June 12, 2025

A D D E N D U M   N O.   1

Your reference is directed to **RQ25-0012 Student Graduation Pictures Northwestern State University** which is scheduled for bid openings at 2:00 p.m. Thursday, June 25, 2025, at Northwestern State University, Natchitoches, Louisiana.

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The following addition is being made to the above referenced solicitation:

PURPOSE OF ADDENDUM:

CORRECTION TO BID SPECIFICATIONS ON PAGE 2 & 3:

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This addendum is hereby officially made a part of the referenced solicitation and should be attached to the bidder's proposal or otherwise acknowledged therein.

==Failure to acknowledge addendum may result in the non-consideration of the bid submission.==

If you have already submitted your proposal and this addendum causes you to revise your original bid, please indicate changes below and return to Business Affairs/Purchasing Section prior to bid opening in an envelope marked with the bid number, bid opening date, and time. If this addendum
does <u>not</u> cause you to revise your bid, please acknowledge receipt of the addendum by signing your name and company below and returning it in accordance with the provisions above.

Company Name	Authorized Signature	Date

Submitted by: Ashlee Grayson
                 Director of Purchasing

SPECIFICATION AND BID FORM
Student Graduation Pictures

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Scope:
The University specifically desires the photographer take these pictures as the individual student is shaking the hand of the University President on stage. **Photographer will not appear on the stage.**

Term of Contract: This initial contract will begin on July 1, 2025, and end on June 30, 2026. At the option of Northwestern State University and the acceptance by the Contractor, this contract may be extended for two (2) additional twelve (12) month periods at the same terms, prices, and conditions. Contract not to exceed thirty-six (36) months.

Graduation Dates for the 2025-2026 Fiscal Year are:

       Fall, 2025   -   December 17-18, 2025
       Spring, 2026 -   May 13-14, 2026

The University specifically desires the photographer take these pictures as the individual student is leaving the stage or shaking the hand of the University President. Photographer will not appear on the stage.

Following is a list of criteria required for the photographer to meet in preparing a proposal for this service:

1. Photographic services provided at no cost to NSU and requiring no NSU manpower during the ceremony.
2. Photographers are to be as unobtrusive as possible causing no delay in the Commencement Ceremony.
3. Students are to be provided online or mailed proofs free of charge, without any purchase obligation.
4. Photographs to be of the finest quality color.
5. Charges are not to be made to the students unless prints are ordered.
6. All monetary transactions will be between the student and the Contractor.
7. Provide a list of at least three (3) schools where your photography company has provided this service within the last 24 months:

      Schools: _____

                 _____

                 _____

                 _____

1. Provide a price list for the following size pictures including postage:

Description	Quantity	Unit Price	Total Amount
1. 5" x 7"	1	$_____	$_____
b. 5" x 7"	4	$_____	$_____
c. 5" x 7"	8	$_____	$_____
d. 5" x 7"	13	$_____	$_____

10. List type of camera equipment to be used for this service:_____
_____
_____

11. It should be understood that the name of the University will not be used in any way in advertising for this type service or to assist the vendor in sales of this type service to other organizations. The University will not endorse the successful vendor's service in any way.

12. The University reserves the right to cancel this agreement at any time prior to, or during the graduation ceremony if the services of the vendor should disrupt or delay the ceremony in any way.

13. The University reserves the right to request a financial statement be furnished to help determine vendor's ability to carry out this service.

14. The University must receive a percentage of gross revenue from the picture sales.

**Percent of Gross Revenue to be paid
to Northwestern State University:_____%**

All contracts negotiated by Northwestern State University will be paid with new fiscal year funds, only and if appropriated by the legislature of the State of Louisiana.