

**Questions from Photography Services Presubmittal Meeting (7-21-09)**

<i>How many images are you expecting to be produced per month?</i>	The need will fluctuate. We are looking for quality, not quantity, and will supply the shot list.
<i>You mentioned that there would be interaction with graphic designers. Would you say they would assign more than 50% of tasks?</i>	Yes – photographers will interact with graphic designers on assignments, delivery and management of the photo library.
<i>Is there a digital workforce in place?</i>	We are currently working on software management and cataloging our photographs. We are looking for additional (and continuing) guidance.
<i>How were previous contracts with photographers structured? Are you comfortable with the current structure?</i>	<p>We had three photographers on call to meet a variety of needs - one chronicling downtown construction, one for magazine photography/creative shots and one for people/event photography.</p> <p>While the current structure has met our needs it has not been determined that it will remain in this format.</p>
<i>How many hours per week would the photographer be expected to work?</i>	It will fluctuate. The final scope of services will be set in contract negotiations.
<i>Will the Scope of Services include retouching, or will graphic designers take care of it?</i>	Graphic Designers have retouched photographs, but it is time consuming. It depends on the shot and the need. Details regarding scope of services can be refined in the negotiation process when a photographer is selected.
<i>What is your expected turnaround time from shoot to delivery?</i>	In the case of a rushed job it would be 2-3 days; however we aim for 2 to 3 weeks.
<i>Are all the shots exteriors or will there be interior as well?</i>	The majority of shots are currently exterior, but looking to incorporate interior shots as well.
<i>Is digital retouching a determination in this process?</i>	The more services that can be provided to save time for graphic designers the better. Details regarding scope of services can be refined in the negotiation process when a photographer is selected.
<i>What are your guidelines for pricing? Is there a chart for what you want, for instance skyline shots vs. events? Do you see a photo assistant or photo lab as sub-consultants?</i>	<p>Photographers should include a complete schedule of in a sealed envelope with submittal. While there is not an outline of what to price the rate list can include a variety of pricing structures for different things.</p> <p>Photo assistant and all other sub-consultant information should be included in the workforce report.</p>
<i>Are the rates a part of the determination process?</i>	Rates should be included in a sealed envelope within the submittal. This is a request for qualifications and submissions will be reviewed and finalists selected based on qualifications.