or the work to be performed under this Contract, Contractor may not change, modify, add, supersede, or remove any term from this Contract through a SOW.

Mason's issuance of a Purchase Order is considered confirmation of any engagement.

- III. PERIOD OF CONTRACT:** One year from the Effective Date with four (4) successive one-year renewal options.
- IV. PRICE SCHEDULE:** The pricing specified in this section represents the complete list of charges from the Contractor. Mason shall not be liable for any additional charges. Pre-approval from Mason's requesting department is required for any expenses.

Travel will only be paid on a reimbursement basis in accordance with Mason's policies, <http://fiscal.gmu.edu/travel/>, and GSA per diem rates. All rates include travel unless travel is required from outside a 50-mile radius of the Fairfax Campus. All travel must be pre-approved by Mason.

- A. Office of University Branding and other Mason Departments (As Needed)**  
Branding/Advertising/Marketing Photography  
Work for Hire/Full Buyout Rate = \$500.00 for 1st hour and then \$250.00 per hour following.

**Inclusive Price includes:**

1. 1 Photographer,
2. Basic Studio Lighting,
3. Download and Triple backup,
4. post production,
5. color and tone corrections,
6. High Resolution File uploading and delivery via downloadable web galleries,
7. 6 months of cloud hoisting of each gallery.
8. Full Copyright Buyout

Additional retouching available at \$125.00 per hour.

Digital Tech/Photography Assistant: \$350.00 per 8-hour day

No Travel Fees for local assignments (Washington DC Metro area). Consumables provided at cost with receipt.

- B. Washington Scholars Program**  
6 Days of Conference photography with Social Media Support. (Video support not included)
1. WYSE Work for Hire/Full Buyout Conference Rate: \$22,500.00 Inclusive
  2. WJMC-1 Work for Hire/Full Buyout Conference Rate: \$22,500.00 Inclusive
  3. WJMC-2 Work for Hire/Full Buyout Conference Rate: \$22,500.00 Inclusive
- Additional Photography Rate: \$250.00 per hour

Additional Retouching \$125.00 per hour

**Inclusive Price includes:**

- 1 Photographer.
- 1 Digital Tech/Assistant.
- Download and Triple backup & 1 year of cold storage.
- Post production, RUSH.
- Color and tone corrections, RUSH.
- 60 second Splash Video of selected images at the end of week.
- Basic Headshot Session of each conference attendee.
- High Resolution File uploading and delivery via downloadable web gallery.
- 6 months of cloud hoisting of each gallery.
- Full copyright buyout.

Additional retouching available at \$125.00 per hour.

No Travel Fees for local assignments (Washington DC Metro area).

Parking & Consumables provided at cost.

**C. Antonin Scalia Law School**  
Corporate Headshot Photography

Faculty/Staff Headshots

Work for Hire/Full Buyout Rate: 5 hours of photography, 10-20 individuals: \$2,400.00 inclusive

**Inclusive Price includes:**

1. 1 Photographer.
2. 1 Digital Tech/Assistant as needed.
3. Download and Triple backup & 1 year of cold storage.
4. High Resolution File uploading and delivery via downloadable web gallery.
5. 6 months of cloud hoisting of each gallery.
6. Full copyright buyout.

Student Headshots

Work for Hire/Full Buyout Rate: \$500 for the first hour \$250 per hour following. 2.5 days of high-volume headshot photography: \$3,975.00 inclusive.

**Inclusive Price Includes:**

1. 1 Photographer.
2. 1 Digital Tech/Assistant as needed.
3. Download and Triple backup & 1 year of cold storage.
4. High Resolution File uploading and delivery via downloadable web gallery.
5. 6 months of cloud hoisting of each gallery.
6. Full copyright buyout.

**V. CONTRACT ADMINISTRATION:** Audra Meckstroth, Executive Director, Creative and Brand, Office of University Branding, shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.

**VI. METHOD OF PAYMENT:** Paymode X, <https://fiscal.gmu.edu/electronic-disbursements/>. Contractor shall submit invoices directly to [acctpay@gmu.edu](mailto:acctpay@gmu.edu) and copy the requesting department. Invoices must reference a Purchase Order number to be considered valid. Invoices may only be submitted after services rendered or goods delivered. Progress invoices may be submitted. All invoices will be paid Net 30, after receipt of invoice in the accounts payable email inbox.

**VII. THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):**

- A. This signed form;
- B. Negotiation Response dated May 10, 2024 (attached);

- C. RFP No. GMU-ER0103-24, in its entirety (attached);
- D. Contractor's proposal dated March 20, 2024 (attached).

**VIII. GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the "*Governing Rules*" and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>.

**IX. CONTRACT PARTICIPATION:** It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor and shall fully and independently administer its use of the contract to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this Contract does not preclude any participating entity from using other contracts or competitive processes as needed.

**X. STANDARD TERMS AND CONDITIONS:**

- A. APPLICABLE LAW AND CHOICE OF FORUM: This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. ANTI-DISCRIMINATION: By entering into this Contract, Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and §§ 9&10 of the *Governing Rules*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this Contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.

2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.
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- C. ANTITRUST: By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under this Contract.
  - D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
  - E. AUDIT: The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Mason, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
  - F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Mason shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.
  - G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
  - H. BACKGROUND CHECKS: Contractor's employees (including subcontractors) performing services on any Mason campus must have successfully completed a criminal background check prior to the start of their work assignment/service. As stated in [University Policy Number 2221 – Background Investigations](#), the criminal background investigation will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Signature on this Contract confirms your compliance with this requirement.
  - I. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
  - J. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
    1. The parties may agree in writing to modify the scope of this Contract.
    2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said compensation shall be determined by one of the following methods:
      - a. By mutual agreement between the parties in writing; or
      - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of units independently; or
      - c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor

shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by Mason or with the performance of the contract generally.

- K. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
1. The Contractor must submit written claim to:  
Chief Procurement Officer  
George Mason University  
4400 University Drive, MSN 3C5  
Fairfax, VA 22030
  2. The Contractor must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
  3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail their decision to the Contractor within 60 days after receipt of the claim.
  4. The Contractor may appeal the Chief Procurement Officer's decision in accordance with §55 of the *Governing Rules*.
- L. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.
- M. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of, and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.
- N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this Contract, during and following the term of this Contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.
- O. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*),



the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.

P. CONTINUITY OF SERVICES:

1. The Contractor recognizes that the services under this Contract are vital to Mason and must be continued without interruption and that, upon Contract expiration, a successor, either Mason or another contractor, may continue them. The Contractor agrees:
  - a. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
  - b. To make all Mason owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the Contract to facilitate transition to successor; and
  - c. That the University Procurement Officer shall have final authority to resolve disputes related to the transition of the Contract from the Contractor to its successor.
2. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
3. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after Contract expiration that result from phase-in, phase-out operations). All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.

Q. DEBARMENT STATUS: As of the Effective Date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.

R. DEFAULT: In the case of failure to deliver goods or services in accordance with this Contract, Mason, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Mason may have.

S. DRUG-FREE WORKPLACE: Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, "drug-free workplace" covers all sites at which work is done by Contractor in connection with this Contract.

T. ENTIRE CONTRACT: This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.

U. EXPORT CONTROL:

1. **Munitions Items:** If the Contractor is providing any items, data or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations ("ITAR"), or any items, technology or software controlled under the "600 series" classifications of the Bureau of Industry and Security's Commerce Control List ("CCL") (collectively, "Munitions Items"), prior to delivery, Contractor must:
  - a. notify Mason (by sending an email to [export@gmu.edu](mailto:export@gmu.edu)), and
  - b. receive written authorization for shipment from Mason's Director of Export Controls.

The notification provided by the Contractor must include the name of the Mason point of contact, identify and describe each ITAR or CCL-controlled commodity, provide the associated U.S. Munitions List (USML) category number(s) or Export Control Classification Number, and indicate whether or not the determination was reached as a result of a commodity jurisdiction determination, or self-classification process. The Contractor promises that if it fails to obtain the required written pre-authorization approval for shipment to Mason of any Munitions Item, it will reimburse Mason for any fines, legal costs and other fees imposed for any violation of export controls regarding the Munition Item that are reasonably related to the Contractor's

failure to provide notice or obtain Mason's written pre-authorization.

2. **Dual-Use Items:** If the Contractor is providing any dual-use items, technology or software under this order that are listed on the CCL in a series other than a "600 series", Contractor must (i) include the Export Control Classification Number (ECCN) on the packing or other transmittal documentation traveling with the item(s) and, (ii) send a description of the item, its ECCN, and the name of the Mason point of contact to: [export@gmu.edu](mailto:export@gmu.edu).
- V. **FORCE MAJEURE:** Mason shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees to directly refund all payments to Mason, for services not yet performed, including any pre-paid deposits within 14 days.
- W. **FUTURE GOODS AND SERVICES:** Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.
- X. **GRANT OF RIGHTS:** In the event that the services which is the subject of this Contract is copyrightable subject matter, Contractor and the University hereby agree that for the purposes of the Contract the photographs and videos (hereinafter referred to as "Photographs-Videos") shall be a work-made-for-hire and the property of the University. The University shall have the right to secure copyright protection for the Photographs-Videos. In the event that the Photographs-Videos are not copyrightable subject matter, or for any reason cannot legally be a work-made-for-hire then, and in such event, the Contractor hereby assigns all right, title, and interest to said Photographs-Videos to the University and agrees to execute all documents required to evidence such assignment. Without limiting the foregoing, Contractor gives and grants to the University the right to exclusive use of all Photographs-Videos prepared by the Contractor pursuant to this Contract, in all media and types of advertising and promotion of the University. The University shall have the unlimited right to exploit the Photographs-Videos as it sees fit, including the right to alter or rearrange the Photographs-Videos, throughout the United States and its territories and possessions. The University's rights shall be exclusive, and the Contractor will not use, license, or permit the use of the Photographs-Videos for any other purpose except as part of Contractor's portfolio. The Contractor may also not copyright or trademark any Photographs-Videos produced for the University without prior written consent.
- Y. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into this Contract Contractor certifies that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- Z. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless Mason, the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of Mason or to the failure of Mason to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.
- AA. **INDEPENDENT CONTRACTOR:** The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- BB. **INFORMATION TECHNOLOGY ACCESS ACT:** Computer and network security is of paramount concern at Mason. Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information, please visit <http://ati.gmu.edu>, under Policies and Procedures.

CC. INSURANCE: The Contractor shall maintain all insurance necessary with respect to the services provided to Mason. The Contractor further certifies that they will maintain the insurance coverage during the entire term of the Contract and that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. The Commonwealth of Virginia and Mason shall be named as an additional insured. By requiring such minimum insurance, Mason shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor is not relieved of any liability or other obligations assumed or pursuant to this Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage, personal injury and advertising injury, products and completed operations coverage;
2. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits; and, as applicable;
3. Commercial Automobile Liability Insurance applicable to bodily injury and property damage, covering owned, non-owned, leased, and hired vehicles in an amount not less than \$1,000,000 per occurrence; and
4. An umbrella/excess policy in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, and Commercial Automobile Liability Insurance.

DD. INTELLECTUAL PROPERTY: Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.

1. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.
2. Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

EE. NON-DISCRIMINATION: All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).

FF. NON-EXCLUSIVITY: Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract will not restrict or prohibit Mason from acquiring the same or similar goods and/or services from other entities or sources.

GG. PAYMENT TO SUBCONTRACTORS: The Contractor shall take the following actions upon receiving payment



from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. b. If an individual contractor, provide social security number in order to receive payment. c. If a proprietorship, partnership or corporation provide Federal employer identification number. d. Pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Institution for work performed by the subcontractor under that Contract, except for amounts withheld as allowed by prior notification. e. Accrue interest at no more than the rate of one percent per month. f. Include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

- HH. PUBLICITY: The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.
- II. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.
- JJ. RENEWAL OF CONTRACT: This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available or 2%, whichever is lower.
  2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%, whichever is lower.
- KK. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a "Campus Security Authority (CSA)." CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>.
- LL. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason's reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason's request, provide Mason with a copy of its response.
- If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason's reasonable requests in connection with its response.
- MM. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- NN. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.

- OO. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however, remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.
- PP. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, Contractor (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of the Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.
- QQ. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this Contract:
1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.
  2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.
  3. The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.
  4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
  5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
  6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third party except as provided for in the Contract, required by law, or authorized in writing by the University.
  7. Mason may require that Mason and Contractor complete a Data Processing Addendum ("DPA"). If a DPA is completed, Contractor agrees that the information in the DPA is accurate. Contractor will only collect or

process University Data that is identified in the DPA and will only handle that data (e.g., type of processing activities, storage, security, disclosure) as described in the DPA. If Contractor intends to do anything regarding University Data that is not reflected in the DPA, Contractor must request an amendment to the DPA and may not take the intended action until the amendment is approved and documented by Mason.

RR. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason's investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who's PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason's expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

SS. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor's facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.

TT. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason's review and approval.

UU. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

VV. WARRANTY: Unless otherwise provided in this Contract, the Contractor hereby represents and warrants: (a) that no third party has any ownership rights in, to, or arising out of the Photographs-Videos supplied hereunder; and (b) that the Photographs-Videos comply with the University's specifications and are free from any material defects in design or workmanship.

{SIGNATURE PAGE TO FOLLOW}

**Douglas S. Sanford dba Doug Sanford photographs**

DocuSigned by:  
  
D0F428BBC3634B7...  
Signature

Name: Douglas S. Sanford

Title: Owner

Date: 7/29/2024

**George Mason University**

DocuSigned by:  
  
E1DA89EA373640A...  
Signature

Name: Clifford Shore

Title: Chief Procurement Officer

Date: 7/30/2024



Purchasing Department  
4400 University Drive, MS 3C1, Fairfax, VA 22030  
Phone: 703.993.2580;

May 10, 2024

Mr. Douglas Sanford  
Owner – [doug.sanford@gmail.com](mailto:doug.sanford@gmail.com)  
Douglas S. Sanford dba Doug Sanford photographs  
8040 Georgia Ave. #180  
Silver Spring, MD 20910

SUBJECT: Negotiations: RFP GMU-ER0103-24, Photography & Videography Services

Dear Mr. Sanford:

We have reached the point in the evaluation process where we are ready to start negotiations/clarifications as provided for in Section XIII, B of the subject RFP. Therefore, we would appreciate your response to the following:

1. Mason is an educational institution and entity of the Commonwealth of Virginia. As such, we are obligated to ensure that all pricing and contractual elements meet our institution's needs. Can DOUG SANFORD PHOTOGRAPHS provide reduced rates for services?

DOUG SANFORD PHOTOGRAPHS Response:

The rates submitted are reduced rates. When initially creating GMUs proposal, we factored in a wide variety of elements to offer our best possible rates at the outset.

The following RFP requirements, make it impossible to reduce our rates any further, however, we're always willing to discuss alternative solutions.

**\* GMUs Unique Usage Requirements.**

Full Rights Buyout/Work For Hire -

*We historically offer all rights to our imagery for 3x our Daily Rate*

This additional licensing fee was waived for the proposal as a financial incentive.

**\* Expedited Turnaround Times requested in some projects.**

*We typically charge a 100% rush fee for same-day turnaround.*

This fee was waived for the proposal as a financial incentive.

**\* GMU's inability to guarantee a minimum amount of work.**

We are confident that our services provide exceptional value, and we are committed to delivering exceptional service for George Mason University.

2. Confirm you understand if travel is required, it will only be paid on a reimbursement basis in accordance with Mason's policies, <http://fiscal.gmu.edu/travel/>, and GSA per diem rates. All rates must include travel unless travel is required from outside a 50-mile radius of the Fairfax Campus. All travel must be pre-approved by Mason.

DOUG SANFORD PHOTOGRAPHS Response:

CONFIRMED



3. Can DOUG SANFORD PHOTOGRAPHS provide any additional discounts based on total university spend? Are there any additional financial or value-added incentives DOUG SANFORD PHOTOGRAPHS could offer Mason?

