

Request for Proposals RFP 25-0131JMC

Washington State University is seeking proposal submissions for the official portrait of its 11th University President, Kirk Schulz

Washington State University is pleased to announce a call for proposals from professional portrait artists to create the official portrait of President Kirk Schulz.

In keeping with the university's long-standing tradition to honor our esteemed leaders, this portrait will join those of President Schulz's predecessors, will be prominently displayed on university property, and will serve as a lasting tribute to the leadership and legacy of the university's 11th President.

Submission Deadline: **February 28, 2025, at 4:00 p.m. (Pacific Standard Time)**
Commission: **\$55,000**

The university seeks a talented and experienced portrait artist to create a dignified, reflective, and visually compelling portrait of [President Schulz](#). The artwork should embody the values and mission of the university, showcasing the President's leadership while reflecting the diversity and vibrancy of the academic community. The size of the portrait should measure roughly 40" high by 30" wide without a frame. The artist will frame and deliver the final installation.

Washington State Residents: Artists residing in Washington State are strongly encouraged to apply. However, the call for submissions is open to all artists eligible to do business with the state of Washington.

Women and Minority Artists: Washington State University is committed to diversity and inclusion and actively encourages women, artists of color, and other underrepresented groups to submit proposals. The selected artist must be able to comply with the requirements of RCW 49.60.530.

Requirements

- **Portfolio Submission:** Artists must submit a portfolio of previous portrait works (digital images or links to an online gallery). Please include at least five examples of completed portraits demonstrating mastery of traditional portraiture techniques with a preference for works completed in the last five years.
- **Concept Proposal:** Artists are asked to submit a brief proposal (500 words or less) outlining their approach to this project. This should include the artist's vision for the portrait, style, medium (e.g., oil, acrylic, charcoal), and any ideas for incorporating symbolic elements of the university.
- **CV/Resume:** A current CV or resume highlighting the artist's experience, exhibitions, and relevant accomplishments.
- **Budget:** The selected artist will receive a \$55,000 commission on a fixed-price contract.



- **Contract Requirements:**

- Include the final portrait plus all preparatory drawings/sketches (including digital images) used as part of the portrait committee's review process.
- The end product is to be framed by the artist per agreement and approval with the committee.
- Final artwork will be wall ready and delivered to the Jordan Schnitzer Museum of Art, WSU Pullman Campus, Pullman, WA.
- Anticipated to use a standard university [contract template](#) as the contract mechanism.

Submission Guidelines

All submissions must be received by ~~February 14~~ **February 28**, 2025, at 4:00 p.m. (Pacific Standard Time).

- Please send submissions digitally to purchasing.sealed@wsu.edu and include RFP 25-0131JMC in the Subject Line. All submissions should result in receipt of an auto reply acknowledging receipt. If an auto reply is not received, call the RFP Coordinator to confirm receipt.
- For further inquiries, please contact the RFP Coordinator, JoAnne Costa, by email at joanne.costa@wsu.edu or phone 509-335-3695.

Vision for the Painting

This will be a traditional portrait, though the artist is encouraged to bring their creative vision to incorporate symbolism appropriate to the President. More information about President Schulz can be found [HERE](#). The selected artist will likely paint from existing photos, but if preferred and if the President is available, drawing or painting from life may be possible. If preferable, a photoshoot with one of WSU's photography team can also be arranged at the artist's direction. The committee seeks an artist who is collaborative and willing to respond to critical feedback.

Selection Process

A selection committee will review all submissions and select the artist whose style, approach, and qualifications best align with the university's values and the commission's spirit. The final selection will be based on:

- Artistic skill and portfolio quality
- Demonstrated experience with portraiture
- Concept proposal and vision
- Timeline feasibility

The university will not use a formulaic score for selection of the apparent successful respondent. Rather, the selection committee will exercise its independent professional judgment and experience to evaluate the proposals and will select the apparent successful respondent by a plurality decision of the committee members.

Anticipated Timeline

- RFP distributed: [January 31, 2025](#)
- All submission materials are due: [Friday, February 28, 2025, 4:00 PM Pacific Standard Time](#)
- Portrait committee review and selection of finalists: [March 7, 2025](#)
- Finalist interviews and artist selection: [March 12 through March 21, 2025](#)
- Review of initial sketches: [April 11, 2025](#)
- Art updates and painting of final portrait: [April 2025 – August 2025](#)
- Unveiling of portrait, [September 9, 2025](#)

The above timeline is subject to change.

Procurement Authority

Washington State University is conducting this procurement action under the authority granted by RCW 28B.10.029(1)(c)(iii). Accordingly, there will be no question-and-answer period, debrief, or protest process.

The university reserves all rights provided under RCW 28B.10.029 and RCW 39.26, including rebidding or cancelling this solicitation.

The university looks forward to receiving your submissions and working together to create a lasting visual legacy of its leadership.

*Revised 2/4/2025 to correct Submission Guidelines due date to February 28, 2025.