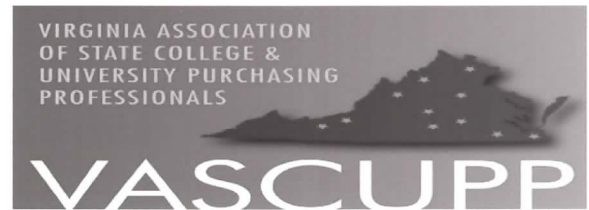




Purchasing Department
4400 University Drive, Mailstop 3C5
Fairfax, VA 22030
Voice: 703.993.2580 | Fax: 703.993.2589
<http://fiscal.gmu.edu/purchasing/>



REQUEST FOR PROPOSALS
GMU-1592-19

ISSUE DATE: July 1, 2019

TITLE: Photography Services

PRIMARY PROCUREMENT OFFICER: Christopher Mullins, Sr. Buyer, cmullin4@gmu.edu

SECONDARY PROCUREMENT OFFICER: Erin Rauch, Assistant Director Purchasing, erauch@gmu.edu

QUESTIONS/INQUIRIES: E-mail all inquiries to both Procurement Officers listed above, no later than 4:00 PM EST on July 10, 2019. **All questions must be submitted in writing.** Responses to questions will be posted on the Mason Purchasing Website by 5:00 PM EST on July 12, 2019. Note: Questions must be submitted in WORD format. Also see section III. COMMUNICATION, herein.

PROPOSAL DUE DATE AND TIME: July 23, 2019 @ 2:00 PM EST. Hand deliver or mail proposals directly to the address above. Electronic submissions will not be accepted. A public opening will not be held. Late proposals will not be accepted.

Note: A return envelope is not being provided. It is the responsibility of the Offeror to ensure the proposal is submitted in a sealed envelope, box, container, etc. that clearly identifies the contents as a proposal submission in response to this Request for Proposal. See Section XI Paragraph C herein. If delivering proposals by hand, deliver to the Purchasing Department located in Suite 4200 of Alan and Sally Merten Hall (Merten Hall), Fairfax Campus. Campus Map. Office hours are 8:30AM to 5:00PM.

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: RCS Photography, LLC

DBA: RCS Photography

Address: 4833 Nash Drive
Fairfax, VA 22032

Date: 07/21/19

By: 
Signature

FEI/FIN No. 30-0269299

Fax No. _____

Email: rsuanes@gmail.com

Name: Rafael Suanes

Title: Owner

Telephone No. (703) 675-3525

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.

ATTACHMENT A
VENDOR DATA SHEET
TO BE COMPLETED BY OFFEROR

1. **QUALIFICATION OF OFFEROR:** The Offeror certifies that they have the capability and capacity in all respects to fully satisfy all of the contractual requirements.

2. **YEARS IN BUSINESS:** Indicate the length of time in business providing this type of service:

Type of Business: Photography 14 Years Months

3. **BUSINESS STATUS:**

A. Type of organization (circle one):

Individual
Sole Proprietor

Partnership
Government

Corporation
Other (explain)

B. Category (circle one):

Manufacturer/Producer
Service Establishment
Other (explain)

Mfg.'s Agent
Distributor

Retailer
Wholesaler

C. Status: If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number . For certification assistance, please visit <http://www.sbsd.virginia.gov/>. (Please check all applicable classifications. Must be certified with **VIRGINIA SBSB** to qualify)

X (MB) MINORITY OWNED. "Minority-owned business" means a business that is at least 51% owned by one or more minority individuals who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals who are U.S. citizens or legal resident aliens, and both the management and daily business operations are controlled by one or more minority individuals.

 (WB) WOMAN OWNED. "Women-owned business" means a business that is at least 51% owned by one or more women who are U.S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or legal resident aliens, and both the management and daily business operations are controlled by one or more women.

 (SB) SMALL BUSINESS: "Small business" means a business that is at least 51% independently owned and controlled by one or more individuals who are U.S. citizens or legal resident aliens, and together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years. One or more of these individual owners shall control both the management and daily business operations of the small business.

 LARGE BUSINESS

I certify the accuracy of this information.