DOUG SANFORD PHOTOGRAPHS Response:

The following RFP requirements, make it impossible to reduce our rates any further, however, we're always willing to discuss alternative solutions.

**\* GMUs Unique Additional Usage Requirements.**

Full Rights Buyout/Work For Hire -

*We historically offer all rights to our imagery for 3x our Daily Rate*

This fee was waived for the proposal as a financial/value-added incentive.

**\* Expedited Turnaround Times requested in some projects.**

*We typically charge a 100% rush fee for same-day turnaround.*

This fee was waived for the proposal as a financial/value-added incentive.

**\* GMU's inability to guarantee a minimum amount of work.**

We are confident that our services provide exceptional value, and we are committed to delivering top notch imagery for George Mason University.

4. Confirm your understanding of the following regarding payment and invoicing.
- Work shall not begin until a Mason PO has been issued to DOUG SANFORD PHOTOGRAPHS. A separate PO will be issued per engagement.
  - All invoices must come from and be payable to Douglas S. Sanford. Mason will not accept invoices from subcontractors.
  - Mason will not prepay for services. All invoices must be submitted after services rendered.
  - All invoices will be paid Net 30 from the date of receipt at [acctpay@gmu.edu](mailto:acctpay@gmu.edu).
  - Invoices must detail the work performed per labor category with the agreed upon rates.

DOUG SANFORD PHOTOGRAPHS Response:

4

- CONFIRMED
- CONFIRMED
- CONFIRMED
- CONFIRMED
- CONFIRMED

5. If awarded a contract, does Doug Sanford photographs acknowledge, agree, and understand George Mason University cannot guarantee a minimum amount of business?

DOUG SANFORD PHOTOGRAPHS Response:

UNDERSTOOD

6. Confirm DOUG SANFORD PHOTOGRAPHS will not add additional terms and conditions any scope/statement of work (SOW), quote, or proposal issued to Mason. Mason should not be required to sign a separate SOW, quote, or proposal and each shall be limited to an outline or description of the work to be performed under each specific engagement. Mason's issuance of a Purchase Order is considered confirmation of the engagement.

DOUG SANFORD PHOTOGRAPHS Response:

CONFIRMED.

7. DOUG SANFORD PHOTOGRAPHS did not include any redlines to our Standard Contract (RFP Attachment B – Sample Contract) in your proposal, please confirm you do not take any acceptations to Mason's Standard Contract.

DOUG SANFORD PHOTOGRAPHS Response:

CONFIRMED

8. Confirm DOUG SANFORD PHOTOGRAPHS agrees that all the services provided will be on "Work-Made-For-Hire/Buy-Out" basis and the University will retain exclusively all rights to all photographs and videos supplied under any resulting contract.

DOUG SANFORD PHOTOGRAPHS Response:

CONFIRMED

Please advise if you have any questions or need clarification before responding. A response is requested by 5PM, May 17, 2024.

Regards,



Erin Rauch, CPPB, VCO, CUPO  
Assistant Director | Purchasing  
[erauch@gmu.edu](mailto:erauch@gmu.edu)



Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>



## REQUEST FOR PROPOSALS GMU-ER0103-24

**ISSUE DATE:** February 27, 2024

**TITLE:** Photography/Videography Services

**PRIMARY PROCUREMENT OFFICER:** Erin Rauch, Assistant Director

**SECONDARY PROCUREMENT OFFICER:** Sara Siddall, Strategic Sourcing Manager

**QUESTIONS/INQUIRIES:** Submit all inquiries through [Mason's Bonfire Portal](#), no later than 4:00 PM Eastern Time (ET) on March 7, 2024. **All questions must be submitted through Mason's Bonfire portal.** For assistance with technical questions related to Bonfire, contact [Support@GoBonfire.com](mailto:Support@GoBonfire.com) or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>. Responses to questions will be posted to Mason's Bonfire portal and by 5:00 PM ET on March 12, 2024.

**IMPORTANT!** All communication with Offerors will take place in Bonfire, to include negotiations. Mason can only message Offerors that have interacted with this specific RFP. Please ensure the appropriate person to handle negotiations and other RFP communication has submitted the proposal in Bonfire.

**PROPOSAL DUE DATE AND TIME:** March 25, 2024 @ 2:00 PM ET. ATTENTION: PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL, MAIL, THROUGH eVA, OR IN PERSON. SEE SECTION XII.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

**In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.**

Name and Address of Firm:

<p><u>Legal Name:</u> _____</p> <p><u>DBA:</u> _____</p> <p><u>Address:</u> _____</p> <p>_____</p> <p>FEI/FIN No. _____</p> <p>Fax No. _____</p> <p>Email: _____</p>	<p><u>Date:</u> _____</p> <p><u>By:</u> _____</p> <p style="text-align: center;">Signature</p> <p><u>Name:</u> _____</p> <p><u>Title:</u> _____</p> <p><u>Telephone No.</u> _____</p>
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SWaM Certified: Yes: \_\_\_\_\_ No: \_\_\_\_\_ (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: \_\_\_\_\_

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.

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- I. PURPOSE:** The purpose of this Request for Proposal (RFP) is to solicit proposals to establish a contract through competitive negotiations with one or more qualified vendors to provide on-going, as needed, photography and videography services to various departments of George Mason University, to include, but not limited to, the Office of University Branding (OUB) and other departments through OUB, the Washington Scholars Program (WSP) through Admissions, Intercollegiate Athletics (ICA), and the Antonin Scalia Law School. The goal of this process is to establish a roster of highly qualified photographer and videographer contractors who will best meet the University's needs and at reasonable pricing. George Mason University (herein after referred to as "Mason," or "University") is a public institution of higher education and agency of the Commonwealth of Virginia.

This RFP will result in multiple awards. Award of a contract will not guarantee a specific amount of photography or videography assignments.

- II. PURCHASING MANUAL/GOVERNING RULES:** This solicitation and any resulting contract shall be subject to the provisions of the Commonwealth of Virginia *Purchasing Manual for Institutions of Higher Education and their Vendor's*, and any revisions thereto, and the *Governing Rules*, which are hereby incorporated into this contract in their entirety. A copy of both documents is available for review at: <https://vascupp.org>

- III. COMMUNICATION:** Communications regarding the Request For Proposals shall be formal from the date of issuance until a contract has been awarded. Unless otherwise instructed offerors are to communicate with only the Procurement Officers listed on the cover page. Offerors are not to communicate with any other employees of Mason.

- IV. FINAL CONTRACT:** ATTACHMENT B to this solicitation is Mason's standard two-party contract. It is the intent of this solicitation to base the final contractual documents off of Mason's standard two-party contract and Mason's General Terms and Conditions. Any exceptions to our standard contract and General Terms and Conditions should be denoted in your RFP response. Other documents may be incorporated into the final contract, either by way of attachment or by reference, but in all cases this contract document and Mason's General Terms and Conditions shall jointly take precedence over all other documents and will govern the terms and conditions of the contract.

As a public institution of higher education in Virginia Mason cannot agree to any of the following terms in any documents:

- A. An express or implied waiver of sovereign immunity.
- B. An agreement to indemnify, defend or hold harmless any entity.
- C. An agreement to maintain insurance.
- D. An agreement providing for binding arbitration.
- E. An agreement providing for the payment of attorneys' fees, costs of collection, or liquidated damages.
- F. Waiver of jury trial.
- G. Choice of law or venue other than the Commonwealth of Virginia.

Contracts will only be issued to the FEI/FIN Number and Firm listed on the signed cover page submitted in your RFP response. Joint proposals will not be accepted.

- V. ADDITIONAL USERS:** It is the intent of this solicitation and resulting contract(s) to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor(s), the resultant contract(s) will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor(s) and shall fully and independently administer its use of the contract(s) to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the contractor.

The University may require the Contractor provide semi-annual usage reports for all entities accessing the contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of the resulting contract(s) does not preclude any participating entity from using other contracts or competitive processes as needed.



- VI. eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION:** The eVA Internet electronic procurement solution, website portal [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet eProcurement solution by completing the free eVA Vendor Registration. All bidders or offerors agree to self-register in eVA and pay the Vendor Transaction Fees prior to being awarded a contract. Registration instructions and transaction fees may be viewed at: <https://eva.virginia.gov/>
- VII. SWaM CERTIFICATION:** Vendor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, eligible vendors (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. Vendors currently SWaM certified agree to maintain their certification for the duration of the contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration. <https://www.sbsd.virginia.gov/>
- VIII. SMALL BUSINESS SUBCONTRACTING PLAN:** All potential offerors are required to fill out and submit Attachments A with their proposal.
- Note: Invoices shall only be submitted to Mason by the entity awarded a contract. Subcontractors cannot submit invoices to Mason under any resulting contract.
- IX. PERIOD OF PERFORMANCE:** One (1) year from Effective Date of contract with four (4) successive one-year renewal options (or as negotiated).
- X. BACKGROUND:** Mason (as a whole) utilizes a significant amount of outside photography & videography support. The Office of University Branding (OUB) is not staffed to support the volume of individual unit requests for photography or videography, so the need for outside support is growing. Mason seeks to create a pool of qualified vendors that can support the university in telling our story through visuals. Mason must retain ownership of all deliverables and copyright ownership of all media produced. Media may be added to the university's central collection. OUB will maintain a list of vendors that are awarded a contract as the result of this RFP. Mason's 250+ departments will be directed to this list of vendors for photography or videography needs.

To see the style and types of photos in Mason's collection, you can browse here: <https://photo.gmu.edu/browse/>.

**Background specific to the Washington Scholars Program (Statement of Needs, B.):**

The Washington Scholars Program invites high school scholars from around the world to Mason to experience a week-long conference with a concentration in either journalism or environmental science. The programs are offered 3 weeks during the summer. They offer college credit from the university and a life changing experience. To document the experiences of the students, the programs include a photographer/videographer. This person travels with the program and tells the story of the Washington Youth Summit on the Environment (WYSE) and the Washington Journalism & Media Conference (WJMC) through photos and video recaps. The videographer will also piece together the footage of the week into a 7-8 minute final video due on the final day(s) of each program. The final video is presented to the students at the closing ceremony. The footage may also be used for future promotional materials. These enhancements to the conference experience leave the students satisfied with their time at Mason, and they have a positive impression of the university – allowing the conferences to be used as a recruitment tool. The conferences are also revenue generating, bringing in money for the school. You can learn more about the programs at [wyse.gmu.edu](http://wyse.gmu.edu) and [wjmc.gmu.edu](http://wjmc.gmu.edu). We are willing to work with one vendor who can provide both photography and videography services or with two separate vendors to specialize in each component, as long as they are willing and able to collaborate with their counterpart to deliver the product.

**XI. STATEMENT OF NEEDS:**

In all cases, the contractor must agree that all the services provided will be on "Work-Made-For-Hire/Buy-Out" basis and the University will retain exclusively all rights to all photographs and videos supplied under any resulting contract.

A contractor may be awarded work on one or all of these sections.

These services include:

- A. Office of University Branding (OUB) & other Mason departments, as needed.
- B. Admissions/Washington Scholars Programs.
- C. Photography Requirements for Intercollegiate Athletics (ICA).
- D. Photography Requirements for Antonin Scalia Law School.

**A. Office of University Branding (OUB) & other Mason departments, as needed:**

General Photography & Videography Requirements:

1. For photography:
  - a. Execute high-quality digital photography. Provide a portfolio demonstrating a proficient and consistent body of work including environmental, editorial, documentary, advertising, on-location, candid, and still/studio photography.
  - b. Demonstrate a professional, artistic eye and possess highly advanced technical photography skills. Must be able to visualize complex shots, show expertise in setting up and managing lights, backdrops, and creating a safe and effective set (when needed).
  - c. Ability to communicate with subjects in a manner that puts them at ease during a photo session while clearly being able to direct them as to pose, facial expression, use of props, and physical position within a set.
  - d. Be available for shoots during business hours, after hours, nights, and weekends.
  - e. Able to do assignments on location at Mason's Virginia campuses (Fairfax, Mason Square (Arlington), SciTech (Prince William)).
  - f. Have superior post-production technical skills, including color correction, removing unwanted image artifacts (if requested), retouching images (if requested), captioning, labeling and keywording image metadata.
2. For videography:
  - a. Exceptional video/audio, filming, editing, and multimedia skills:
    - Advanced-level camera skills, able to capture high-quality audio and video;
    - Advanced-level user of video editing software like Adobe Premiere and/or Final Cut Pro to create strong narratives;
    - Strong skills in creating high-quality motion graphics for video, including lower thirds, intro/outros, text animations, stingers etc. using multimedia software such as Adobe AfterEffects;
    - Ability to capture high quality audio recording, skillfully leverages sound to convey meaning and emotion.
  - b. Brainstorm, generate ideas, and translate university content into strong video concepts:
    - Strong visual thinker with great conceptual skills;
    - Experience with creating storyboards that include prop lists, equipment needs, location suggestions, scene styling/setting suggestions
    - Experience adapting and translating marketing and communications messages into video
  - c. Manage projects from concept to completion on schedule:
    - Ability and skills to produce (plan, shoot, light, record, and edit) strong video, audio and multimedia as required by concept and script.
    - Experience managing sets and adapting to changing environment or unexpected situations.
  - d. Strong communication, management, and people skills:
    - Must be able to relate with or develop an easy rapport with a broad range of faculty, staff, and students in various stages of their careers from diverse backgrounds and life experiences.
    - Ability to work cooperatively with university staff, student employees, on-set volunteers, and freelance contractors.

**Deliverables: May include, but are not limited to:**

- ♦ Photo Deliverables: of high-resolution digital photographs (minimum 4200 × 2800)
- ♦ Video Deliverables: High-quality video files (minimum 16x9 HD 1080p), and broll/stringouts of extra content (as requested)
- ♦ Unless otherwise stated in the project terms, standard delivery of photography is final files within one week of individual event conclusion.
- ♦ Delivery Schedule of video project will be negotiated at the time of service.

**B. Admissions/Washington Scholars Programs:**

The contractor must meet the following minimum requirements:

1. Ability to fully staff the three summer conferences:
  - a. Washington Youth Summit on the Environment (WYSE);
  - b. Washington Journalism and Media Conference 1 (WJMC-1); and

- c. Washington Journalism and Media Conference 2 (WJMC-2).
  - Each conference is six (6) days.
  - Each day runs 7:00AM – 10:00PM.
  - Contractor will follow students while they go into Washington, D.C. and the surrounding areas.
  - Transportation on buses with students is provided.
2. Coverage: Photographic stills; filmography and direction (shot in 16x9 HD 1080p for full video and 9x16 HD 1080p for social media reels); editing; chryon/text overlay; social media sharing.
3. Delivery of all final content and files within one (1) week of individual event conclusion.
4. Ability to pass criminal and working with minors' background checks. (See Section X.H. BACKGROUND CHECKS in Attachment B, Sample Contract).

**Deliverables:**

1. Photographer:
  - a. Headshots of each student will be taken on the second to last day of each conference,
    - Photos must be available online for the students at the completion of each individual conference.
  - b. One (1) multimedia presentation per night of each of the conferences (in collaboration with Videographer);
  - c. One (1) final wrap video (in collaboration with Videographer);
  - d. Nightly uploading to social media and/or online archive;
  - e. Delivery of all high-resolution images edited and RAW for future unrestricted usage;
  - f. Use photographs to produce a 60 second captivating video/commercial for each program to be used for recruitment, audience includes parents, students, educators and other stakeholders.
2. Videographer:
  - a. One (1) multimedia presentation per night of each of the conferences (in collaboration with Photographer);
  - b. One (1) final wrap video (in collaboration with Photographer);
  - c. Nightly uploading to social media and/or online archive; including at least one video per day posted on YouTube and on Instagram reels.
  - d. Delivery of all video (final products and b-roll) for future unrestricted usage;
  - e. Use footage to produce a 60 second captivating video/commercial for each program to be used for recruitment, audience includes parents, students, educators and other stakeholders.

