

# **Request for Proposal – DASNY Corporate Photography**

**Project Name:** DASNY Corporate Photography

**RFP Description:** Provide updated headshots for DASNY’s executive and public facing staff

**Service Requested:**

The Dormitory Authority of the State of New York (DASNY) is seeking proposals from photographers experienced in corporate photography to assist with taking updated headshots for our executive staff and public facing employees. The main priority is to present DASNY as a uniform team of professionals using an updated, more modern aesthetic. When participating in conferences, workshops, etc. DASNY seeks to stand out from the crowd by presenting more polished and sophisticated headshots. Photos will be used in a variety of ways including, but not limited to, the DASNY website, annual report, social media channels and marketing materials. DASNY anticipates approximately 50-100 headshots needed.

Separate photo shoots may be needed in Albany, NYC, Buffalo, Rochester and in other parts of New York State. We may request the selected photographer(s) to join us during an upcoming conference at the Crotonville Conference Center (from June 16<sup>th</sup> - June 18<sup>th</sup>) located at 1 Old Albany Post Rd in Ossining, NY to take executive headshots and group photos of attendees, depending on pricing and availability.

**Service Address:** DASNY’s Offices (Albany, Buffalo, NYC and Rochester) other NYS locations may be requested.

**Service Completion Date:** July 31, 2025

**Request For Information Due (RFI):** May 7, 2025

**Responses To RFI’s Will Be Posted By:** May 9, 2025

**Proposals Due:** May 14, 2025 at 2:30 p.m.

DASNY is issuing this Discretionary Purchase in good faith and intends to award on the basis of this invitation but are under no obligation to make an award if such action is deemed in the best interest of DASNY relating to its own operations.

Photographers interested in responding to this solicitation must submit their proposal, which should not exceed 5 pages, excluding work samples, by email to Haley Birr, Assistant Procurement Administrator at [HBirr@dasny.org](mailto:HBirr@dasny.org) no later than 2:30 p.m. on May 14, 2025. Proposals received after this date will not be accepted.

Proposals must include the following information in the same number order as listed below:

- 1) A cover letter with your company’s name, address, telephone number and website address along with the name, title, telephone number and email address of the individual within your company who will be DASNY’s primary contact concerning this proposal.
- 2) A description of your company and list of corporate photography projects completed within the last three years. Where applicable, include electronic samples of your company’s work. This may include a video sample, project portfolio, etc.

- 3) A detailed pricing sheet including the cost of headshots per sitter, associated travel fees and any other applicable project fees.
- 4) A statement indicating there are no conflicts of interest between your company or individuals in your company and DASNY.
- 5) Three (3) recent references with contact information and phone numbers.
- 6) A statement indicating whether your company is an MWBE Vendor certified with NYS or a NYS Small Business Concern defined as a business that is resident in this State, independently owned and operated, not dominant in its field, and employs not more than one hundred people or if proposer.

**ATTACHMENTS:**

**Should your company be selected, the following forms will be required within five (5) business days of receiving notification.**

- **DASNY Omnibus Certification**
- **New York State Vendor Responsibility Questionnaire**
- **W9 Form**
- **Insurance Documents**
  - **Sample Acord**
  - **Sample Endorsements**
  - **Insurance Requirements**