Signed: Rafael Suanes Title: Owner

Printed Name: Rafael Suanes Date: 07/21/19



RCS PHOTOGRAPHY

Photography Proposal for the Antonin Scalia Law School at George Mason University

Prepared by:

Rafael Suanes

4833 Nash Drive

Fairfax, VA 22032

(703) 675-3525

www.rafaelsuanes.com

rsuanes@gmail.com

Dear Mr. Mullins,

I am writing to express my interest in becoming the official photographer for the Antonin Scalia Law School at George Mason University for the 2019-2020 academic year. I believe I am an exceptionally qualified fit and would make a valuable addition to the university.

As the official photographer for the George Mason University athletics department for the past 10 years, I am well versed in the policies and procedures of both the State of Virginia and the University.

Please see all the information below regarding the Request for Proposal GMU-1592-19.

Sincerely,

Rafael Suanes

Owner

RCS Photography, LLC

Accomplished sports photographer with over 14 years of experience in the DC market. Customer-service driven with a focus on utilizing technology to capture unparalleled images. Extensive knowledge of the photography and media needs of universities, professional sports teams and corporate clients.

EXPERIENCE

Owner and Operator, RCS Photography, Fairfax, VA – 2005- present

- Full-service photography company specializing in sports and events in the Washington, DC area
- Official photographer for two major universities and works with countless more as repeat clients
- Internationally published both in print and on websites and blogs
- Diverse clientele ranging from editorial to corporate to non-profit.
- Multiple images recognized as "Images of the Year" by USA Today
- Select list of past assignments:
 - Game coverage, headshots and event photography provided to multiple university athletic departments, academic departments, corporations, non-profits and government agencies
 - Congressional hearings
 - Supreme Court nomination hearings
 - Professional sports coverage including the Washington Redskins, Washington Capitals, Washington Nationals, Washington Wizards, DC United, Baltimore Ravens and Baltimore Orioles
 - Selected publications in which images have been published: The New York Times, The Wall Street Journal, Sports Illustrated, USA Today, McClatchy, The Baltimore Sun, The Washington Post, ESPN Magazine, Bleacher Report, The Virginian-Pilot, The Richmond Times-Dispatch, The National Catholic Reporter

SKILLS

- Expert in all forms of photographic and video equipment including camera bodies and lenses
- Expert user of editing software including, but not limited to, Adobe Lightroom, Adobe Photoshop, PhotoMechanic, Apple Final Cut X, and WireCast

Selected Academic, Corporate and Media Clients

America's Public Television Stations
American Association of State Colleges and Universities
American Football Coaches Association
American University
Arizona State University
Association of Jesuit Colleges and Universities
Atlantic 10 Conference
Atlantic Coast Conference
Basketball Alumni Legends League
Big East Conference
Big Ten Conference
Booz Allen Hamilton
Boston University
Coca-Cola
Columbia University
Clemson University
Colonial Athletic Association
Cornell University
Duke University
EA Sports
ESPN
FOX Sports
George Mason University
George Washington University
Georgetown University
German American Business Council

Getty Images
Gordon College
Grand Valley State University
Hofstra University
James Madison University
LaSalle University
Lehigh University
Lipscomb University
Lynn University
Major League Baseball
Major League Soccer
Maryland-National Capital Park and Planning Commission
Michigan State University
National Basketball Association
NCAA
North Carolina Central University
North Carolina State University
Notre Dame
Oklahoma State University
Patriot League
PepsiCo
Purdue University
Richmond International Raceway
Santa Clara University
Southern Methodist University
Sports Illustrated

St. John's University
Syracuse University
Tulane University
United States Olympic Committee
United States Tennis Association
University at Buffalo
University of California at Los Angeles
University of Central Florida
University of Delaware
University of Detroit Mercy
University of Edinburgh
University of Maryland
University of Michigan
University of Minnesota
University of Pennsylvania
University of San Diego
University of Southern California
University of Tennessee-Chattanooga
University of Texas
University of William and Mary
USA Hockey Magazine
USA Today Sports
Virginia Commonwealth University
Virginia Tech
Wake Forest University
Washington State University
West Virginia University