**C. Photography Requirements for Intercollegiate Athletics (ICA):**

1. Must be a full-time professional sports photographer with a minimum of one assistant to cover conflicting events.
2. Professional grade camera bodies (minimum 2) with a minimum of 20 MP and 8 fps (full frame preferred) and built in FTP capability.
3. Lenses must range from a minimum of 17 mm to 400 mm at f/2.8 (required).
4. Portable studio must include a background stand, background, and 4 strobe heads with light modifiers.

**D. Photography Requirements for Antonin Scalia Law School:**

**1. Faculty/Staff Headshots**

- Ability to take professional headshots on campus using backdrop and lighting brought by photographer.
- Photographer will spend approximately 10 minutes per subject and gives the person ability to choose 2-3 photos that are acceptable immediately following photo shoot using computer files.
- Photos files will be delivered to law school for use on the website, may also be used by faculty for third party needs such as conference brochures, etc.
- Typically takes place 1-2 times/year.
- Law school handles time slots and sign-up for approximately 10-20 people

**2. Student Headshots**

- Using professional back drop and lighting set up in on-campus site, photographer takes quick shots of student giving each approximately 3-5 minutes.
- Students have ability to choose immediately which photo they prefer.
- Desirable if photo can be made available to student via link so student can download for use in social media,

- etc.
- Typically occurs once per year in the fall semester over approximately 2 ½ days.
- Scheduling of students is handled by the law school.
- In both cases it is expected photographer will provide light re-touching, photo processing and delivery.
- Additional photography services occur on an as needed basis and may include photographing law school alumni at various locations.

## **XII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS:**

### **A. GENERAL REQUIREMENTS:**

1. **RFP Response:** In order to be considered, Offerors must submit a complete response to Mason's Purchasing Office prior to the due date and time stated in this RFP. Offerors are required to submit one (1) signed copy of the entire proposal including all attachments and proprietary information. If the proposal contains proprietary information, then submit two (2) proposals must be submitted; one (1) with proprietary information included and one (1) with proprietary information removed (see also Item 2d below for further details). The Offeror shall make no other distribution of the proposals.

At the conclusion of the RFP process proposals with proprietary information removed (redacted versions) shall be provided to requestors in accordance with Virginia's Freedom of Information Act. Offerors will not be notified of the release of this information.

**ELECTRONIC PROPOSAL SUBMISSION: ATTENTION: PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL, MAIL, THROUGH eVA, OR IN PERSON. Mason will only accept electronic proposal submissions via Bonfire for this Request for Proposals.**

**The following shall apply:**

- a. You must register with Bonfire and submit your proposal, and it must be received prior to the submission deadline, by submitting through the online Bonfire portal at <https://gmu.bonfirehub.com>.
- b. The Offeror must ensure the proposals are uploaded and submitted through Bonfire sufficiently in advance of the proposal deadline. **Plan Ahead: It is the Offeror's responsibility to ensure that electronic proposal submissions have sufficient time to make its way through Bonfire's submission portal. Mason recommends you submit your proposal the day prior to the due date.**
- c. Submissions by other methods will not be accepted. Minimum system requirements: Microsoft Edge, Google Chrome, Safari, or Mozilla Firefox. JavaScript and browser cookies must be enabled.
- d. Respondents should contact Bonfire at [support@gobonfire.com](mailto:support@gobonfire.com) for technical questions related to submission or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>.
- e. Submission materials should be prepared in the file formats listed under Requested Information for this opportunity in the Bonfire Portal. The maximum upload file size is 1000 MB. Documents should not be embedded within uploaded files, as the embedded files will not be accessible or evaluated.
- f. All solicitation schedules are subject to change.
- g. Go to Bonfire and Mason's Purchasing website for all updates and schedule changes. <https://fiscal.gmu.edu/purchasing/do-business-with-mason/view-current-solicitation-opportunities/>
- h. **All communication with Offerors will take place in Bonfire, to include negotiations. Mason can only message Offerors that have interacted with this specific RFP. Please ensure the appropriate person to handle negotiations and other RFP communication has submitted the Offerors proposal in Bonfire.**

2. **Proposal Presentation:**

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested must be submitted. Failure to submit all information requested may result in your proposal being scored low.
- b. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirement of the RFP. Emphasis should be on completeness and clarity of content.
- c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number corresponding section of the RFP. It is also helpful to cite the paragraph number, sub letter and repeat the text of the requirement as it appears in the RFP. The proposal should contain a table of contents which cross references the RFP requirements. Information which the Offeror desires to present that does not fall within any of the requirement of the RFP should be inserted at the appropriate place or be attached at the end of the proposal and designated as additional material.

A WORD version of this RFP will be provided upon request.

- d. Except as provided, once an award is announced, all proposals submitted in response to this RFP will be open to inspection by any citizen, or interested person, firm or corporation, in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by a firm prior to or as part of its proposal will not be subject to public disclosure under the Virginia Freedom of Information Act only under the following circumstances: (1) the appropriate information is clearly identified by some distinct method such as highlighting or underlining; (2) only the specific words, figures, or paragraphs that constitute trade secrets or proprietary information are identified; and (3) a summary page is supplied immediately following the proposal title page that includes (a) the information to be protected, (b) the section(s)/page number(s) where this information is found in the proposal, and (c) a statement why protection is necessary for each section listed. The firm must also provide a separate attachment of the proposal with the trade secrets and/or proprietary information redacted. *If all of these requirements are not met, then the firm's entire proposal will be available for public inspection.*

**IMPORTANT: A firm may not request that its entire proposal be treated as a trade secret or proprietary information, nor may a firm request that its pricing/fees be treated as a trade secret or proprietary information, or otherwise be deemed confidential. If after given a reasonable time, the Offeror refuses to withdraw the aforementioned designation, the proposal will be rejected.**

3. Oral Presentation: Offerors who submit a proposal in response to this RFP **may be** required to give an oral presentation/demonstration of their proposal/product to Mason. This will provide an opportunity for the Offeror to clarify or elaborate on their proposal. Performance during oral presentations may affect the final award decision. If required, oral presentations will be scheduled at the appropriate time.

Mason will expect that the person or persons who will be working on the project to make the presentation so experience of the Offeror's staff can be evaluated prior to making selection. Oral presentations are an option of Mason and may or may not be conducted; therefore, it is imperative all proposals should be complete.

- B. SPECIFIC REQUIREMENTS: Proposals should be as thorough and detailed as possible to allow Mason to properly evaluate the Offeror's capabilities and approach toward providing the required services. Offerors should submit the following items as a complete proposal.

1. Procedural information:
  - a. Return signed cover page and all addenda, if any, signed and completed as required.
  - b. Return Attachment A - Small Business Subcontracting Plan.
  - c. Exceptions (if any) to Mason's two-party contract, Attachment B.
  - d. State your payment preference as required in Bonfire. (See section XV for options.)
2. Qualifications and Experience: Describe your experience, qualifications and success in providing the services described in the Statement of Needs to include the following:



- a. Background and brief history of your company.
  - b. Names, qualifications and experience of personnel to be assigned to work with Mason.
  - c. No fewer than three (3) references that demonstrate the Offeror's qualifications. If services have been provided to comparable higher education institutions, please include them in your references. Include a contact name, contact title, phone number, and email for each reference and indicate the length of service.
3. Samples: Provide portfolio/samples of video and/or photographic works. Include social media links/examples.
  4. Specific Plan (Methodology): Explain your specific plans for providing the proposed services outlined in the Statement of Needs including:
    - a. Your approach to providing the services described herein.
    - b. Potential challenges you might foresee in performing these services, and potential solutions to mitigate these challenges.
  5. Proposed Pricing: Provide hourly rates for all services described herein. Any additional fees not specifically contemplated in this RFP must be included in your proposal. Mason will not accept undisclosed fees that are added to invoices.

For Statement of Needs, B Admissions/Washington Scholars Programs, provide a flat rate per conference and, if not already disclosed in the above requested pricing, provide hourly rate(s) for additional edits or content outside the original specifications described in the Statement of Needs, B.

Rates must include travel-related expenses if contractor is traveling within a 50-mile radius of Mason's Fairfax campus. If the contractor is traveling from outside a 50-mile radius of the Fairfax Campus, travel will only be reimbursed in accordance with Mason's policies, <http://fiscal.gmu.edu/travel/>, and GSA per diem rates.

6. In your proposal response please address the following:
  - a. Are you and/or your subcontractor currently involved in litigation with any party?
  - b. Please list any investigation or action from any state, local, federal or other regulatory body (OSHA, IRS, DOL, etc.) related to your firm or any subcontractor in the last three years.
  - c. Please list all lawsuits that involved your firm or any subcontractor in the last three years.
  - d. In the past ten (10) years has your firm's name changed? If so, please provide a reason for the change.

### **XIII. INITIAL EVALUATION CRITERIA AND SUBSEQUENT AWARD:**

- A. INITIAL EVALUATION CRITERIA: Proposals shall be initially evaluated and ranked using the following criteria:

	<b><u>Description of Criteria</u></b>	<b><u>Maximum Point Value</u></b>
1.	Quality of products/services offered and suitability for the intended purpose, including sample projects.	25
2.	Qualifications and experiences of offeror in providing the goods/services, including references.	20
3.	Specific plans or methodology to be used to provide the services	25
4.	Price Offered	20
5.	Offeror is certified as a small, minority, or women-owned business (SWaM) with Virginia SBSD at the proposal due date & time.	10
Total Points Available:		100

- B. **AWARD:** Following the initial scoring by the evaluation committee, at least two or more top ranked offerors may be contacted for oral presentations/demonstrations or advanced directly to the negotiations stage. *If oral presentations are conducted Mason will then determine, in its sole discretion, which offerors will advance to the negotiations phase.* Negotiations shall then be conducted with each of the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, Mason shall select the offeror which, in its sole discretion has made the best proposal, and shall award the contract to that offeror. When the terms and conditions of multiple awards are so provided in the Request for Proposal, awards may be made to more than one offeror. Should Mason determine in writing and in its sole discretion that only one offeror has made the best proposal, a contract may be negotiated and awarded to that offeror. Mason is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous (*Governing Rules §49.D.*).

**XIV. CONTRACT ADMINISTRATION:** Upon award of the contract, Mason shall designate, in writing, the name of the Contract Administrator who shall work with the contractor in formulating mutually acceptable plans and standards for the operations of this service. The Contract Administrator shall use all powers under the contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, or their designee(s) however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope of the work or change the basis for compensation to the contractor.

**XV. PAYMENT TERMS / METHOD OF PAYMENT:**

*PLEASE NOTE: THE VENDOR MUST REFERENCE THE PURCHASE ORDER NUMBER ON ALL INVOICES SUBMITTED FOR PAYMENT.*

Option #1- Payment to be mailed in 10 days-Mason will make payment to the vendor under 2%/10 Net 30 payment terms. Invoices should be submitted via email to the designated Accounts Payable email address which is [acctpay@gmu.edu](mailto:acctpay@gmu.edu).

The 10-day payment period begins the first business day after receipt of proper invoice or receipt of goods, whichever occurs last. A paper check will be mailed on or before the 10<sup>th</sup> day.

Option #2- To be paid in 20 days. The vendor may opt to be paid through our Virtual Payables credit card program. The vendor shall submit an invoice and will be paid via credit card on the 20<sup>th</sup> day from receipt of a valid invoice. The vendor will incur standard credit card interchange fees through their processor. All invoices should be sent to:

George Mason University  
Accounts Payable Department  
4400 University Drive, Mailstop 3C1  
Fairfax, VA 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
e-mail: [AcctPay@gmu.edu](mailto:AcctPay@gmu.edu)

Option#3- Net 30 Payment Terms. Vendor will enroll in Paymode-X where all payments will be made electronically to the vendor's bank account. For additional information or to sign up for electronic payments, go to <http://www.paymode.com/gmu>. There is no charge to the vendor for enrolling in this service.

**Please state your payment preference in your proposal response.**

**XVI. SOLICITATION TERMS AND CONDITIONS:**

- A. **ANNOUNCEMENT OF AWARD:** Upon the award or the announcement of the decision to award a contract over \$200,000, as a result of this solicitation, Mason will publicly post such notice on the DGS/DPS eVA web site (<https://eva.virginia.gov/>) for a minimum of 10 days.
- B. **BEST AND FINAL OFFER (BAFO):** At the conclusion of negotiations, the offeror(s) may be asked to submit in writing, a best and final offer (BAFO). After the BAFO is submitted, no further negotiations shall be conducted with the offeror(s).
- C. **CONFLICT OF INTEREST:** By submitting a proposal the contractor warrants that they have fully complied with the Virginia Conflict of Interest Act; furthermore certifying that they are not currently an employee of the Commonwealth of Virginia.

- D. DEBARMENT STATUS: By submitting a proposal, offerors certify that they are not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred.
- E. ETHICS IN PUBLIC CONTRACTING: By submitting a proposal, offerors certify that their proposal is made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other offeror, supplier, manufacturer or subcontractor in connection with their proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction any payment, loan, subscription, advance, deposit of money, services or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value was exchanged.
- F. LATE PROPOSALS: To be considered for selection, proposals must be received in Mason's Bonfire Portal by the designated date and hour. The official time used in the receipt of proposals is the proposal due date and hour in Mason's Bonfire Portal. Proposals submitted after the due date and time has expired will not be accepted nor considered. Mason is not responsible for any delays related to Bonfire's website or vendor registration process. It is the responsibility of the offeror to ensure that their proposal is submitted by the designated date and hour.
- G. MANDATORY USE OF MASON FORM AND TERMS AND CONDITIONS: Failure to submit a proposal on the official Mason form provided for that purpose may be a cause for rejection of the proposal. Modification of or additions to the General Terms and Conditions of this solicitation may be cause for rejection of the proposal; however, Mason reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to reject such a proposal.
- H. OBLIGATION OF OFFEROR: It is the responsibility of each offeror to inquire about and clarify any requirements of this solicitation that are not understood. Mason will not be bound by oral explanations as to the meaning of specifications or language contained in this solicitation. Therefore, all inquiries must be in writing and submitted as instructed on page 1 of this solicitation. By submitting a proposal, the offeror covenants and agrees that they have satisfied themselves, from their own investigation of the conditions to be met, that they fully understand their obligation and that they will not make any claim for, or have right to cancellation or relief from the resulting contract because of any misunderstanding or lack of information.
- I. QUALIFICATIONS OF OFFERORS: Mason may make such reasonable investigations as deemed proper and necessary to determine the ability of the offeror to perform the services/furnish the goods and the offeror shall furnish to Mason all such information and data for this purpose as may be requested. Mason reserves the right to inspect the offeror's physical facilities prior to award to satisfy questions regarding the offeror's capabilities. Mason further reserves the right to reject any proposal if the evidence submitted by, or investigations of, such offeror fails to satisfy Mason that such offeror is properly qualified to carry out the obligations of the resulting contract and to provide the services and/or furnish the goods contemplated therein.
- J. RFP DEBRIEFING: In accordance with §49 of the *Governing Rules* Mason is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. However, upon request we will provide a scoring/ranking summary and the award justification memo from the evaluation committee. Formal debriefings are generally not offered.
- K. TESTING AND INSPECTION: Mason reserves the right to conduct any test/inspection it may deem advisable to assure goods and services conform to the specifications.

