

**JUDICIAL COUNCIL OF CALIFORNIA**

**QUESTIONS AND ANSWERS**

**Photography Services, RFP LSD-2024-37-SB**

**September 13, 2024**

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1. Question: How many headshots will be needed?

**ANSWER: Rough estimate would be 15-20 people**

2. Question: Is there currently a frontrunner?

**ANSWER: All bids will be evaluated after the closing date for proposals.**

3. Question: Has the total number of group and individual shots been determined? Alternatively, is there a rough estimate for each?

**ANSWER: We do not have a definitive answer at this time. Estimate (15-20) headshots, (1) large group shot of the entire Judicial Council (Estimate 31 people), (10-12) individual portraits, and various smaller group shots (15).**

4. Question: Approximately how many people will be included in the largest group to be photographed?

**ANSWER: 31**

5. Question: Will the background be provided?

**ANSWER: No backgrounds are necessary for the group shots. The backgrounds for the headshots are to be provided by photographer.**

6. Question: Will the same background be used for individual and group shots?

**ANSWER: No, backgrounds for the headshots and individual portraits should be provided by photographer. No background needed for group shots.**

7. Question: IV: To clarify, will the Judicial Council staff person be providing creative & posing direction?

**ANSWER: The photographer will have creative discretion and should guide the subjects and provide directions necessary to take the photograph.**

8. Question: IV.F: Will “examples of desired end-product from previous shoots” be available for the bidding process?

**ANSWER: Examples will be provided to the winner, prior to the event.**

9. Question: V Photographer Responsibilities, B: Is the photographer to provide the “USB compatible card reader or other image transfer device” or will it be provided by the Judicial Council?

**ANSWER: A USB compatible card reader or other image transfer device will be provided by Judicial Council staff.**

10. Question: Will the Photographer be granted use of the finished Judicial Council portraits for self-promotion in print & digital portfolios?

**ANSWER: No. Please see section VI below:**

**“VI. Rights: The photographer will assign their intellectual property rights exclusively to the Judicial Council to use the photos in all media, and for any other purpose, for an unlimited period of time (i.e., in perpetuity). Such assignment of rights means the photographer will not be able to use the images for their own or any third party’s purposes without advance written permission from the Judicial Council.”**

11. Question: 8.e 3: Is it possible to further define “3 samples”?

**ANSWER: 3 samples of the photographer’s previous work should be submitted. This can include group shots, headshots, etc.**

12. Question: II Deliverables: Being that RAQ files have been requested immediately following the shoot, will the winning bidder be responsible for any retouching or finishing?

**ANSWER: Yes, up to 3 retouched images per person, or can specify the number of retouched images.**

13. Question: Under “Hourly Rate Plus Additional Expenses”, there is a line for “total Proposal”. It’s my assumption the total is less rescheduling fees. Can you please confirm?

**ANSWER: The total proposal should include all expenses and fees including possible rescheduling fees.**

14. Question: Will it be possible for the winning bidder to scout the location prior to the day of the shoot?

**ANSWER: Yes, by making an appointment with Judicial Council staff.**

15. Question: Is this an annual event?

**ANSWER: Yes it is, but this RFP would be for only this year.**

16. Question: How many specific photos do you expect this shoot will include?

**ANSWER: We do not have a definitive answer. Estimate (15-20) headshots, (1) large group shot of the entire Judicial Council (Estimate 31 people), (10-12) portrait shots, and various smaller group shots (15).**

17. Question: What is the largest group size? 31 individuals?

**ANSWER: Correct, estimated around 31 individuals for the one large group shot.**

18. Question: Will all photos be the same exact location? In other words, can we set up the lights in just one location for the entire shoot? Can you share a photo (iPhone is fine) of the exact space?

**ANSWER: One location. The group shot will be taken on one side of the room and the headshots/individual portraits are taken on the opposite side. Please see the link for an example of the large group photo: <https://www.courts.ca.gov/4645.htm>**

19. Question: Given the need to be quick and efficient, I assume I will be able to bring an assistant and maybe two to help. Naturally, this would add to my bid, but I think critical.

**ANSWER: That is at your own discretion and all costs should be included in your proposal.**

20. Question: Will bidders know the size and general layout of the room before bidding?

**ANSWER: The Great Hall (1<sup>st</sup> Floor) where the photos are taken is approximately 20' by 20'.**

21. Question: When will bidders be able to see example photographs?

**ANSWER: Examples of photographs can be seen here: <https://www.courts.ca.gov/4645.htm> and by selecting a Judicial Council member, you can see the individual portraits provided.**

22. Question: What kind of backgrounds are desired? Should we bid as if we will be providing backgrounds for the individual portraits, or all the portraits?

**ANSWER: Yes, backgrounds are used for the headshots and individual portraits.**

23. Question: Do we know approximately how many groups and the size of the groups? Or the size of the largest group?

**ANSWER: We do not have a definitive answer at this time. Estimate (15-20) headshots, (1) large group shot of the entire Judicial Council (Estimate 31 people), (10-15) individual portraits, and various smaller group shots (15).**

24. Question: Will WIFI be available in the shoot location?

**ANSWER: Yes, the Judicial Council staff will provide a guest Wi-Fi.**

25. Question: Will the winning bidder only be permitted to use the Judicial Branch computer, or can we use our own as well?

**ANSWER: The photographer will provide images onsite via flash drive or SD card and provide to Judicial Council staff, or use a USB compatible card reader to transfer the images onto a Judicial Council computer.**

26. Question: Will the individual portraits be taken on a background, or do you prefer and environmental portrait?

**ANSWER: Background.**

27. Question: will the group portrait be arranged similar to the one at this link: <https://www.courts.ca.gov/4645.htm>. If so, will you be providing the chairs?

**ANSWER: Yes, and we will have chairs on-site.**

28. Question: Can I bring a photography assistant?

**ANSWER: Yes.**

29. Question: Will hair and make-up services be needed for the Justices?

**ANSWER: No.**

30. Question: How far will the headshots be spaced. If I'm reading correct, there are 30 people to be photographed and 3 hours allotted. So that means about 6 minutes per person, right?

**ANSWER: This will be determined during the shoot.**

31. Question: Are the group shots the same day as individual shots? How many groups? What is the largest number of people in the group?

**ANSWER: All photos will occur on the same day. Estimate (15-20) headshots, (1) large group shot of the entire Judicial Council (Estimate 31 people), (10-15) individual portraits, and various smaller group shots (15).**

32. Question: Is our proposal strictly on the Photography Services Proposal Form? What does SOQ's mean?

**ANSWER: SOQs are Statement of qualifications. Please see page 6 of the request for proposal for all required documents to be submitted.**

33. Question: On the proposal, do I break down each service or just provide one price if I am doing a fixed price?

**ANSWER: You may provide one price, that is inclusive of all fees and expenses.**