



**PA Workforce Development Association**  
*The Voice of Pennsylvania Workforce Development*

Request for Proposals (RFP)  
Professional Photography Services – Attendee Headshots  
PWDA Annual Conference: Driving the Future Forward  
Hershey Lodge, Hershey, PA  
Event Dates: May 6–8, 2026

**1. Introduction**

The Pennsylvania Workforce Development Association (PWDA) invites proposals from qualified photographers to provide on-site headshot services during the 2026 PWDA Annual Conference.

**2. Scope of Work**

- Provide professional headshots over two days (May 6–7)
- Supply all photography equipment and backdrop.
- Deliver one retouched digital headshot per attendee.
- Provide attendee gallery access and full archive to PWDA.

**3. Vendor Requirements**

- Demonstrated experience in event or corporate headshot photography.
- Ability to photograph high volumes efficiently.
- Professional liability insurance.
- References for two comparable projects.

**4. Proposal Submission Requirements**

- Company overview.
- Portfolio samples.

- Workflow and technical approach.
- Detailed pricing.
- References.
- Proof of insurance.

## **5. Evaluation Criteria**

- Experience and portfolio quality.
- Cost competitiveness.
- Workflow and attendee experience.
- Capacity to meet schedules.

## **6. Submission Instructions**

Submit proposals as a PDF to PWDA at [info@pawork.org](mailto:info@pawork.org) no later than April 3, 2026