**XVII. RFP SCHEDULE (Subject to Change):**

- Issue in eVA: 2/27/24
- Vendors submit questions by: 3/07/24 by 4:00 PM ET
- Post Question Responses: 3/12/24 by 5:00 PM ET
- Proposals Due: 3/25/24 @ 2:00 PM ET
- Proposals to Committee: 3/27/24
- Review and Score Proposals: 3/27/24 – 4/10/24
- Scores to Purchasing: 4/11/24
- Oral presentations (if necessary): TBD
- Negotiations/BAFO: Start week of 4/22/24
- Award: TBD
- Contract Start Date: TBD

**ATTACHMENT A**  
**SMALL BUSINESS SUBCONTRACTING PLAN**  
**TO BE COMPLETED BY OFFEROR**

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov) (Customer Service).

**Offeror Name:** \_\_\_\_\_

**Preparer Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Who will be doing the work:** ☐ I plan to use subcontractors ☐ I plan to complete all work

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

**Section A**

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

**Section B**

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

**Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement**

**Subcontract #1**

Company Name: \_\_\_\_\_ SBSB Cert #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ SBSB Certification: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

**Subcontract #2**

Company Name: \_\_\_\_\_ SBSB Cert #: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ SBSB Certification: \_\_\_\_\_  
Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_  
Description of Work: \_\_\_\_\_

**Subcontract #3**

Company Name:	_____	SBSD Cert #:	_____
Contact Name:	_____	SBSD Certification:	_____
Contact Phone:	_____	Contact Email:	_____
Value % or \$ (Initial Term):	_____	Contact Address:	_____
Description of Work:	_____		

**Subcontract #4**

Company Name:	_____	SBSD Cert #:	_____
Contact Name:	_____	SBSD Certification:	_____
Contact Phone:	_____	Contact Email:	_____
Value % or \$ (Initial Term):	_____	Contact Address:	_____
Description of Work:	_____		

**Subcontract #5**

Company Name:	_____	SBSD Cert #:	_____
Contact Name:	_____	SBSD Certification:	_____
Contact Phone:	_____	Contact Email:	_____
Value % or \$ (Initial Term):	_____	Contact Address:	_____
Description of Work:	_____		





Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>

## ATTACHMENT B – SAMPLE CONTRACT

**Note: Other documents may be incorporated into this document, either by way of attachment or by reference, but in all cases this contract document shall take precedence over all other documents and will govern the terms and conditions of the contract.**

This Contract entered on this \_\_\_\_ day of \_\_\_\_\_, 2024 (Effective Date) by \_\_\_\_\_ hereinafter called “Contractor” (located at \_\_\_\_\_) and George Mason University hereinafter called “Mason,” “University”.

**I. WITNESSETH** that the Contractor and Mason, in consideration of the mutual covenants, promises and agreement herein contained, agree as follows:

**II. SCOPE OF CONTRACT:** The Contractor shall provide photography and videography services for George Mason University as set forth in the Contract documents.

During the term of this Contract, Contractor may issue Statements of Work (“SOW”) to modify the scope of the engagement or otherwise change the work to be performed under this Contract. All SOW’s must be on a form approved by Mason prior to the start of this Contract. Any SOW that does not conform to the pre-approved SOW form shall be void even if approved by Mason. Additionally, the SOW shall be limited to modifications to the scope of the engagement or other changes to the work to be performed under this Contract; any other terms contained in a SOW shall be void and have no effect even if approved by Mason. Other than changes to the scope of the engagement or the work to be performed under this Contract, Contractor may not change, modify, add, supersede, or remove any term from this Contract through a SOW.

**III. PERIOD OF CONTRACT:** One year from the Effective Date with four (4) successive one-year renewal options.

**IV. PRICE SCHEDULE:** The pricing specified in this section represents the complete list of charges from the Contractor. Mason shall not be liable for any additional charges.

*(Pricing will be added to this section, as negotiated.)*

Rates include all travel-related expenses and overhead costs if Contractor is traveling within a 50-mile radius of Mason's Fairfax campus. Travel will only be paid on a reimbursement basis and in accordance with Mason's policies if Contractor is traveling further than 50 miles. See <http://fiscal.gmu.edu/travel/> for Mason’s travel policies.

**V. CONTRACT ADMINISTRATION:** Audra Meckstroth, Executive Director, Creative and Brand, Office of University Branding, shall serve as Contract Administrator for this Contract and shall use all powers under the Contract to enforce its faithful performance. The Contract Administrator shall determine the amount, quality and acceptability of work and shall decide all other questions in connection with the work. All direction and order from Mason shall be transmitted through the Contract Administrator, however, the Contract Administrator shall have no authority to approve changes which shall alter the concept or scope or change the basis for compensation.

**VI. METHOD OF PAYMENT:** *As selected from RFP Payment Term Options / Method of Payment.* Contractor shall submit invoices directly to [acctpay@gmu.edu](mailto:acctpay@gmu.edu) and copy to the Contract Administrator. Invoices must reference a Purchase Order number to be considered valid. Invoices may only be submitted after services rendered or goods delivered. Progress invoices may be submitted. All invoices will be paid Net 30 (*or as selected*), after receipt of invoice in the accounts payable email inbox.

**VII. THE CONTRACT DOCUMENTS SHALL CONSIST OF (In order of precedence):**

- A. This signed form;
- B. Negotiation Response(s) dated XXXXX (attached);
- C. RFP No. GMU-ER0103-24, in its entirety (attached);
- D. Contractor’s proposal dated XXXXXX (attached).

**VIII. GOVERNING RULES:** This Contract is governed by the provisions of the Restructured Higher Education Financial and

Administrative Operations Act, Chapter 10 (§ [23.1-1000](#) et seq.) of Title 23.1 of the Code of Virginia, and the “*Governing Rules*” and the *Purchasing Manual for Institutions of Higher Education and their Vendors*. Documents may be viewed at: <https://vascupp.org>.

**IX. CONTRACT PARTICIPATION:** It is the intent of this Contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or affiliated corporations may access this Contract if authorized by the Contractor.

Participation in this Contract is strictly voluntary. If authorized by the Contractor, the contract will be extended to the entities indicated above to purchase goods and services in accordance with contract terms. As a separate contractual relationship, the participating entity will place its own orders directly with the Contractor and shall fully and independently administer its use of the contract to include contractual disputes, invoicing and payments without direct administration from the University. No modification of this Contract or execution of a separate agreement is required to participate; however, the participating entity and the Contractor may modify the terms and conditions of the contract to accommodate specific governing laws, regulations, policies, and business goals required by the participating entity. Any such modification will apply solely between the participating entity and the Contractor.

The University may request the Contractor provide semi-annual usage reports for all entities accessing the Contract. The University shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the Contract. It is understood and agreed that the University is not responsible for the acts or omissions of any entity and will not be considered in default of the contract no matter the circumstances.

Use of this Contract does not preclude any participating entity from using other contracts or competitive processes as needed.

**X. STANDARD TERMS AND CONDITIONS:**

- A. **APPLICABLE LAW AND CHOICE OF FORUM:** This Contract shall be construed, governed, and interpreted pursuant to the laws of the Commonwealth of Virginia. All disputes arising under this Contract shall be brought before an appropriate court in the Commonwealth of Virginia.
- B. **ANTI-DISCRIMINATION:** By entering into this Contract, Contractor certifies to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians with Disabilities Act, the Americans with Disabilities Act and §§ 9&10 of the *Governing Rules*. If Contractor is a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the Contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Governing Rules*, § 36).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

- 1. During the performance of this Contract, the Contractor agrees as follows:
  - a. The Contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the Contractor. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
  - b. The Contractor, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, will state that such Contractor is an equal opportunity employer.
  - c. Notices, advertisements and solicitations placed in accordance with federal law, rule or regulation shall be deemed sufficient for the purpose of meeting these requirements.
- 2. The Contractor will include the provisions of 1. above in every subcontract or purchase order over \$10,000, so that the provisions will be binding upon each subcontractor or Contractor.

- C. ANTITRUST: By entering into this Contract, the Contractor conveys, sells, assigns, and transfers to the Commonwealth of Virginia all rights, title and interest in and to all causes of action it may now have or hereafter acquire under the antitrust laws of the United States and the Commonwealth of Virginia, relating to the particular goods or services purchased or acquired by the Commonwealth of Virginia under this Contract.
- D. ASSIGNMENT: Neither party will assign or otherwise transfer its rights or obligations under this Contract without both parties' prior written consent. Any attempted assignment, transfer, or delegation without such consent is void.
- E. AUDIT: The Contractor shall retain all books, records, and other documents relative to this Contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Mason, its authorized agents, and/or state auditors shall have full access to and the right to examine any of said materials during said period.
- F. AVAILABILITY OF FUNDS: It is understood and agreed between the parties herein that Mason shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this Contract.
- G. AUTHORIZED SIGNATURES: The signatory for each Party certifies that he or she is an authorized agent to sign on behalf such Party.
- H. BACKGROUND CHECKS: Contractor's employees (including subcontractors) performing services on any Mason campus must have successfully completed a criminal background check prior to the start of their work assignment/service. As stated in [University Policy Number 2221 – Background Investigations](#), the criminal background investigation will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Signature on this Contract confirms your compliance with this requirement.
- I. CANCELLATION OF CONTRACT: Mason reserves the right to cancel this Contract, in part or in whole, without penalty, for any reason, upon 60 days written notice to the Contractor. Upon written notice of cancellation from Mason, Mason shall be fully released from any further obligation under the Contract and Contractor agrees to directly refund all payments, for services not already performed, to Mason, including any pre-paid deposits, within 14 days. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.
- J. CHANGES TO THE CONTRACT: Changes can be made to this Contract in any of the following ways:
  - 1. The parties may agree in writing to modify the scope of this Contract.
  - 2. Mason may order changes within the general scope of Contract at any time by written notice to Contractor. Changes within the scope of this Contract include, but are not limited to, things such as services to be performed, the method of packing or shipment, and the place of delivery or installation. Contractor shall comply with the notice upon receipt. Contractor shall be compensated for any additional costs incurred as the result of such order and shall give Mason a credit for any savings. Said compensation shall be determined by one of the following methods:
    - a. By mutual agreement between the parties in writing; or
    - b. By agreeing upon a unit price or using a unit price set forth in the contract, if the work to be done can be expressed in units, and the contractor accounts for the number of units of work performed, subject to the Mason's right to audit Contractor's records and/or to determine the correct number of units independently; or
    - c. By ordering Contractor to proceed with the work and keep a record of all costs incurred and savings realized. A markup for overhead and profit may be allowed if provided by the Contract. The same markup shall be used for determining a decrease in price as the result of savings realized. Contractor shall present Mason with all vouchers and records of expenses incurred and savings realized. Mason shall have the right to audit the records of Contractor as it deems necessary to determine costs or savings. Any claim for an adjustment in price under this provision must be asserted by written notice to Mason within thirty (30) days from the date of receipt of the written order from Mason. If the

Parties fail to agree on an amount of adjustment, the question of an increase or decrease in the contract price or time for performance shall be resolved in accordance with the procedures for resolving disputes provided by the Disputes Clause of this Contract or, if there is none, in accordance with the disputes provisions of the Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education and Their Contractors. Neither the existence of a claim nor a dispute resolution process, litigation or any other provision of this Contract shall excuse the Contractor from promptly complying with the changes ordered by Mason or with the performance of the contract generally.

- K. CLAIMS: Contractual claims, whether for money or other relief, shall be submitted in writing no later than 60 days after final payment. However, written notice of the Contractor's intention to file a claim shall be given at the time of the occurrence or beginning of the work upon which the claim is based. Nothing herein shall preclude a contract from requiring submission of an invoice for final payment within a certain time after completion and acceptance of the work or acceptance of the goods. Pendency of claims shall not delay payment of amounts agreed due in the final payment.
1. The Contractor must submit written claim to:  
Chief Procurement Officer  
George Mason University  
4400 University Drive, MSN 3C5  
Fairfax, VA 22030
  2. The Contractor must submit any unresolved claim in writing no later than 60 days after final payment to the Chief Procurement Officer.
  3. Upon receiving the written claim, the Chief Procurement Officer will review the written materials relating to the claim and will mail their decision to the Contractor within 60 days after receipt of the claim.
  4. The Contractor may appeal the Chief Procurement Officer's decision in accordance with §55 of the *Governing Rules*.
- L. COLLECTION AND ATTORNEY'S FEES: The Contractor shall pay to Mason any reasonable attorney's fees or collection fees, at the maximum allowable rate permitted under Virginia law, incurred in enforcing this Contract or pursuing and collecting past-due amounts under this Contract.
- M. COMPLIANCE: All goods and services provided to Mason shall be done so in accordance with any and all applicable local, state, federal, and international laws, regulations and/or requirements and any industry standards, including but not limited to: the Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA) and Health Information Technology for Economic and Clinical Health Act (HITECH), Government Data Collection and Dissemination Practices Act, Gramm-Leach-Bliley Financial Modernization Act (GLB), Payment Card Industry Data Security Standards (PCI-DSS), Americans with Disabilities Act (ADA), and Federal Export Administration Regulations. Any Contractor personnel visiting Mason facilities will comply with all applicable Mason policies regarding access to, use of, and conduct within such facilities. Mason's policies can be found at <https://universitypolicy.gmu.edu/all-policies/> and any facility specific policies can be obtained from the facility manager.
- N. CONFIDENTIALITY OF PERSONALLY IDENTIFIABLE INFORMATION: The Contractor shall ensure that personally identifiable information ("PII") which is defined as any information that by itself or when combined with other information can be connected to a specific person and may include but is not limited to personal identifiers such as name, address, phone, date of birth, Social Security number, student or personal identification numbers, driver's license numbers, state or federal identification numbers, biometric information, religious or political affiliation, non-directory information, and any other information protected by state or federal privacy laws, will be collected and held confidential and in accordance with this Contract, during and following the term of this Contract, and will not be divulged without the individual's and Mason's written consent and only in accordance with federal law or the Code of Virginia.
- O. CONFLICT OF INTEREST: Contractor represents to Mason that its entering into this Contract with Mason and its performance through its agents, officers and employees does not and will not involve, contribute to nor create a conflict of interest prohibited by Virginia State and Local Government Conflict of Interests Act (Va. Code 2.2-3100 *et seq*), the Virginia Ethics in Public Contracting Act (§57 of the *Governing Rules*), the Virginia Governmental Frauds Act (Va. Code 18.2 – 498.1 *et seq*) or any other applicable law or regulation.
- P. CONTINUITY OF SERVICES:

1. The Contractor recognizes that the services under this Contract are vital to Mason and must be continued without interruption and that, upon Contract expiration, a successor, either Mason or another contractor, may continue them. The Contractor agrees:
    - a. To exercise its best efforts and cooperation to affect an orderly and efficient transition to a successor;
    - b. To make all Mason owned facilities, equipment, and data available to any successor at an appropriate time prior to the expiration of the Contract to facilitate transition to successor; and
    - c. That the University Procurement Officer shall have final authority to resolve disputes related to the transition of the Contract from the Contractor to its successor.
  2. The Contractor shall, upon written notice from the Procurement Officer, furnish phase-in/phase-out services for up to ninety (90) days after this Contract expires and shall negotiate in good faith a plan with the successor to execute the phase-in/phase-out services. This plan shall be subject to the Procurement Officer's approval.
  3. The Contractor shall be reimbursed for all reasonable, pre-approved phase-in/phase-out costs (i.e., costs incurred within the agreed period after Contract expiration that result from phase-in, phase-out operations). All phase-in/phase-out work fees must be approved by the Procurement Officer in writing prior to commencement of said work.
- Q. **DEBARMENT STATUS:** As of the Effective Date, the Contractor certifies that it is not currently debarred by the Commonwealth of Virginia from submitting bids or proposals on contracts for the type of services covered by this Contract, nor is the Contractor an agent of any person or entity that is currently so debarred.
- R. **DEFAULT:** In the case of failure to deliver goods or services in accordance with this Contract, Mason, after due oral or written notice, may procure them from other sources and hold Contractor responsible for any resulting additional purchase and administrative costs. This remedy shall be in addition to any other remedies which Mason may have.
- S. **DRUG-FREE WORKPLACE:** Contractor has, and shall have in place during the performance of this Contract, a drug-free workplace policy (DFWP), which it provides in writing to all its employees, vendors, and subcontractors, and which specifically prohibits the following on company premises, during work-related activities, or while conducting company business: the sale, purchase, manufacture, dispensation, distribution possession, or use of any illegal drug under federal law (including marijuana). For purposes of this section, "drug-free workplace" covers all sites at which work is done by Contractor in connection with this Contract.
- T. **ENTIRE CONTRACT:** This Contract constitutes the entire understanding of the Parties with respect to the subject matter herein and supersedes all prior oral or written contracts with respect to the subject matter herein. This Contract can be modified or amended only by a writing signed by all of the Parties.
- U. **EXPORT CONTROL:**
1. **Munitions Items:** If the Contractor is providing any items, data or services under this order that are controlled by the Department of State, Directorate of Defense Trade Controls, International Traffic in Arms Regulations ("ITAR"), or any items, technology or software controlled under the "600 series" classifications of the Bureau of Industry and Security's Commerce Control List ("CCL") (collectively, "Munitions Items"), prior to delivery, Contractor must:
    - a. notify Mason (by sending an email to [export@gmu.edu](mailto:export@gmu.edu)), and
    - b. receive written authorization for shipment from Mason's Director of Export Controls.

