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GEORGE MASON UNIVERSITY

Purchasing Department
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Phone: 703.993.2580; http://fiscal.gmu.edu/purchasing/

CONTRACT RENEWAL (2 of 4)
Modification 2

DATE: August 18, 2026

CONTRACT TITLE: Photography & Videography Services

CONTRACT NO: GMU-ER0103-24-10

CONTRACTOR: RCS Photography, LLC

SCOPE OF WORK: Contractor shall continue to provide photography & videography services on an "as needed" basis, as set forth in the Contract documents.

PERIOD OF RENEWAL: July 24, 2026 through July 23, 2027. There are Two (2) one-year renewal options remaining on this Contract.

PRICING: General photography & videography services are $150/hour. All costs include coverage, editing and delivery with no extra fees.

Washington Scholars Programs:

All costs include coverage, editing and delivery with no extra fees. All costs are based on the hourly rate of $150/event hour.

Photo coverage daily events from 9 am - 10 pm	$ 5,940.00
Video coverage daily events from 9 am - 10 pm	$ 5,940.00
Per Conference Rate:	**$ 11,880.00**
Total for all 3 Conferences (WYSE, WJMC-1, WJMC-2)**:**	**$ 35,640.00**

Intercollegiate Athletics:

All costs are event/game based with no additional charges for editing or delivery. All costs include coverage, editing and delivery with no extra fees.

Half length game or event (Under 2 hours)	$ 200.00
Standard length game or event (Approximately 2-4 hours)	$ 350.00
Extended length game or event (Approximately 4+ hours)	$ 700.00

MODIFICATIONS: This Contract is hereby amended to include a statement of Contractor code of conduct which shall be followed for all university events.

Code of Conduct for Outside Photographers and Videographers

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Outside photographers and videographers hired by George Mason University play an important role in representing the university's brand, values, and community. While on assignment, Contractor is expected to conduct themselves with professionalism, discretion, respect, and care. These guidelines are intended to ensure that every engagement is safe, organized, brand-aligned, and respectful of the students, faculty, staff, alumni, donors, guests, and partners who may be photographed or recorded.

Professional Conduct

Contractor is expected to arrive on time, check in with their university point of contact, and be prepared to begin work at the agreed-upon call time. Contractors should bring all necessary equipment, supplies, batteries, memory cards, lighting, and backup gear needed to complete the assignment unless other arrangements have been made in advance.

While working on behalf of the university, Contractor should communicate with guests, staff, and participants in a professional, courteous, and respectful manner. Direction should be clear, appropriate, and minimal. Contractors should not touch, move, pressure, or make personal comments about any individual's appearance, clothing, identity, or behavior.

Appearance and Attire

Contractor should dress in clean, professional business casual attire appropriate to the assignment and venue. Preferred attire includes polos, dress shirts, blouses, slacks, dark denim when appropriate, and comfortable professional shoes. Muted dark or neutral colors are preferred so vendors remain visually unobtrusive. Clothing with large logos, political messaging, offensive language, athletic wear, distressed clothing, or overly casual attire is not appropriate unless approved in advance.

On-Site Expectations

Contractors should work in a way that is unobtrusive and does not interfere with the event, program, class, or activity being documented. They should avoid blocking guest views, disrupting speakers or participants, or drawing unnecessary attention to themselves. Phones and devices should be silenced.

The Contractor should refrain from eating or drinking in front of guests or participants. Breaks, meals, equipment moves, and schedule adjustments should be coordinated with the assigned university point of contact.

Privacy, Consent, and Safety

The Contractor must follow university direction regarding photo and video permissions, releases, minors, restricted spaces, classrooms, private events, and individuals who request not to be photographed or recorded. Images, footage, or information gathered during an assignment may not be shared, posted, published, sold, submitted for awards, or used in a portfolio without written permission from the university.

The Contractor must follow all campus, building, event, parking, security, and safety rules. Equipment should be placed safely and should not create tripping hazards or block pathways, entrances, exits, or accessibility routes.

Communication and Confidentiality

Vendors should take direction from the assigned university point of contact and communicate any concerns, delays, equipment issues, or unexpected situations as soon as possible. Vendors may encounter confidential conversations, student information, donor information, unreleased announcements, or sensitive university activities and are expected to maintain confidentiality at all times.

All other terms and conditions of GMU-ER0103-24-10 shall remain unchanged and in full force and effect.

SIGNATURE PAGE TO FOLLOW

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AGREED BY:

RCS Photography, LLC

Signed by:
Rafael Suanes
B089F29C904C453...
Signature

Rafael Suanes
Name

Owner
Title

8/20/2026
Date

George Mason University

Signed by:
Erin Rauch
1F6CAB9662114BA...
Signature

Erin Rauch
Name

Director, Strategic Sourcing, Purchasing
Title

8/20/2026
Date