



Dear Interested Party:

Date: April 17, 2024

REQUEST FOR QUOTES FOR PHOTOGRAPHY SERVICES

The Connecticut Housing Finance Authority (“CHFA”) is seeking quotes from professional photographers to take portraits of its staff. CHFA will not reimburse for any expenses incurred in connection with this Request for Quotes, including, but not limited to, the cost of preparing the initial response and any additional information requested or travel expenses relating to any oral presentation. Please be advised that responses will be considered property of CHFA, are matters of public record, and may be disclosed by CHFA after the awarding of a contract.

Background:

CHFA, a body politic and corporate constituting a public instrumentality and political subdivision of the State of Connecticut, was created in 1969 and operates pursuant to Chapter 134 of the Connecticut General Statutes, as amended. CHFA’s purpose is to help alleviate the shortage of affordable housing for low-income and moderate-income families and persons in Connecticut by providing single family mortgages, financing for rental housing, and mortgages for the purchase, development and construction of housing.

For additional information about CHFA, please reference CHFA’s website at www.chfa.org.

Scope of Work:

CHFA is seeking a professional photographer to take individual portraits of CHFA’s Executive Leadership Team consisting of 9 and up to 100 additional CHFA employees at CHFA’s offices located at 999 West Street, Rocky Hill, Connecticut. Digital photographs should be available and delivered to CHFA within two weeks of the date photographs are taken in a format acceptable to CHFA.

Requested Information:

Please respond to CHFA no later than **4:00 p.m. on Thursday, May 9, 2024**, by emailing your response to RFP.RFQ@chfa.org with the following:

1. Provide a brief description of your firm, experience, and qualifications of your firm to provide portrait photography services for CHFA.
2. Provide a sample of work you have performed.
3. Provide a breakdown of all fees, including, but not limited to:
 - Per person session fee, hourly fee, or all-inclusive package fee
 - Number of backdrops provided
 - Minimum number of head shots taken per person
 - Lighting
 - Editing/retouching
 - Minimum number of edits per person
 - Make-up day, if needed
 - Reshoot day, if needed
 - Digital file fees
 - Any fees for usage rights
4. Clearly specify delivery medium for images.
5. Provide three (3) professional references for similar work that has been performed by the firm including the names, addresses, titles, email addresses, and telephone numbers of the people most familiar with the work. Please include as references any other State of Connecticut agencies or departments that have engaged your firm to perform services.
6. Describe your presence in Connecticut, if any, including corporate existence in Connecticut, whether formed in Connecticut or authorized to do business in the state. This may include, but not be limited to, information on the number of offices your firm maintains in Connecticut, the location of such offices, the number of Connecticut residents employed in those offices, and payroll and corporate taxes paid in Connecticut. If your firm currently is not registered with the Connecticut Secretary of State, please indicate whether your firm will register if your firm is awarded a contract.
7. Firms and individuals should supply, if applicable, Small/Minority Business Enterprise Certificate.
8. Selected firm or individual will be required to execute a contract satisfactory to CHFA and will agree that it will comply with the provisions of Connecticut General Statutes applicable to contracts with CHFA, including, but not limited to, nondiscrimination and affirmative action provisions.
9. Selected firm or individual will be required to provide documentation regarding general liability and worker's compensation insurance in amounts to be determined by CHFA.

CHFA reserves the right to:

- a. Reject any and all proposals received in response to this request;
- b. Modify the proposed Scope of Services at its discretion;
- c. Negotiate the fees contained in any proposal;
- d. Waive or modify any irregularities in proposals received;
- e. Award contracts in any manner necessary to serve the best interest of CHFA and the State of Connecticut, without obligation to accept a proposal based upon the lowest fee schedule; and
- f. Request additional information as determined necessary or request some or all firms responding to make oral presentations.

Thank you for your interest in the Connecticut Housing Finance Authority.

*The Connecticut Housing Finance Authority is
an Affirmative Action/Equal Opportunity Employer.*