Qualifications and Experience

1. RCS Photography is uniquely qualified to be the Antonin Scalia Law School at George Mason University photographer:
 - 1.1. Professional, full-time photographer meeting the needs of multiple universities for the past 12 years, including George Mason University.
 - 1.2. Services provided include studio work for headshots of faculty, staff and students and university-related functions including alumni functions, fundraising, marketing, and community special events.
 - 1.3. RCS Photography owns all professional grade camera bodies, lenses and studio equipment including multiple backdrops. This allows two simultaneous studios to be used if desired. See attached for a full list of equipment.
 - 1.4. Please see samples below; additional images available at www.rafaelsuanes.com.
2. Specific Plan (Methodology): RCS Photography's years of experience providing headshot, group photography and special event coverage for multiple universities enables our ability to tailor each assignment to the needs of the Law School. We collaborate with athletics administration, coaches, and communications staff to ensure each session or event is captured in the manner that best serves the Law School's needs.
 - 2.1. A laptop is used during all headshot sessions to give each subject the ability to choose several photos that are acceptable immediately following the photo shoot. Subjects may request light retouching and editing at this time.
 - 2.2. All digital files will be delivered through a Digital Asset Management (DAM) system, to be implemented by RCS Photography. This system allows for direct image download via link provided to each subject, and can be used as an archive. Images are retrievable from any location, at any time, via the provided link.
 - 2.3. Prior to delivery, all images are reviewed and edited for quality assurance. All images can be key-worded by name and uploaded to the DAM within 3-5 business days, and can be key-worded by subject name, upon request of the Antonin Scalia School of Law.
 - 2.4. RCS Photography provides printing, framing and award mounting services upon request.
3. References: Length of service noted below
Phil Humnick - Georgetown University Staff Photographer - humnickp@georgetown.edu - (202) 687-3447 - 12 years
Francoise Djoukeng - Georgetown Law Center for the Constitution Program Manager - fnd3@georgetown.edu - (202) 662-9861 - 2 years
Mike "Mex" Carey - Michigan State University Associate Director of Athletics Communications - carey@ath.msu.edu - (517) 355-2271 - 12 years
4. Proposed Pricing: A flat rate of \$250 is charged for services up to two (2) hours in length. After the first two hours, an additional rate of \$120/hr is charged. No extra fees are charged for editing or transmitting. Pricing for printing, framing and award mounting services are quoted on a case-by-case basis, depending on scope of project.

Camera Equipment Owned

Three (3) Nikon D850 camera bodies
Two (2) Nikon D500 camera bodies
One (1) Nikon Z7 camera body
One (1) Nikon Z6 camera body
One (1) Nikon 400mm f/2.8 lens
One (1) Nikon 300mm f/2.8 lens
One (1) Nikon 200-500 f/5.6 lens
One (1) Nikon 200-400 f/4 lens
Two (2) Nikon 70-200mm f/2.8 lenses
Two (2) Nikon 28-300mm f/3.5-5.6 lenses
One (1) Nikon 24-120mm f/4 lens
Two (2) Nikon 24-70mm f/2.8 lenses
Two (2) Nikon 14-24mm f/2.8 lenses
One (1) Nikon 50mm f/1.8 lens
One (1) Nikon 20mm f/2.8 lens
One (1) Nikon 16mm f/2.8 fisheye lens

Studio Equipment Owned

Two (2) portable background stands
Two (2) Alien Bee studio strobe lights
Two (2) White Lightning studio strobe lights
Multiple backgrounds and light modifiers

Video Equipment Owned

One (1) Panasonic AG-UX90 4K camera for events and interviews
Two (2) Canon VIXIA G40 HD video cameras for live streaming
Four (4) LED studio lights
Multiple microphones, audio mixing boards and accessories

Samples

Included are sample images as required by the RFP. These samples are from past assignments to illustrate both shooting style and quality. RCS Photography will work closely with the Antonin Scalia Law School at George Mason University to finalize concepts before shooting begins. For more samples, please visit www.rafaelsuanes.com.





Payment Preference

As RCS Photography is a registered vendor with the Commonwealth of Virginia and already enrolled with Paymode-X, we are well versed in how billing and payment operates. Once a PO number has been created, all invoices are submitted directly to Virginia with the PO number clearly marked on each invoice. RCS Photography operates on a Net 30 basis and prefers direct deposit.