The notification provided by the Contractor must include the name of the Mason point of contact, identify and describe each ITAR or CCL-controlled commodity, provide the associated U.S. Munitions List (USML) category number(s) or Export Control Classification Number, and indicate whether or not the determination was reached as a result of a commodity jurisdiction determination, or self-classification process. The Contractor promises that if it fails to obtain the required written pre-authorization approval for shipment to Mason of any Munitions Item, it will reimburse Mason for any fines, legal costs and other fees imposed for any violation of export controls regarding the Munition Item that are reasonably related to the Contractor's failure to provide notice or obtain Mason's written pre-authorization.
  2. **Dual-Use Items:** If the Contractor is providing any dual-use items, technology or software under this order that are listed on the CCL in a series other than a "600 series", Contractor must (i) include the Export Control



Classification Number (ECCN) on the packing or other transmittal documentation traveling with the item(s) and, (ii) send a description of the item, its ECCN, and the name of the Mason point of contact to: [export@gmu.edu](mailto:export@gmu.edu).

- V. **FORCE MAJEURE:** Mason shall be excused from any and all liability for failure or delay in performance of any obligation under this Contract resulting from any cause not within the reasonable control of Mason, which includes but is not limited to acts of God, fire, flood, explosion, earthquake, or other natural forces, war, civil unrest, accident, any strike or labor disturbance, travel restrictions, acts of government, disease, pandemic, or contagion, whether such cause is similar or dissimilar to any of the foregoing. Upon written notification from Mason that such cause has occurred, Contractor agrees to directly refund all payments to Mason, for services not yet performed, including any pre-paid deposits within 14 days.
- W. **FUTURE GOODS AND SERVICES:** Mason reserves the right to have Contractor provide additional goods and/or services that may be required by Mason during the term of this Contract. Any such goods and/or services will be provided by the Contractor under the same pricing, terms and conditions of this Contract. Such additional goods and/or services may include other products, components, accessories, subsystems or related services that are newly introduced during the term of the Contract. Such newly introduced additional goods and/or services will be provided to Mason at Favored Customer pricing, terms and conditions.
- X. **GRANT OF RIGHTS:** In the event that the services which is the subject of this Contract is copyrightable subject matter, Contractor and the University hereby agree that for the purposes of the Contract the photographs and videos (hereinafter referred to as "Photographs-Videos") shall be a work-made-for-hire and the property of the University. The University shall have the right to secure copyright protection for the Photographs-Videos. In the event that the Photographs-Videos are not copyrightable subject matter, or for any reason cannot legally be a work-made-for-hire then, and in such event, the Contractor hereby assigns all right, title, and interest to said Photographs-Videos to the University and agrees to execute all documents required to evidence such assignment. Without limiting the foregoing, Contractor gives and grants to the University the right to exclusive use of all Photographs-Videos prepared by the Contractor pursuant to this Contract, in all media and types of advertising and promotion of the University. The University shall have the unlimited right to exploit the Photographs-Videos as it sees fit, including the right to alter or rearrange the Photographs-Videos, throughout the United States and its territories and possessions. The University's rights shall be exclusive, and the Contractor will not use, license, or permit the use of the Photographs-Videos for any other purpose except as part of Contractor's portfolio. The Contractor may also not copyright or trademark any Photographs-Videos produced for the University without prior written consent.
- Y. **IMMIGRATION REFORM AND CONTROL ACT OF 1986:** By entering into this Contract Contractor certifies that they do not and will not during the performance of this Contract employ illegal alien workers or otherwise violate the provisions of the federal Immigration Reform and Control Act of 1986.
- Z. **INDEMNIFICATION:** Contractor agrees to indemnify, defend and hold harmless Mason, the Commonwealth of Virginia, its officers, agents, and employees from any claims, damages and actions of any kind or nature, whether at law or in equity, arising from or caused by the use of any materials, goods, or equipment of any kind or nature furnished by the Contractor/any services of any kind or nature furnished by the Contractor, provided that such liability is not attributable to the sole negligence of Mason or to the failure of Mason to use the materials, goods, or equipment in the manner already and permanently described by the Contractor on the materials, goods or equipment delivered.
- AA. **INDEPENDENT CONTRACTOR:** The Contractor is not an employee of Mason, but is engaged as an independent contractor. The Contractor shall indemnify and hold harmless the Commonwealth of Virginia, Mason, and its employees and agents, with respect to all withholding, Social Security, unemployment compensation and all other taxes or amounts of any kind relating to the Contractor's performance of this Contract. Nothing in this Contract shall be construed as authority for the Contractor to make commitments which will bind Mason or to otherwise act on behalf of Mason, except as Mason may expressly authorize in writing.
- BB. **INFORMATION TECHNOLOGY ACCESS ACT:** Computer and network security is of paramount concern at Mason. Mason wants to ensure that computer/network hardware and software does not compromise the security of its IT environment. Contractor agrees to use commercially reasonable measures in connection with any offering your company makes to avoid any known threat to the security of the IT environment at Mason.

All e-learning and information technology developed, purchased, upgraded or renewed by or for the use of Mason shall comply with all applicable University policies, Federal and State laws and regulations including but not limited to Section 508 of the Rehabilitation Act (29 U.S.C. 794d), the Information Technology Access Act, §§2.2-3500 through 2.2-3504 of the Code of Virginia, as amended, and all other regulations promulgated under Title II of The

Americans with Disabilities Act which are applicable to all benefits, services, programs, and activities provided by or on behalf of the University. The Contractor shall also comply with the Web Content Accessibility Guidelines (WCAG) 2.0. For more information, please visit <http://ati.gmu.edu>, under Policies and Procedures.

CC. **INSURANCE:** The Contractor shall maintain all insurance necessary with respect to the services provided to Mason. The Contractor further certifies that they will maintain the insurance coverage during the entire term of the Contract and that all insurance is to be placed with insurers with a current reasonable A.M. Best's rating authorized to sell insurance in the Commonwealth of Virginia by the Virginia State Corporation Commission. The Commonwealth of Virginia and Mason shall be named as an additional insured. By requiring such minimum insurance, Mason shall not be deemed or construed to have assessed the risk that may be applicable to the Contractor. The Contractor shall assess its own risks and, if it deems appropriate and/or prudent, maintain higher limits and/or broader coverage. The Contractor is not relieved of any liability or other obligations assumed or pursuant to this Contract by reason of its failure to obtain or maintain insurance in sufficient amounts, duration, or types.

1. Commercial General Liability Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage, personal injury and advertising injury, products and completed operations coverage;
2. Workers Compensation Insurance in an amount not less than that prescribed by statutory limits; and, as applicable;
3. Commercial Automobile Liability Insurance applicable to bodily injury and property damage, covering owned, non-owned, leased, and hired vehicles in an amount not less than \$1,000,000 per occurrence; and
4. An umbrella/excess policy in an amount not less than five million dollars (\$5,000,000) to apply over and above Commercial General Liability, Employer's Liability, and Commercial Automobile Liability Insurance.

DD. **INTELLECTUAL PROPERTY:** Contractor warrants and represents that it will not violate or infringe any intellectual property right or any other personal or proprietary right and shall indemnify and hold harmless Mason against any claim of infringement of intellectual property rights which may arise under this Contract.

1. Unless expressly agreed to the contrary in writing, all goods, products, materials, documents, reports, writings, video images, photographs or papers of any nature including software or computer images prepared or provided by Contractor (or its subcontractors) for Mason will not be disclosed to any other person or entity without the written permission of Mason.
2. Work Made for Hire. Contractor warrants to Mason that Mason will own all rights, title and interest in any and all intellectual property rights created in the performance or otherwise arising from the Contract and will have full ownership and beneficial use thereof, free and clear of claims of any nature by any third party including, without limitation, copyright or patent infringement claims. Contractor agrees to assign and hereby assigns all rights, title, and interest in any and all intellectual property created in the performance or otherwise arising from the Contract, and will execute any future assignments or other documents needed for Mason to document, register, or otherwise perfect such rights. Notwithstanding the foregoing, for research collaboration pursuant to subcontracts under sponsored research contracts administered by the University's Office of Sponsored Programs, intellectual property rights will be governed by the terms of the grant or contract to Mason to the extent such grant or contract requires intellectual property terms to apply to subcontractors.

EE. **NON-DISCRIMINATION:** All parties to this Contract agree to not discriminate on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age (except where sex or age is a bona fide occupational qualification, marital status or disability).

FF. **NON-EXCLUSIVITY:** Nothing herein is intended nor shall be construed as creating any exclusive arrangement with Contractor. This Contract will not restrict or prohibit Mason from acquiring the same or similar goods and/or services from other entities or sources.

GG. **PAYMENT TO SUBCONTRACTORS:** The Contractor shall take the following actions upon receiving payment from Mason: (1) pay the subcontractor within seven days for the proportionate share of the total payment received from Mason attributable to the work performed by the subcontractor under that Contract; or (2) notify Mason and subcontractor within seven days, in writing, of its intention to withhold all or a part of the subcontractor's payment with the reason for nonpayment. b. If an individual contractor, provide social security number in order to receive



payment. c. If a proprietorship, partnership or corporation provide Federal employer identification number. d. Pay interest to subcontractors on all amounts owed by the Contractor that remain unpaid after seven days following receipt by the Contractor of payment from the Institution for work performed by the subcontractor under that Contract, except for amounts withheld as allowed by prior notification. e. Accrue interest at no more than the rate of one percent per month. f. Include in each of its subcontracts a provision requiring each subcontractor to include or otherwise be subject to the same payment and interest requirements with respect to each lower-tier subcontractor.

- HH. PUBLICITY: The Contractor shall not use, in its external advertising, marketing programs or promotional efforts, any data, pictures, trademarks or other representation of Mason except on the specific written authorization in advance by Mason's designated representative.
- II. REMEDIES: If the Contractor breaches this Contract, in addition to any other rights or remedies, Mason may terminate this Contract without prior notice.
- JJ. RENEWAL OF CONTRACT: This Contract may be renewed by Mason for four (4) successive one-year renewal options under the terms and conditions of this Contract except as stated in 1. and 2. below. Price increases may be negotiated only at the time of renewal. Written notice of the University's intention to renew shall be given approximately 90 days prior to the expiration date of each contract period.
1. If the University elects to exercise the option to renew the Contract for an additional one-year period, the Contract price(s) for the additional one year shall not exceed the Contract price(s) of the original Contract increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve months for which statistics are available or 2%, whichever is lower.
  2. If during any subsequent renewal periods, the University elects to exercise the option to renew the Contract, the Contract price(s) for the subsequent renewal period shall not exceed the Contract price(s) of the previous renewal period increased/decreased by more than the percentage increase/decrease of the "other goods and services" category of the CPI-U section of the Consumer Price Index of the United States bureau of Labor Statistics for the latest twelve months for which statistics are available, or 2%, whichever is lower.
- KK. REPORTING OF CRIMES, ACCIDENTS, FIRES AND OTHER EMERGENCIES: Any Mason Employee, including contracted service providers, who is not a staff member in Counseling and Psychological Services (CAPS) or a pastoral counselor, functioning within the scope of that recognition, is considered a "Campus Security Authority (CSA)." CSAs must promptly report all crimes and other emergencies occurring on or near property owned or controlled by Mason to the Department of Police & Public Safety or local police and fire authorities by dialing 9-1-1. At the request of a victim or survivor, identifying information may be excluded from a report (e.g., names, initials, contact information, etc.). Please visit the following website for more information and training: <http://police.gmu.edu/clery-act-reporting/campus-security-authority-csa/>.
- LL. RESPONSE TO LEGAL ORDERS, DEMANDS, OR REQUESTS FOR DATA: Except as otherwise expressly prohibited by law, Contractor will: i) immediately notify Mason of any subpoenas, warrants, or other legal orders, demands or requests received by Contractor seeking University Data; ii) consult with Mason regarding its response; iii) cooperate with Mason's reasonable requests in connection with efforts by Mason to intervene and quash or modify the legal order, demand or request; and iv) upon Mason's request, provide Mason with a copy of its response.
- If Mason receives a subpoena, warrant, or other legal order, demand (including request pursuant to the Virginia Freedom of Information Act) or request seeking University Data maintained by Contractor, Mason will promptly provide a copy to Contractor. Contractor will promptly supply Mason with copies of data required for Mason to respond, and will cooperate with Mason's reasonable requests in connection with its response.
- MM. SEVERABILITY: Should any portion of this Contract be declared invalid or unenforceable for any reason, such portion is deemed severable from the Contract and the remainder of this Contract shall remain fully valid and enforceable.
- NN. SOVEREIGN IMMUNITY: Nothing in this Contract shall be deemed a waiver of the sovereign immunity of the Commonwealth of Virginia and of Mason.
- OO. SUBCONTRACTS: No portion of the work shall be subcontracted without prior written consent from Mason. In the event that the Contractor desires to subcontract some part of the work specified herein, the Contractor shall furnish Mason the names, qualifications and experience of their proposed subcontractors. The Contractor shall, however,

remain fully liable and responsible for the work to be done by its subcontractor(s) and shall assure compliance with all requirements of this Contract. This paragraph applies to, but is not limited to, subcontractor(s) who process University Data.

PP. SWaM CERTIFICATION: Contractor agrees to fully support the Commonwealth of Virginia and Mason's efforts related to SWaM goals. Upon contract execution, Contractor (as determined by Mason and the Virginia Department of Small Business and Supplier Diversity) shall submit all required documents necessary to achieve SWaM certification to the Department of Small Business and Supplier Diversity within 90 days. If Contractor is currently SWaM certified, Contractor agrees to maintain their certification for the duration of the Contract and shall submit all required renewal documentation at least 30 days prior to existing SWaM expiration at <https://www.sbsd.virginia.gov/>.

