

FY27 SFCA Photographic Services

1. Overview & Objective

The State Foundation on Culture and the Arts (SFCA) is seeking a professional photographer for photographic services to document its Art in Public Places (APP) collection and Commissioned Works of Art (CWA). This includes new acquisitions, existing works, exhibitions, and site-specific commission works of art in a wide variety of artistic media, shapes, and sizes.

2. Schedule and Location

- **Contract Period:** October 5, 2026 – October 4, 2027
- **Quantity:** Approximately twenty-four (24) photographic sessions for the SFCA APP collection and approximately ten (10) off-site and selected neighbor island photographic sessions for the SFCA CWA.
- **Duration:** Each SFCA APP photographic session will average 3.5 hours to document approximately twenty (20) works of art. Each site-specific SFCA CWA session will focus on documenting approximately three to five (3–5) artworks per day.
- **Hours:** Sessions will be scheduled between the hours of 9:00 AM and 8:30 PM.
- **Primary Location:** No. 1 Capitol District Building, 250 South Hotel Street, Honolulu, HI 96813
- **Off-Site & Neighbor Island Locations:** Photographic sessions will take place at various SFCA CWA sites on O‘ahu and selected neighbor islands for the fiscal year.
- **Travel Costs for SFCA CWA Documentation:** The Contractor is responsible for arranging and funding all travel-related expenses (including airfare, ground transportation, and lodging if applicable) for all SFCA CWA documentation. All anticipated travel costs must be factored into the Contractor's total bid price.

3. Roles and Responsibilities

- **SFCA Will Provide:** Backdrop paper and professional art handling services.
- **Photographer Will Provide:** All professional photography equipment, lighting, and supplies necessary for high-quality digital documentation. The photographer must be highly adept at Adobe Photoshop and post-production editing.
- **Operational Responsibilities:** The Contractor must maintain the flexibility to accommodate fluid museum gallery schedules and respond to on-site project

adjustments at the primary location (No. 1 Capitol District Building) within twenty-four (24) hours, or by the next business day, of notification by the SFCA Staff.

4. Deliverables & File Specifications

For **each artwork** photographed, the contractor must deliver the following digital file formats via a secure digital transfer method:

- **Master TIFF File:** 3,000–4,000 pixels across the long dimension at 300 ppi minimum.
- **Full sized JPEG File:** 3,000–4,000 pixels across the long dimension at 300 ppi minimum.
- **Cropped JPEG file:** 3,000–4,000 pixels across the long dimension at 300 ppi minimum.
- **JPEG file:** 6 inches across the long dimension at 72 ppi.
- **JPEG file:** 4 x 6 inches with border for printing at 300 ppi.
- **JPEG file:** 24 x 36 inches (or proportional equivalent) at 300 ppi.

5. Intellectual Property & Usage Rights

All digital photographs, master files, raw data, processed images, and related documentation produced under this contract shall be considered "works made for hire" and become the absolute property of the State Foundation on Culture and the Arts (SFCA). The SFCA shall hold all exclusive rights, title, and interest, including worldwide copyright ownership, in and to all imagery generated. The Contractor grants all usage rights to the SFCA for unlimited, perpetual use across all purposes, including but not limited to: collection registration, digital archiving, exhibition catalogues, magazines, publicity, marketing, and social media. The Contractor waives any and all moral rights in the works and shall not use, publish, exhibit, or sell any images produced under this contract for personal or commercial gain without prior written authorization from the SFCA.

Submission & Evaluation Requirements

1. Bid Price Instructions

Bidders must submit a single, all-inclusive total lump sum bid via HlePro for all twenty-four (24) APP photographic sessions and approximately ten (10) off-site & selected neighbor island CWA photographic sessions. Do not itemize the cost per session. The total bid price must include all labor, equipment, travel, post-processing, and Hawaii General Excise Tax (GET).

2. Required Attachments

Bidders must upload the following documentation alongside their HlePro bid submission:

1. **Cover Form:** Name, address, website address, telephone, email.
2. **Portfolio/Experience:** A list of art collections photographed in the past, including specific visual examples in PDF format.
3. **References:** A list of two (2) professional references from museums, galleries, cultural institutions, or artists who have hired the bidder specifically for fine art

collection or exhibition documentation within the past ten (10) years. Include client names, contact information, and a brief description of the types of art materials documented.

4. **Rights Agreement:** Written acknowledgement and acceptance of the SFCA Work-for-Hire terms and unlimited usage rights as detailed in Section 5.

3. Hawaii Compliance Express (HCE)

In accordance with Hawaii Revised Statutes (HRS) §103D-310(c), the successful bidder must be registered and "Compliant" on Hawaii Compliance Express (HCE) before a contract can be awarded. Bidders are strongly encouraged to ensure their compliance status is active prior to the bid closing date.