

**Department of Materials Management  
Procurement Unit  
MONTGOMERY COUNTY PUBLIC SCHOOLS  
45 W. Gude Drive, Suite 3100  
Rockville, Maryland 20850**

**August 24, 2016**

**NOTICE TO BIDDERS**

**The following are questions and responses regarding  
RFP No. 4382.1, Photography Services**

**Question 1:** For how many events do you anticipate the need for photographic services within the contracted period? The RFP specifies that the photographer will deliver no more than 40 JPEG images. Is this per event?

**Answer:** To answer the first part of the question, the number is variable. In the past year, we have hired for nearly 70 photographic assignments pulling from a pool of multiple photographers. For the second part of the question: yes, for each event, we expect no more than 40 JPEGs to be delivered, unless otherwise discussed. We want the absolute best shots from each event.

**Question 2:** Although I started-my business 8 months ago, I volunteered my services to a high school football team during the years 2010-2015. The post requires 5 years professional experience, is it possible to have the volunteered services considered in lieu of professional experience?

**Answer:** No. The experience requirement is seeking five years of journalistic experience or, at a minimum, five years of experience with multiple clients, whether they be corporate, journalistic or otherwise. Five years of shooting one sports team client would not qualify.

**Question 3:** Do I need to submit four complete copies of the RFP paperwork, or can I submit four copies of just the pages that I have filled out?

**Answer:** Please forward four copies of the entire response, thank you.

**Question 4:** Is workers comp insurance required for sole proprietors?

**Answer:** MCPS requires that all vendors comply with the workers' compensation insurance requirements as set forth under Maryland law. Vendors can consult with the

workers' compensation commission for further information or seek their own legal counsel. The website for the commission is: [www.wcc.state.md.us](http://www.wcc.state.md.us)

**Question 5:** Do I need to submit a resume? It is not listed under Section 13.0 Mandatory Submissions.

**Answer:** Section.3.6 Scope of Work on page 1 of the RFP requests a resume and work samples via email or a link to a website or other online resource.

**Question 6:** The insurance requirements under Section 8.0 Insurance on page 3 do not agree with the requirements under General Contract Articles, Article 33. Indemnification and Insurance on page 30 - 31? Which section is correct?

**Answer:** General Contract Articles, Article 33. Indemnification and Insurance are correct.

**Question 7:** The date due for questions is not correct in the RFP under Section 20.0 Inquiries on page 10 of the RFP. What is the correct due date for questions?

**Answer:** Questions were due on August 18, 2016. This date is listed correctly on the Cover Letter and under Section 14.0 Schedule of Events on page 7.

**Question 8:** Can companies from Outside USA apply for this? (like, from India or Canada)?

**Answer:** Any qualified photographer can respond to this solicitation.

**Question 9:** Will we need to come over there for meetings??

**Answer:** The work will be performed in Montgomery County, Maryland. Please refer to Section.3.6 Scope of Work on page 1 of the RFP. "Photographer will travel to MCPS schools, office sites and other locations throughout the county as necessary to create digital images of special events, classroom activities, and portraiture as directed by the MCPS Photo Assignment Editor(s). The photographer will receive a Photo Request Form from the Photo Assignment Editor providing as many event specifics as possible. (Appendix A)

**Question 10:** Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

**Answer:** No. See Answer to Question 9.

**Question 11:** Can we submit the proposals via email??????

**Answer:** Please refer to the RFP cover page. Proposals must be received on or before 2:00 p.m., on August 30, 2016. Proposals received after this date and time will not be considered. Proposals must be delivered in a sealed opaque envelope with the RFP number, opening date and opening time indicated in the lower left corner of the envelope. Proposals must be marked on cover pages of each with **“ORIGINAL”**, **“COPIES”** and **“REDACTED”**. Proposals are to be delivered to Montgomery County Public Schools Procurement Unit, 45 W. Gude Drive, Suite 3100, Rockville, Maryland 20850

**Question 12:** Approximately how many hours a week will the photographer be expected to work?

**Answer:** It is variable. Photography assignments are determined by an editorial group within MCPS, which meets weekly. Sometimes, there are several assignments within a week; sometimes, there are very few, and other times (during spring or winter break, for instance), there are none. There may be times when a photographer is asked to work for an hour; other times, a shoot may take 6-7 hours. There is no regular amount of hours each week.

**Question 13:** How much advance notice is given to the photographer for each photo assignment?

**Answer:** It depends. Typically, most assignments are known about days in advance. Every effort is made to schedule assignments in advance, but occasionally, we have assignments that pop up within 24 hours of the date/time they are happening. Extremely rarely, we have assignments that come up the day of an event.



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Laurie Checco, CPPB, Buyer II, Procurement Unit

Please indicate your acceptance of this notice by signing below and returning with your RFP or under separate cover.

Accepted:

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Company Name