QQ. UNIVERSITY DATA: University Data includes all Mason owned, controlled, or collected PII and any other information that is not intentionally made available by Mason on public websites, including but not limited to business, administrative and financial data, intellectual property, and patient, student and personnel data. Contractor agrees to the following regarding University Data it may collect or process as part of this Contract:

1. Contractor will use University Data only for the purpose of fulfilling its duties under the Contract and will not share such data with or disclose it to any third party without the prior written consent of Mason, except as required by the Contract or as otherwise required by law. University Data will only be processed by Contractor to the extent necessary to fulfill its responsibilities under the Contract or as otherwise directed by Mason.
2. University Data, including any back-ups, will not be accessed, stored, or transferred outside the United States without prior written consent from Mason. Contractor will provide access to University Data only to its employees and subcontractors who need to access the data to fulfill Contractor's obligations under the Contract. Contractor will ensure that employees who perform work under the Contract have read, understood, and received appropriate instruction as to how to comply with the data protection provisions of the Contract and to maintain the confidentiality of the University Data.
3. The parties agree that as between them, all rights including all intellectual property rights in and to University Data shall remain the exclusive property of Mason, and Contractor has a limited, nonexclusive license to use the University Data as provided in the Contract solely for the purpose of performing its obligations under the Contract. The Contract does not give a party any rights, implied or otherwise, to the other party's data, content, or intellectual property, except as expressly stated in the Contract.
4. Contractor will take reasonable measures, including audit trails, to protect University Data against deterioration or degradation of data quality and authenticity. Contractor shall be responsible for ensuring that University Data, per the Virginia Public Records Act, is preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic data as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration.
5. Contractor shall notify Mason within three business days if it receives a request from an individual under any applicable law regarding PII about the individual, including but not limited to a request to view, access, delete, correct, or amend the information. Contractor shall not take any action regarding such a request except as directed by Mason.
6. If Contractor will have access to University Data that includes "education records" as defined under the Family Educational Rights and Privacy Act (FERPA), the Contractor acknowledges that for the purposes of the Contract it will be designated as a "school official" with "legitimate educational interests" in the University education records, as those terms have been defined under FERPA and its implementing regulations, and the Contractor agrees to abide by the limitations and requirements imposed on school officials. Contractor will use the education records only for the purpose of fulfilling its duties under the Contract for Mason's and its end user's benefit, and will not share such data with or disclose it to any third party except as provided for in the Contract, required by law, or authorized in writing by the University.
7. Mason may require that Mason and Contractor complete a Data Processing Addendum ("DPA"). If a DPA is completed, Contractor agrees that the information in the DPA is accurate. Contractor will only collect or process University Data that is identified in the DPA and will only handle that data (e.g., type of processing activities, storage, security, disclosure) as described in the DPA. If Contractor intends to do anything regarding University Data that is not reflected in the DPA, Contractor must request an amendment to the DPA and may not take the intended action until the amendment is approved and documented by Mason.

RR. UNIVERSITY DATA SECURITY: Data security is of paramount concern to Mason. Contractor will utilize, store and process University Data in a secure environment in accordance with commercial best practices, including appropriate administrative, physical, and technical safeguards, to secure such data from unauthorized access, disclosure, alteration, and use. Such measures will be no less protective than those used to secure Contractor's own data of a similar type, and in no event less than reasonable in view of the type and nature of the data involved. At a minimum, Contractor shall use industry-standard and up-to-date security tools and technologies such as anti-virus protections and intrusion detection methods to protect University Data.

1. Immediately upon becoming aware of circumstances that could have resulted in unauthorized access to or disclosure or use of University Data, Contractor will notify Mason, fully investigate the incident, and cooperate fully with Mason's investigation of and response to and remediation of the incident. Except as otherwise required by law, Contractor will not provide notice of the incident directly to individuals who's PII was involved, regulatory agencies, or other entities, without prior written permission from Mason.
2. Mason reserves the right in its sole discretion to perform audits of Contractor, at Mason's expense, to ensure compliance with all obligations regarding University Data. Contractor shall reasonably cooperate in the performance of such audits. Contractor will make available to Mason all information necessary to demonstrate compliance with its data processing obligations. Failure to adequately protect University Data or comply with the terms of this Contract with regard to University Data may be grounds to terminate this Contract.

SS. UNIVERSITY DATA UPON TERMINATION OR EXPIRATION: Upon termination or expiration of the Contract, Contractor will ensure that all University Data are securely returned or destroyed as directed by Mason in its sole discretion within 180 days of the request being made. Transfer to Mason or a third party designated by Mason shall occur within a reasonable period of time, and without significant interruption in service. Contractor shall ensure that such transfer/migration uses facilities and methods that are compatible with the relevant systems of Mason or its transferee, and to the extent technologically feasible, that Mason will have reasonable access to University Data during the transition. In the event that Mason requests destruction of its data, Contractor agrees to destroy all data in its possession and in the possession of any subcontractors or agents to which the Contractor might have transferred University Data. Contractor agrees to provide documentation of data destruction to the University.

Contractor will notify the University of any impending cessation of its business and any contingency plans. This includes immediate transfer of any previously escrowed assets and University Data and providing Mason access to Contractor's facilities to remove and destroy Mason-owned assets and University Data. Contractor shall implement its exit plan and take all necessary actions to ensure a smooth transition of service with minimal disruption to Mason. Contractor will also provide a full inventory and configuration of servers, routers, other hardware, and software involved in service delivery along with supporting documentation, indicating which if any of these are owned by or dedicated to Mason. Contractor will work closely with its successor to ensure a successful transition to the new equipment, with minimal downtime and effect on Mason, all such work to be coordinated and performed in advance of the formal, final transition date.

TT. UNIVERSITY REVIEW/APPROVAL: All goods, services, products, design, etc. produced by the Contractor for or on behalf of Mason are subject to Mason's review and approval.

UU. WAIVER: The failure of a party to enforce any provision in this Contract shall not be deemed to be a waiver of such right.

VV. WARRANTY: Unless otherwise provided in this Contract, the Contractor hereby represents and warrants: (a) that no third party has any ownership rights in, to, or arising out of the Photographs-Videos supplied hereunder; and (b) that the Photographs-Videos comply with the University's specifications and are free from any material defects in design or workmanship.

**Contractor Name**

**George Mason University**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_





Of all of the design elements that go into creating a brand's visual identity, photography is probably the most powerful component. Photos tell our story louder than words; great photography can get you the chance for the attention you need to communicate. Mason photos tell people here and around the world that we exist and act, both here and around the world. The images we select and use convey our philosophy (enriching lives, doing work that matters, defining excellence) and personality (inspired, challenged, open, united, and diverse).

Resist the temptation to jam the photos in with too much text. To work well in communicating for you, photos need the appropriate amount of space to be of a size that has impact. In addition, you don't need a photo to illustrate every editorial message. Fewer but larger photos are much more effective in conveying your message than a lot of little photos people won't pay attention to.

#### General Guidelines for Using Photography

- Use fewer, larger images for maximum impact
- Photos should be selected with care and be of the highest quality and composition
- Full-color photography is preferred
- Do not change the photo in such a way that it changes the meaning of the photograph
- Avoid distorting the photo with filters and special effects



# Photographic Services Proposal

Doug Sanford photographs



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# Doug Sanford photographs

## 2. QUALIFICATIONS & EXPERIENCE

- a. **Background & brief history.** Specializing in high-impact lifestyle photography for business, publication or personal use, **Doug Sanford photographs** has spent the last 35 years creating an impressive body of award-winning photographic imagery for corporate, commercial, and private clients throughout Washington DC and the national region. With commercial work represented through the photographers agency **Photogroup Inc**, <https://www.photogroup.com/doug-sanford> , Doug's client list includes corporations such as: **Amazon, Discovery Channel, Audi, Pepsi, Coca-Cola, The Hospital for Sick Children, The Harvard Business School, Peabody Conservatory, US Naval Academy, The Smithsonian, Hersheys, Uber**, and many others, as well as private individuals and collectors of all kinds.

Most frequently commissioned to create imagery that shows warmth, joy, human connection, and authentic moments with real people, Doug's special power is helping his subjects feel immediately comfortable in front of the camera. Along with his technical expertise, his friendly, fun, and easygoing way of working are frequently mentioned in his extensive online reviews.

### ONLINE REVIEW LINKS

Google

<https://g.page/dougsanfordphotographs?share>

Thumbtack

<https://www.thumbtack.com/profile/services/211898947506283553/reviews>

Expertise.com

<https://www.expertise.com/md/silver-spring/portrait-photographers>

Yelp

<https://www.yelp.com/biz/doug-sanford-photographs-silver-spring?osq=doug+sanford>

Linked-in

<https://www.linkedin.com/in/dougsanford/>





**b. Names, qualifications, and experience**

Photographer **Doug Sanford** attended the prestigious Brooks Institute of Photographic Art & Science in Santa Barbara, California, graduating as the valedictorian of his class with a BA (Honors) in Advertising Illustration/Digital Imaging. His work is held in private collections and has been professionally recognized for its creativity, receiving the **Sony World Image Award in Fine Art photography**, numerous **ADDY** awards for his commercial photography, and a **Lifetime ADC (Art Directors Club) Award** for his contributions to the industry.

Prior to his degree studies, Doug attended the US Navy Schools of Photography and served 10 years overseas as a combat/aerial intelligence photographer holding our nation's highest level security clearance. During his service, Doug flew over 1000 hours of highly classified intelligence collection missions, often working in remote areas with limited resources.

This unique experience base, skill set, and the resulting visual sensibilities are brought to bear on every creative challenge that Doug is presented.

**c. References**

**CLIENT:** Crystal City, VA Business Improvement District/GenslerAdvertising

**Project:** Amazon Headquarters City Proposal Imagery

**Contact:** Steven Joswick

Design Director



Senior Associate  
Gensler Advertising  
+1 202.263.5436 Direct  
+1 202.721.5200 Main  
Email: [steven\\_joswick@gensler.com](mailto:steven_joswick@gensler.com)

**CLIENT:** Smithsonian National Museum of African American History and Culture

**PROJECT:** Week Long Educational Conference, Public Engagement Programs

**Contact:** Christopher Williams, Ph.D.

STEM Education Specialist

Smithsonian National Museum of African American History and Culture

202.633.9019

Email: [williamscw@si.edu](mailto:williamscw@si.edu)

**CLIENT:** US Naval Academy/ SACC

**Project:** Service Academy Career Conference Headshots

**Contact:** Tonya McGinnis

Director, SACC

<https://sacc-jobfair.com>

410-295-4022

Email: [tonya.mcgininis@usna.com](mailto:tonya.mcgininis@usna.com)

### **Creative Agency**

Photogroup Inc

**Contact:** Barry Soorenko

Artists Agent

Photogroup Inc

<https://www.photogroup.com/>

(800) 850-6033

Email: [bssoorenko@photogroup.com](mailto:bssoorenko@photogroup.com)

## **3. PORTFOLIO SAMPLES**

Portfolio Website: <https://www.dougsanford.com>

Instagram: <https://www.instagram.com/dougsanfordphotographs>

Behance: <https://www.behance.net/DougSanford?>

Linked-in: <http://www.linkedin.com/in/dougsanford>





## 4. Branding Photography Methodology

### A. Approach

#### Pre-Production

- A Deep Dive: Completely understanding my client's message and needs are always the first and foremost parts of every project.
  - First, we'll meet with the college's marketing team. We'll discuss the college's brand identity, target audience (prospective students, alumni, donors?), and the overall message they want to convey. What makes this college unique? I always like to ask for a list of adjectives as shorthand. Sharing visual ideas through Pinterest is another valuable tool we use to align our visual senses with the client.
- Location Scouting: Based on the brand identity, we'll scout locations around campus. This could be the library, the quad, student center, labs, or hidden green spaces. We



might even consider capturing the college's connection to the surrounding city or natural beauty.

- Casting: We'll collaborate on casting students, faculty, and staff who embody the college spirit. We want to showcase the rich range of ethnicities, backgrounds, and academic pursuits the school offers and as a person of color myself, diversity is always on my mind when I'm creating photographs.

### Production Days

Each project is treated differently, but all will start with a tight schedule that takes into consideration our planned shot list, lighting conditions, subjects' availability and any other constraints that may apply. Regardless of how tight or loose a shot list we create, one of my favorite things to do is make an uncontrolled day of photography look perfectly orchestrated.

### A Few Photo Shoot Ideas

- Candid: We'll start with candid shots capturing the energy of campus life. Students studying intensely in the library, lively debates in classrooms, laughter and interaction. We'll focus on unscripted moments to help tell the story.
- Stories: We'll also create some posed shots to showcase specific aspects of the college. This could involve students engaged in research experiments, professors mentoring students, or a vibrant student club activity.
- Details: College logos on sweatshirts, textbooks stacked, cups of coffee in the student lounge - these elements add texture and authenticity.
- Golden Hour: As the day progresses, we'll utilize golden hour light for portraits or dramatic architectural images.

### Post-Production/Delivery

- Editing: I'll cull, edit, review, and deliver all final photos, ensuring consistent color correction and a polished, professional look. Color grading is applied to compliment the feel and message of each image.
- Delivery Time: You'll receive a high-resolution web gallery of raw photos that encapsulate the college's brand identity typically 7 days after the session. We often turn around images much more quickly and can accommodate occasional rush 24 hour turnarounds.

Of course, each assignment is entirely unique and this is just a basic framework. My end goal will be to capture the authentic energy and spirit of your college in a way that resonates with your target audience.

## Pertinent Case Studies





**When discussing methodology, it's also illuminating to look at pertinent case studies that illustrate the collaborative ways we work with our clients.**

## **CASE STUDY: BRANDING PHOTOGRAPHY**

**CLIENT:** Crystal City, VA Business Improvement District / Gensler Advertising

**Project:** Amazon Headquarters City Proposal Imagery

**Contact:** Steven Joswick

Design Director

Senior Associate

Gensler Advertising

+1 202.263.5436 Direct

+1 202.721.5200 Main

Email: [steven\\_joswick@gensler.com](mailto:steven_joswick@gensler.com)

### **Full Gallery**

<https://dougsanfordphotographs.pixieset.com/crystalcityincolor/>

#### **1. Goals and Objectives**

We were commissioned to create a body of 60 high resolution images that communicated the diverse, vibrant, and urban nature of Crystal City, Virginia. The photos were to be used to illustrate the proposal package sent to Amazon by the municipality showcasing the benefits and advantages of moving their headquarters to Crystal City.

The creative brief specifically required us to highlight a wide array of areas: public transportation, nightlife, shopping, restaurants, leisure, sports, and the people and the colorful energetic nature of the city.

A complete buyout of all usage rights was also requested.

#### **2. Audience and Target Market**

- a. Senior executives and employees at Amazon.com
- b. Members of the Business Improvement District of Crystal City, and Local Business owners.
- c. Senior executives at JBG Smith (property developers)
- d. Residents of Crystal City, VA and the Metro Washington DC area in general.





### **3. Logistics and Planning**

Complex projects like these require management of a wide array of moving parts, e.g. cast, crew, models and releases, locations, scheduling, determining appropriate time of day to shoot, weather delays, unforeseen interruptions, traffic delays, difficult lighting, limited availability of location/models, etc.

Initial planning of the 6 day shoot included a number of pre-production face-to-face meetings with the clients where we were educated on the Crystal City brand identity and their unified concept for the project. We worked collaboratively to compile a list of useful adjectives describing the city, came up with shot lists of visually striking activities that would further our message, chose location and businesses to highlight, and discussed paid vs. volunteer talent, which all led to the beginnings of a final shot list.

A short hotel stay was arranged prior to beginning shooting to gather insight on the city from sunrise to late night, which proved extremely helpful and resulted in several final images.

Once we had chosen our featured locations, talent, and crew, a general shot list was developed. We formulated a comprehensive schedule that included alternate plans for weather and other scheduling delays and provided opportunity for periods of spontaneous shooting as well.

### **4. Execution**

Collaboration and teamwork

A great team working together smoothly on a well crafted plan is crucial in complex multi-day assignments like this one.

1. Pre-production
  - a. Administrative tasks including preparing insurance riders, phoning locations prior to our arrival, printing releases, call sheets and schedules, coordinating volunteer models, and planning for crew parking and meals were done by a team of 2 studio production assistants.
  - b. All camera equipment was checked, batteries charged, digital media cleared, back up drives readied, lighting equipment checked, and everything was organized and packed for travel the day prior.

