

**STATE OF NEW JERSEY  
DEPARTMENT OF COMMUNITY AFFAIRS  
REQUEST FOR QUOTES (RFQ)  
Videography and Photography Services**

## **Purpose**

The New Jersey Department of Community Affairs (DCA) hereby solicits proposals from qualified vendors to provide professional videography and photography services for departmental initiatives during calendar year 2026 through June 2027.

The intent of this RFP is to award a contract to one responsible vendor whose proposal conforms to the requirements set forth herein and is most advantageous to the State, price and other factors considered.

## **Contract Term**

The anticipated term of the contract shall be for one (1) year from the date of execution, not to exceed June 2027. The Department reserves the right to extend the contract in accordance with applicable State procurement regulations.

## **Scope of Work**

The contractor shall provide professional videography and photography services on an as-needed basis, including but not limited to:

- Event coverage (press conferences, public meetings, groundbreakings, ceremonies)
- Documentary-style program storytelling
- On-site and off-site field documentation
- Formal and environmental portraits
- Editing and post-production services
- Delivery of high-resolution digital files in formats specified by DCA
- Provision of raw footage when requested

Assignments may occur at DCA facilities or other locations throughout the State of New Jersey. The contractor must be able to travel statewide.

The contractor shall supply all equipment necessary to perform services under this contract.

## Minimum Qualifications

Candidates must demonstrate:

- A minimum of three (3) years of professional experience providing videography and photography services.
- Experience performing similar services for the public sector or comparable clients.
- Capability to manage multiple assignments within established deadlines.

Proposals must include a portfolio of relevant work and a minimum of three (3) professional references. Failure to submit required documentation may result in rejection of the proposal as non-responsive.

## Proposal Requirements

Proposals must include the following:

### A. Technical Proposal

- Description of experience and qualifications
- Description of approach and methodology
- Equipment inventory
- Staffing plan
- Portfolio of work (clearly identified)
- Three (3) professional references with contact information
- An acknowledgment that all materials created by the vendor for the State of New Jersey will be the property of the State of New Jersey, with the State of New Jersey having full legal ownership of those materials.

### B. Cost Proposal

Provide a detailed fee schedule, including but not limited to:

- Hourly rates
- Half-day and full-day rates
- Editing rates
- Travel costs (if applicable)

All pricing must remain firm for the duration of the contract term.

## **C. Mandatory Compliance Documentation**

All bid submissions must include completed mandatory compliance forms. The documents can be found at: <https://www.nj.gov/treasury/purchase/forms.shtml>, under the following headings:

- Vendor Forms Required For All Proposal Submissions,
- Vendor Forms Required For Solicitation-Specific Proposal Submissions,
- Vendor Forms Required For Contract Award, and
- Vendor DPA and Waiver Forms.

In addition to the mandatory compliance forms, prospective vendors must supply a copy of a valid New Jersey Business Registration Certificate, proof of affirmative action compliance demonstrated by a federally approved or sanctioned Affirmative Action program or a New Jersey Certificate of Employee Information Report issued by the Contract Compliance and Audit Unit, and a copy of a current Certificate of Insurance that provides the liability limits outlined in the State of New Jersey's Standard Terms and Conditions. Failure to submit required forms and documents may result in proposal rejection.

In addition, prospective vendors should register through the NJSTART Vendor Portal, which can be accessed at: <https://www.njstart.gov/bsol/>.

The Department reserves the right to conduct interviews, request clarifications, or seek best and final offers, as permitted under applicable procurement regulations.

## **Evaluation Criteria**

Proposals will be evaluated in accordance with the following criteria:

- Quality and relevance of portfolio
- Demonstrated experience and qualifications
- References
- Cost proposal
- Overall responsiveness to RFP requirements

## **Award**

This RFQ will award up to \$50,000 to the vendor whose proposal is determined to be most advantageous to the State, price, and other factors considered.

The Department reserves the right to reject any or all proposals, waive minor irregularities, and cancel or amend this RFP as deemed necessary in the best interest of the State.

## **Submission Instructions**

Proposals must be received no later than:

Date: June 10, 2026

Time: 5 p.m. EST

Submissions must be delivered electronically in PDF format to: [njdcacomm@dca.nj.gov](mailto:njdcacomm@dca.nj.gov).

Late submissions will not be accepted.

## **General Conditions**

- All materials created by the vendor for the State of New Jersey is work made for hire and will be the property of the State of New Jersey, with full legal ownership of the materials.
- The contractor shall comply with all applicable federal and State laws and regulations.
- The contract is subject to appropriation of funds.
- The contractor shall not subcontract work without prior written approval of DCA.