### **5. Production**



Crew:

- 1 Photographer
- 1 Assistant
- 1 Producer
- 1-2 Client Representatives

Beginning at 6:30 am, we started each production day with a quick 30-minute coffee meeting to coordinate and finalize plans for that day's shooting. Each of the six days of photography was scheduled to include 4 to 5 specific planned locations per day along with periods of something we called "serendipity time." These were short periods throughout the day specifically included for shooting surprises. Alternate weather plans featuring interior locations or later dates were prepared in case of inclement conditions. Each location was scouted and scheduled to be shot at the optimal time of day to ensure the best quality of light. During shooting, our location producer answered the many questions from curious bystanders, coordinated all the paperwork and meals, enlisted volunteer models, and made certain we received signed releases from everyone photographed; this left the photographer to focus solely on the look of the work.

## 6. Post-production

All imagery was downloaded and cataloged from the cameras each evening then triple backed up by the photo assistant. A quick selection of 10-20 of the photographer's favorites were compiled (raw files) and readied for client review the following morning. The final cull and digital post production was completed over two weeks with status updates provided throughout.

A total of 1110 images were post-produced and delivered via custom downloadable web gallery of which the client was to choose their favorite 60 High Resolution Finals.

## 7. Results and Impact

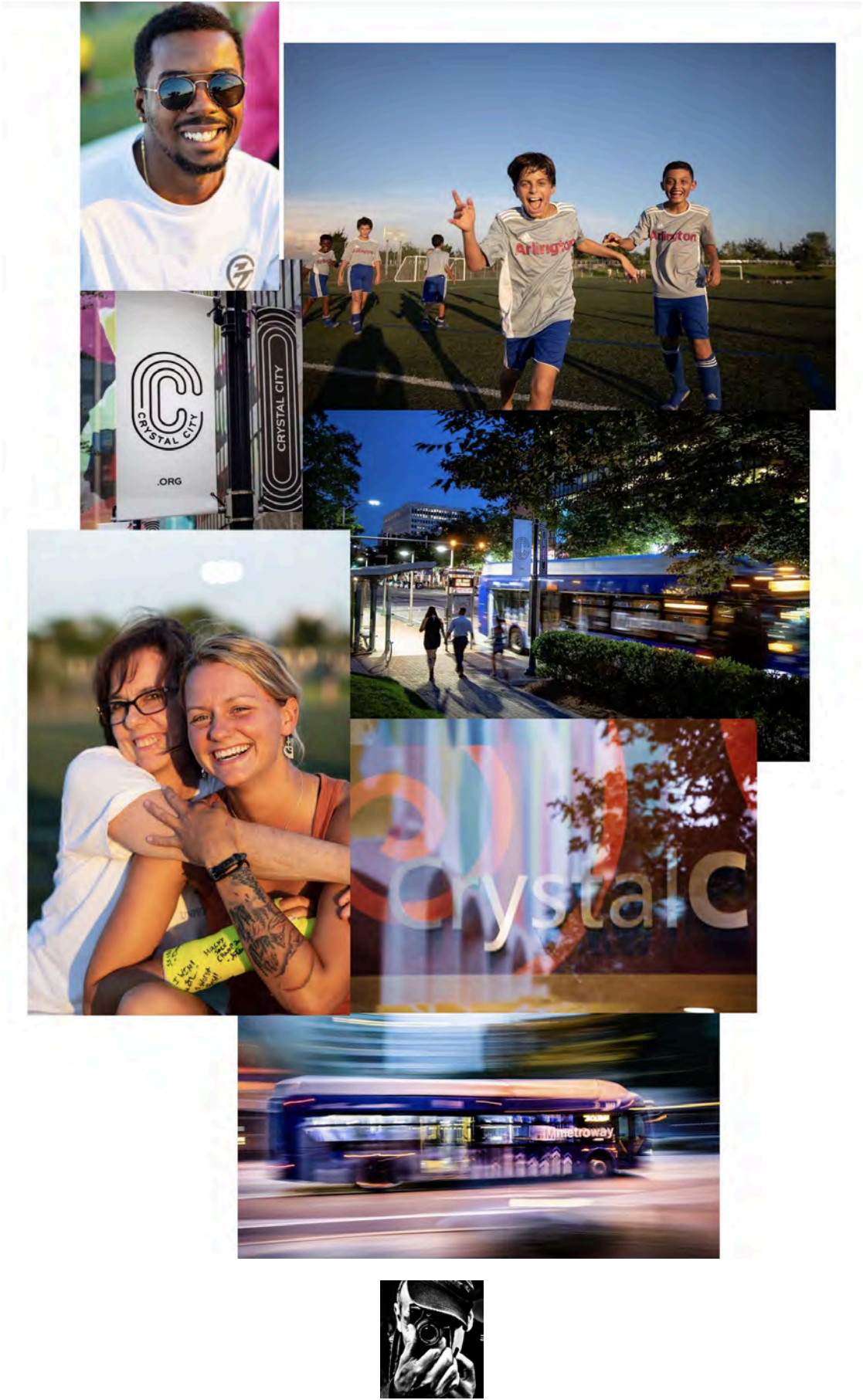
***-Extremely Successful-*** Our clients were incredibly pleased with the end results. After going through the entire set of images we presented, they found themselves unable to limit their choice to just 60 images and instead *purchased the entire collection of 1110 images along with all rights.*

The images are still being used in Crystal City's marketing campaigns and were used liberally throughout the presentation package sent to Amazon.

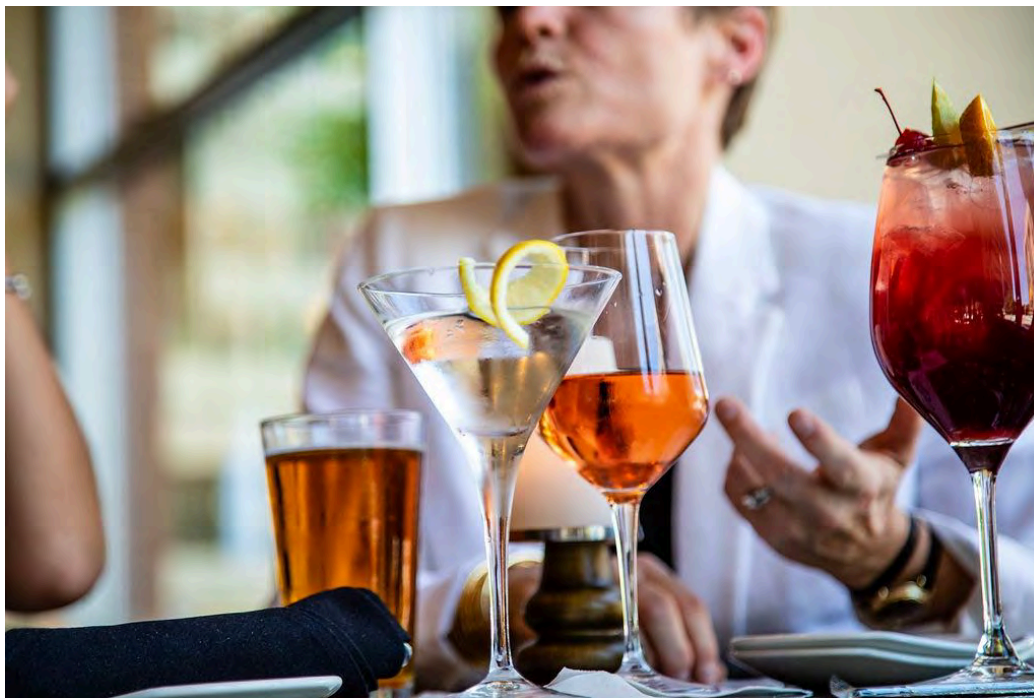
When it was all over, we were informed that *our visuals were "instrumental in Crystal City winning their bid to be an Amazon headquarters city."*











## CASE STUDY: BRANDING PHOTOGRAPHY

**Client:** Md Dept Tourism/REJ Associates Inc.

**Project:** Imagery for VisitMaryland.org & other MD tourism advertising and publications.

Jen Comotto  
Senior Producer/Account Manager  
REJ & Associates, Inc.

p. 410.332.4070 ext. 102 | cell. 443.632.7903  
[rejassociates.com](http://rejassociates.com)

### 1. Goals and Objectives

We were commissioned to create a body of 80 Photographs for use by the Maryland Dept of Tourism on their website <https://www.visitmaryland.org> and in publications to showcase the diverse activities, locations and opportunities the state offers throughout the year to tourists and residents alike.



## **2. Audience and Target Market**

- a. The general public
- b. Potential Maryland tourists
- c. Current Maryland residents
- d. Anyone interested in the state of Maryland

## **3. Brand Identity**

Fun, Active, Engaged, Adventurous, and Playful.

## **4. Execution**

### Initial Focus

A series of initial creative planning meetings were held where we brainstormed ideas for a list of visually exciting seasonal activities to be highlighted. 5 days of shooting were planned with one in each season and one additional. Once we had this list of activities , we moved onto selecting the best possible locations to showcase. To save on the budget the client was in charge of coordinating casting and they pulled our subjects from their list of contacts.

### **Production**

Each production day began with us getting to our 1st location before sunrise to take advantage of the morning light. We spent approximately 2 hours at each of the 4-5 locations planned for each day, shooting 2-3 planned scenarios then a number of grab shots. Each Lunch was a working lunch where we photographed the food, the establishment, and the waitstaff. Traveling between locations was also planned as “grab shot time” and we’d stop along the way to shoot images along the route. This proved to be a very valuable choice as we ended up with some of the client’s favorite images during this time. Weather delays are always a factor in these types of projects so we planned alternate indoor scenarios to shoot in case of inclement weather.

## **5. Results and Impact:**

Extremely Successful. Our client was so happy with the first set of images we submitted they added three additional days of photography to our contract. The images are now featured on



their website and have been added to their library.







## 5. Conference/Event Coverage Methodology

**A Week of Capturing Student Engagement: A general overview.**

### **Preparation:**

- Pre-Event/Conference: I'll meet with organizers beforehand to understand the conference schedule, key events, and student activity locations. This lets me plan my shots and minimize wasted time.
- Gear: I'll use my typical event camera outfit.( 2 Sony A9ii bodies) on a sling carrier with 24-70 2.8 and 70-210 2.8 lenses, and an iPhone 13 pro max on a gimbal for quick professional looking social media video captures;, extra batteries, memory cards, a portable charger, and a rolling camera bag containing additional lighting, bodies and lenses & iPad.

*\*Note* - Including a dedicated photo assistant to accompany the photographer will allow our imagery to be posted in near real time throughout each day, while the photographer focuses on the crucial ongoing moments



### **Sample Daily Workflow:**

7:00 AM - 9:00 AM:

- Early Shots: I'll arrive early to capture the atmosphere – setting up, students arriving, and morning buzz.
- Social Media: I'll grab a few eye-catching shots/clips for a quick early social media post. This could be a photo of students gathering for breakfast, hallway activity, or setting up for the day's class..

9:00 AM - 5:00 PM:

- My assistant and I will shadow the students throughout their activities, capturing their engagement, interaction, and learning process. We'll download and post social media updates periodically at lull points throughout the day.
- Variety: A mix of candid shots with posed group photos – capturing both spontaneous moments and planned activities.

5:00 PM - 7:00 PM:

- Download & Edit: A Complete download of the day's photos, back them up securely, and select a few standouts for a quick social media edit. This could involve basic adjustments, cropping, and adding relevant hashtags.
- Social Media Drop: Several times throughout the day and again by early evening, we'll post the social media snippets, keeping the audience engaged and showcasing the conference's energy.

7:00 PM - 10:00 PM:

- Evening Events: Depending on the schedule, I might capture networking events, workshops, or student performances. The focus here would be capturing the energy and community spirit.
- Nightly Wrap-Up - Culling & Organizing: Each night, I'll cull through the day's photos, discarding blurry or repetitive ones. I'll tag and organize the remaining images for easy retrieval later.
- Building the Story: Towards the end of the week, with all the photos in hand, I'll start crafting a final slideshow or video. This will document the entire conference journey, showcasing student engagement, key events, and the overall atmosphere. I'll use a mix of photos, music, and, in association with the event videographer, short video clips (interviews/snippets of presentations).





## Case Study: Week Long Educational Conference

**CLIENT:** Smithsonian NMAAHC

**Project:** Educational & Public Engagement Programs

### 1. Goals and Objectives

We were commissioned by the Smithsonian Museum of African American History and Culture to document their week-long STEM Educators workshop, Young Historians and Young Writers summer programs, and various other audience engagement programs. We shadowed teachers and students visiting from across the country as they attended a week-long series of workshops, speaker events, and museum exhibitions. We covered speakers, classes, and special exhibitions and student interaction



1. Senior Smithsonian Museum executives
2. Museum Program Donors
3. Program coordinators, teachers and exhibitors
4. Program attendees and the General Public

## **2. Audience and Target Market**

- Senior Smithsonian Museum executives
- Museum programs donors
- Program coordinators, teachers and exhibitors
- Program attendees and the General Public

## **3. Message**

Our focus was on the impact of the programs. The images were to be used in packages sent to large museum donors as proof of the impact and effectiveness of their donations toward museum audience engagement programs. The images were also used in advertising, marketing, and as a historical document of each program. We focused on moments of connection, intent, and joy as a visual representation of what attending each program was like.

## **4. Execution**

Each day we'd arrive 15 min prior to set up cameras and any lighting required. I approached this assignment like I do most of this type, cinematically. Just as in a movie, we are constantly looking for the wide establishing shots, the mid length informational shots, the close ups and the details that all work together to tell a story. We'd capture students arriving and the presentation set-up process, welcome speeches, introductions, and team building exercises. During the day, we'd shadow students through the museum exhibits, in person presentations, field trips, outdoor writing experiences, and any other unplanned activities. We also shot a final group shot each day.

## **5. Postproduction**

All Imagery was downloaded at the end of each day and fresh cards and batteries were installed prior to the next day's shoot. Images were culled, corrected for tone and color, and delivered via a custom web gallery within 7 days.

## **6. Collaboration and Teamwork**



We worked closely with the program directors and instructors to get an insight on the most important aspects of the program and anything else they may want to capture.

## 7. Challenges and Solutions

- **Lighting:** There were more than the usual difficulties with lighting on this project. Due to the nature of the location, many areas were often extremely dark for conservation reasons. As a result we used higher iso settings and camera supports to get photos where additional lighting was prohibited.
- **Subjects.** Young adults are notoriously self conscious and can be difficult to photograph naturally if they feel uncomfortable. It was important for me to establish a camaraderie with each group early so that they felt comfortable with me photographing them. Once your subjects are comfortable, everything flows from there!
- **Uncontrolled Action.** The completely uncontrolled nature of these types of assignments make it crucial to react quickly and anticipate the moments of highest interaction connection. They also require the photographer to be able to disappear into the background to capture unguarded moments at times. Working closely with the program directors and teachers helped us plan for the best coverage.

## 8. Results and Impact

***-Extremely Successful-*** Our client informed us that the two programs we highlighted were approved for additional continued funding in large part due to our images. We received numerous positive responses from attendees and teachers. The images were added to the Smithsonian's marketing image library.













## 4. Headshot Methodology

### Pre-Shoot

- Gear: I use a Sony A7RV high-resolution DSLR or mirrorless camera equipped with a dedicated headshot lens (usually an 85mm f 1.4) this combination achieves what I think is the ideal compression and background blur. Back up bodies, lenses and battery powered lighting are always available on set. Sony's wireless tethering software ensures real-time image preview and transfer. Critical color calibration of my camera monitor and computer display guarantees consistent color accuracy throughout the process.
- Lighting: I craft a two-light or three-light setup depending on the clients wishes, for precise control. I typically use Large LED Softboxes for Strobes and diffusion panels to diffuse the light for a flattering look. A full backup lighting system provides peace of mind in case of primary light failure. A backup battery system is also available for locations without power.
- Backgrounds: I utilize one of several pop up backgrounds. My background support system is always sturdy to prevent unwanted folds or creases.
- Client Communication: In association with the client, we provide a detailed style guide outlining clothing recommendations, hairstyle advice, and preferred poses to ensure client preparedness. A pre-shoot consultation allows me to discuss expectations, answer questions, and establish a rapport..

### During the Shoot:

- Tethered Crew: Along with a dedicated Digital Tech/Photo Assistant, I configure my tethering software to capture images in RAW format for maximum editing flexibility. Each



image is revised after each capture to assess focus, exposure, and composition before proceeding.

- Client Collaboration: I guide each subject through various poses and expressions to achieve a professional and flattering look. Real-time feedback can be incorporated throughout the shoot, allowing the client to see adjustments on the computer monitor.

#### **Post-Shoot Workflow:**

- Basic Edits: I perform essential edits like white balance adjustments, exposure correction, and minor blemish removal.
- Client Review and Finalization: My computer monitor is calibrated for critically accurate color representation. I present a selection of edited images for client feedback and incorporate their final choices for further editing.
- Final Touches and Delivery: I perform advanced edits like background cleanup, skin softening (conservatively), and creative adjustments based on client preferences. Final images are delivered in a format agreed upon with the client (e.g., JPEG, TIFF) along with a print release form.

#### **Additional Considerations:**

- I utilize a comfortable posing stool with adjustable height to ensure client comfort during extended shoots.
- A wardrobe malfunction kit containing safety pins, stain removers, a lint roller, is kept on hand to address any mishaps. As well as a small mirror and basic powder to control facial-shine.



## Case Study: High-Volume HEADSHOTS

**Client:** US Naval Academy/SACC -Service Academy Career Conference

**Project:** SACC Headshots

**Contact:** Tonya McGinnis  
Director, SACC  
tonya.mcginis@usna.com  
410-295-4022

Sample Gallery:

<https://dougsanfordphotographs.pixieset.com/saccatlanta2024/>

### 1. Goals and Objectives

For the past 6 years we've been commissioned by the U S Naval Academy/ SACC to produce high-volume headshot photography for attendees of four Service Academy job fair events in various locations around the country.

Once our portable headshot studio is set up on location, we routinely photograph 300-400 hundred individuals over an 8 hour period. Our goal is to provide each and every attendee a selection of at least 5 high quality, lightly retouched business headshots to be used in job applications, on LinkedIn, or on personal websites. The images should be professional, conservative, and above all flattering. As a former US Navy photographer, this assignment holds a special meaning for me. I cherish the responsibility to create the best headshot possible for these service members looking for employment.

### 2. Audience

- All Attendees of one of the 4 SACC Job Fair Conferences
- Their potential employers or colleagues
- The general public.

### 3. Logistics and Planning

In addition to the usual technical challenges presented by shooting hundreds of individuals headshots in a single day, simply getting to and from the various locations around the country by air travel, with multiple cases of photographic and lighting



equipment requires a good amount of preparation. Contingency travel plans, back up equipment, additional insurance, photography assistance, meals, and ground transportation are all planned prior to the event.

#### 4. Execution

The evening prior to the shoot we securely pack our location headshot studio, which includes all lighting, stands, backdrops and any other miscellaneous equipment needed, then travel by air to the final location, usually a hotel.

Working with hotel and event staff we select a spot that's easy for attendees to see without impeding event traffic flow.

7:30 AM - 8:00 AM: Set up studio

8:00 AM - 12:00 PM - Shoot headshots

12:00 PM - 1:00 PM - Lunch

1:00 PM - 4:00 PM - Shoot Headshots

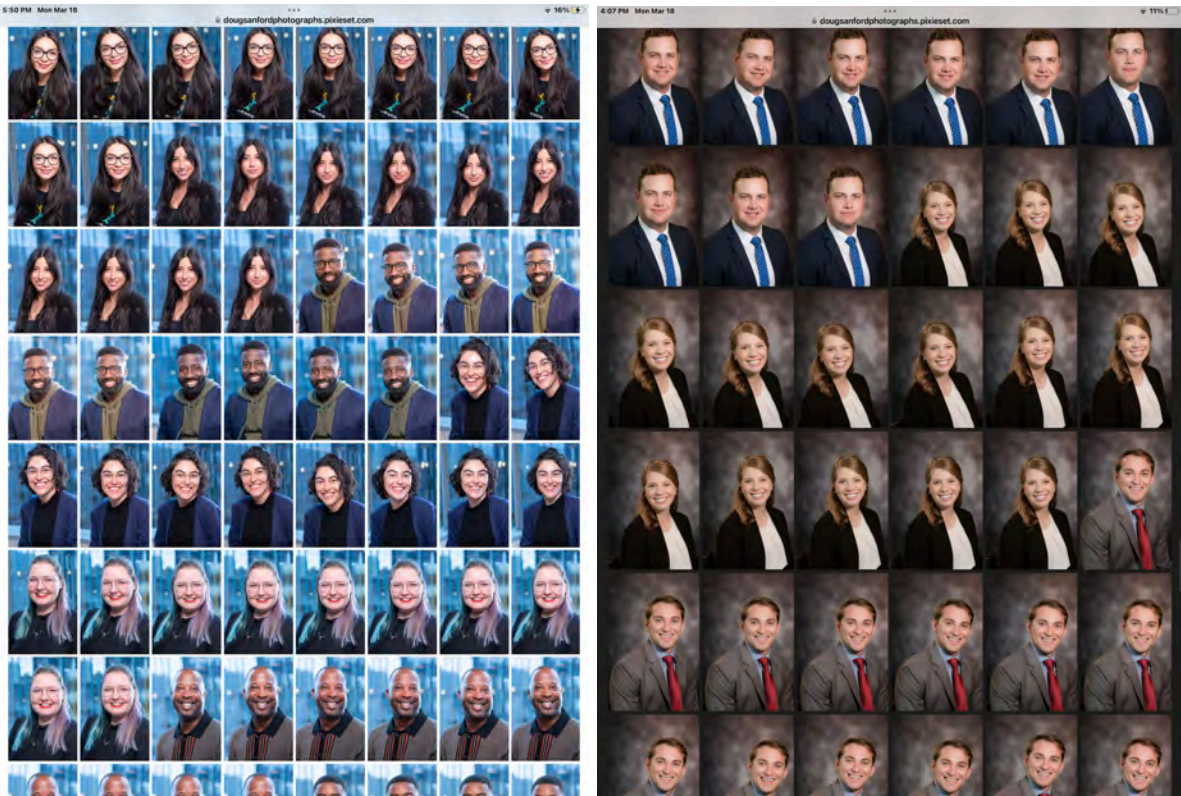
4:00 PM - 4:30 PM - Breakdown Studio

Culling, Post Production, and Retouching is typically completed within 10 days of the event with files delivered via a custom downloadable web gallery. Event attendees are also able to request additional facial retouching if desired.

#### 5. Results and Impact

**-Extremely Successful-** We've heard from many headshot subjects that our set of headshots are their favorite, or that our session was the easiest (and fastest) that they've ever had. Our Client has worked increasingly closely with us over the years and the quality of our results has only benefited. We're currently doing preproduction on the next upcoming SACC conference in May 2024 in Chicago





## Proposed Pricing

### OUB and other Mason Departments as needed.

Branding/Advertising/Marketing Photography

**Work for Hire/Full Buyout Rate=\$500.00 for 1st hour and then \$250 per hour following**

**Inclusive Price includes:**

1. 1 Photographer
2. Basic Studio Lighting.
3. Download and Triple backup,
4. post production,
5. color and tone corrections,
6. High Resolution File uploading and delivery via downloadable web galleries ,
7. 6 months of cloud hoisting of each gallery.
8. Full Copyright Buyout

Additional retouching available at 125.00 per hour.

Digital Tech/Photography Assistant=\$350.00 per 8 hour day

No Travel Fees for local assignments. (Washington DC Metro area)

Consumables provided at cost with receipt.

### Admissions / Washington Scholars Program

6 Days of Conference photography with Social Media Support. *(Video support not included)*

- a. WYSE **Work for Hire/Full Buyout Conference Rate= \$22,500.00 Inclusive**
- b. WJMC-1 **Work for Hire/Full Buyout Conference Rate= \$22,500.00 Inclusive**
- c. WJMC-2 **Work for Hire/Full Buyout Conference Rate= \$22,500.00 Inclusive**

Additional hourly photography rate= \$250.00 per hour Additional retouching \$125.00 per hour

**Inclusive Price includes:**

1. 1 Photographer.
2. 1 Digital Tech/Assistant.
3. Download and Triple backup & 1 year of cold storage.
4. Post production, RUSH
5. Color and tone corrections,RUSH
6. 60 second Splash Video of selected images at the end of week.
7. Basic Headshot Session of each conference attendee.
8. High Resolution File uploading and delivery via downloadable web gallery,
9. 6 months of cloud hoisting of each gallery.
10. Full copyright buyout





Additional retouching available at 125.00 per hour.  
No Travel Fees for local assignments. (Washington DC Metro area)  
Parking & Consumables provided at cost.

## **Antonin Scalia Law School**

Corporate Headshot Photography

### **Faculty/Staff Headshots**

**Work for Hire/Full Buyout Rate= 5 hours of photography, 10-20 individuals= \$2400.00  
*inclusive***

**Inclusive Price includes:**

1. 1 Photographer.
2. 1 Digital Tech/Assistant as needed.
3. Download and Triple backup & 1 year of cold storage
4. High Resolution File uploading and delivery via downloadable web gallery,
5. 6 months of cloud hoisting of each gallery.
6. Full copyright buyout

### **Student Headshots**

**Work for Hire/Full Buyout Rate= \$500 for the first hour \$250 per hour following. 2.5 days  
of high volume headshot photography = approximately \$3975.00 *inclusive*.**

***Inclusive Price Includes:***

1. 1 Photographer
2. 1 Digital Tech/Assistant as needed.
3. Download and Triple backup & 1 year of cold storage
4. High Resolution File uploading and delivery via downloadable web gallery,
5. 6 months of cloud hoisting of each gallery.
6. Full copyright buyout



**ATTACHMENT A**  
**SMALL BUSINESS SUBCONTRACTING PLAN**  
**TO BE COMPLETED BY OFFEROR**

Offerors must advise any portion of this contract that will be subcontracted. All potential offerors are required to include this document with their proposal in order to be considered responsive.

**Small Business:** "Small business (including micro)" means a business which holds a certification as such by the Virginia Department of Small Business and Supplier Diversity (DSBSD) on the due date and time for proposals. This shall also include DSBSD certified women- owned and minority-owned businesses and businesses with DSBSD service disabled veteran owned status when they also hold a DSBSD certification as a small business on the proposal due date. Currently, DSBSD offers small business certification and micro business designation to firms that qualify.

Certification applications are available through DSBSD online at [www.SBSD.virginia.gov](http://www.SBSD.virginia.gov) (Customer Service).

**Offeror Name:** Doug Sanford photographs

**Preparer Name:** Douglas S Sanford **Date:** 03/04/2024

**Who will be doing the work:** ☒ I plan to use subcontractors ☐ I plan to complete all work

**Instructions**

- A. If you are certified by the DSBSD as a micro/small business, complete Section A of this form.
- B. If the "I plan to use subcontractors" box is checked, complete Section B of this form. For the proposal to be considered and the offeror to be declared responsive, the offeror shall identify the portions of the contract that will be subcontracted to any subcontractor, to include DSBSD certified small business for the initial contract period in relation to the offeror's total price for the initial contract period in Section B.

**Section A**

If your firm is certified by the DSBSD provide your certification number and the date of certification.

Certification Number: \_\_\_\_\_ Certification Date: \_\_\_\_\_

**Section B**

If the "I plan to use subcontractors" box is checked, populate the requested information below, per subcontractor to show your firm's plans for utilization of any subcontractor, to include DSBSD-certified small businesses, in the performance of this contract for the initial contract period in relation to the offeror's total price for the initial contract period. Certified small businesses include but are not limited to DSBSD-certified women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status that have also received the DSBSD small business certification. Include plans to utilize small businesses as part of joint ventures, partnerships, subcontractors, suppliers, etc. It is important to note that these proposed participation will be incorporated into the subsequent contract and will be a requirement of the contract. Failure to obtain the proposed participation dollar value or percentages may result in breach of the contract.

**Plans for Utilization of Any subcontractor, to include DSBSD-Certified Small Businesses, for this Procurement**

**Subcontract #1**

Company Name: Leclair Image LLC SBSD Cert #: \_\_\_\_\_  
 Contact Name: Mathew I Leclair SBSD Certification: \_\_\_\_\_  
 Contact Phone: (202)246-6347 Contact Email: matt@leclairimage.com  
 Value % or \$ (Initial Term): \$9,000.00 Contact Address: 1366 parkwood pl Washington DC 20010  
 Description of Work: Di. tal Technician, Photography Assistant

**Subcontract #2**

Company Name: \_\_\_\_\_ SBSD Cert #: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_ SBSD Certification: \_\_\_\_\_  
 Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_  
 Value % or \$ (Initial Term): \_\_\_\_\_ Contact Address: \_\_\_\_\_  
 Description of Work: \_\_\_\_\_



Purchasing Department  
4400 University Drive, Mailstop 3C5  
Fairfax, VA 22030  
Voice: 703.993.2580 | Fax: 703.993.2589  
<http://fiscal.gmu.edu/purchasing/>



# REQUEST FOR PROPOSALS GMU-ER0103-24

**ISSUE DATE:** February 27, 2024

**TITLE:** Photography/Videography Services

**PRIMARY PROCUREMENT OFFICER:** Erin Rauch, Assistant Director

**SECONDARY PROCUREMENT OFFICER:** Sara Siddall, Strategic Sourcing Manager

**QUESTIONS/INQUIRIES:** Submit all inquiries through [Mason's Bonfire Portal](#), no later than 4:00 PM Eastern Time (ET) on March 7, 2024. **All questions must be submitted through Mason's Bonfire portal.** For assistance with technical questions related to Bonfire, contact [Support@GoBonfire.com](mailto:Support@GoBonfire.com) or visit Bonfire's help forum at <https://vendorsupport.gobonfire.com/hc/en-us>. Responses to questions will be posted to Mason's Bonfire portal and by 5:00 PM ET on March 12, 2024.

**IMPORTANT!** All communication with Offerors will take place in Bonfire, to include negotiations. Mason can only message Offerors that have interacted with this specific RFP. Please ensure the appropriate person to handle negotiations and other RFP communication has submitted the proposal in Bonfire.

**PROPOSAL DUE DATE AND TIME:** March 25, 2024 @ 2:00 PM ET. ATTENTION: PROPOSALS WILL NOT BE ACCEPTED VIA EMAIL, MAIL, THROUGH eVA, OR IN PERSON. SEE SECTION XI.A.1 FOR DETAILS ON ELECTRONIC PROPOSAL SUBMISSION.

**In Compliance With This Request For Proposal And To All The Conditions Imposed Therein And Hereby Incorporated By Reference, The Undersigned Offers And Agrees To Furnish The Goods/Services In Accordance With The Attached Signed Proposal Or As Mutually Agreed Upon By Subsequent Negotiations.**

Name and Address of Firm:

Legal Name: Douglas S. Sanford

Date: 3/20/2024

DBA: Doug Sanford photographs

Address: 8040 Georgia Ave. #180  
Silver Spring, MD 20910

By:   
Signature

FEI/FIN No. \_\_\_\_\_

Name: \_\_\_\_\_

Fax No. \_\_\_\_\_

Title: \_\_\_\_\_

Email: doug.sanford@gmail.com

Telephone No. (202)246-6347

SWaM Certified: Yes: \_\_\_\_\_ No: X (See Section VII. SWaM CERTIFICATION for complete details).

SWaM Certification Number: \_\_\_\_\_

This public body does not discriminate against faith-based organizations in accordance with the *Governing Rules*, § 36 or against a Bidder/Offeror because of race, religion, color, sex, national origin, age, disability, or any other prohibited by state law relating to discrimination in employment.