# REQUEST FOR PROPOSAL

**School Photography Services**

# For

Bay St. Louis-Waveland School District

DATE DUE: July 3rd, 2018, by 10:30 a.m.

**Issued by: Jon McCraw**

**200 North Second Street**

**Bay St. Louis, MS 39520** [**jmccraw@bwsd.org**](mailto:jmccraw@bwsd.org)

REQUEST FOR PROPOSAL SCHOOL PHOTOGRAPHY SERVICES

Due: Tuesday, July 3rd, 2018, by 10:30 a.m.

PURPOSE

Bay St. Louis-Waveland School District requests proposals for School Photography Services. Vendors are asked to submit RFP’s for the District contract. A summary of services is listed below. Vendors are required to review and abide by all terms of the RFP.

The Proposal request is for the 2018-19 school year with four (4) one year renewal options. Vendors that wish to be considered for the bidding of services are required to submit a completed proposals with full name and address of vendor; no fax copies will be accepted. Proposals must be received no later than 10:30 a.m. on Tuesday, July 3rd, 2018.

SCOPE

This RFP contains instructions concerning proposals to be submitted and services to be provided by the selected vendor. Specifications regarding the details and services/products to be provided under the RFP are located under the sections titled INFORMATION TO BE INCLUDED IN SUBMITTED PROPOSAL and DESIRED SERVICES.

GENERAL INFORMATION

Bay St. Louis-Waveland School District consists of two elementary schools serving grades Kindergarten through 5, one middle school building serving grades 6 through 8, one high school building serving grades 9 through 12. All buildings, with one exception, are located in the town of Bay St. Louis, Mississippi. Waveland Elementary is located to the west of Bay St. Louis in Waveland, Mississippi. Student and staff population is approximately as follows:

* Waveland Elementary School – 420 students, 45 staff
* North Bay Elementary School – 440 students, 40 staff
* Bay St. Louis-Waveland Middle School – 450 students, 40 staff
* Bay St. Louis-Waveland High School – 550 students, 60 staff

TYPE OF AGREEMENT

The amount of the agreement shall be inclusive of all anticipated work and expenses. An agreement shall be negotiated with the successful vendor who meets the requirements and is qualified, responsible, and capable of performing the work. Cost is important, but NOT the sole criteria for final selection.

Equally important is creativity, dependability and value. Value relates to both the District and the parents, who pay for many of the photos taken of their children in the school setting, to include school photos by grade as well as photos to commemorate a special event during their school endeavors.

CLARIFICATION

Clarifying questions may be directed in writing to Jon McCraw, Business Administrator, [jmccraw@bwsd.org](mailto:jmccraw@bwsd.org). All questions and answers will be distributed via email to all known responding firms.

INFORMATION TO BE INCLUDED IN SUBMITTED PROPOSAL

1. TITLE PAGE: Name of company submitting the proposal.
2. TABLE OF CONTENTS: Include a clear identification of the material being submitted.
3. COMPANY RESUME/BROCHURE: Information regarding the company submitting the proposal.
4. MINIMUM ELIGIBILITY REQUIREMENT STATEMENT: In order to be considered for this contract, the vendor must provide a statement that your company has been in the business of school photography for a minimum of three years.
5. REFERENCES: Provide a list of three (3) school district references for which your company has provided school pictures during the last three years. Include the name and telephone number for an administrative person from each district. More than one reference from each school preferred.
6. SCOPE OF SERVICES PROVIDED:
   * Make a statement that if awarded your company will take every student, faculty, and staff member’s picture, if they so desire. One complimentary basic package will be provided for each faculty and staff member where noted on the Proposal Pricing Sheet.
   * Describe in detail the procedures which will be used by your company to take the pictures in a manner that will cause the least amount of disruption to the students and the school. Include the number of cameras, procedures for identifying students, etc.
   * Make a statement that, upon award, any flyer that describes the picture packages to be offered students will be provided to the district office.
   * Describe your company’s re-take policy.
   * Describe any additional services which will be provided at no charge to the district.
   * Describe your company’s money-back policy if not satisfied.
7. PROPOSAL PRICING SHEETS: State your company’s prices. Prices submitted must include any applicable taxes, shipping, handling, and delivery of school pictures.
8. SAMPLES: Student individual photo package samples.

An official who is authorized to bind the vendor to its proposal must sign the proposal. For this RFP, the proposal must remain valid for at least (90) days from the submission date.

REJECTION OF PROPOSALS

BWSD reserves the right to reject any and all proposals received as a result of this request, or negotiate separately with respondents. The District reserves the right to decide not to award a contract as a result of this announcement if it does not receive proposals which it determines to have adequately addressed the requirements.

VENDOR RESPONSIBILITIES

It is the obligation of each vendor to examine instructions, requirements and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each vendor has recorded his/her own investigation and has become thoroughly familiar with the requirements.

BWSD will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the contractor. Vendor will be required to assume responsibility for packaged service offered in the proposal.

SELECTION CRITERIA

BWSD will select the proposal that most closely meets the requirements of the RFP and satisfies the needs of the District.

The following criteria will be used in making the decision:

1. Company Qualifications – the extent to which the company demonstrates the ability to meet all requirements.
2. Pricing – while cost is important in choosing a vendor it will not be the sole deciding factor in awarding this contract. Value will be of great consideration when reviewing the vendor’s proposal.
   1. Will your company charge a separate set up fee?
   2. Are discounts available to the parents with multiple children in the district?
   3. Are discounts available to the students who qualify for the free & reduced National School Lunch Program?
3. Working Relationship – the selected vendor must be flexible in order to meet challenging academic and activity schedules.
4. Technology – the selected vendor(s) must work with digital photography technology.

Vendor approval will be based upon the following criteria:

* Service
* Product Quality
* References
* Cost
* Overall Value TERMS OF THE AGREEMENT

It is anticipated the period of the contract will be a one year agreement, with four (4) one-year renewal options.

Notwithstanding, Bay St. Louis-Waveland School District is a political subdivision of the state of Mississippi. Its fiscal year is July 1 to June 30. Any contractual obligations hereunder that extend beyond the District’s then-current fiscal year are subject to annual appropriations by District’s Board of Education.

Termination of this agreement may occur if, through any cause, the vendor fails to fulfill in a timely manner, any obligation under this agreement. The intention to terminate this agreement must occur at least sixty (60) days prior to the effective date of such termination. In addition this agreement may be cancelled if the termination is mutually acceptable to both parties. All prices shall be firm for the term of the contract. The awarded vender is allowed a 2% price increase escalation clause per year.

The successful vendor will be required to sign an Agreement Concerning Use of Data (See Attachment). INSURANCE

Proof of insurance shall be provided to the BWSD by Certificate of Insurance within 30 days of notification of the contract.

DESIRED SERVICES:

General Specifications - Proposals to include the following:

1. List building and district commissions. Vendor to submit a description of the incentive program(s) and the gross sales percent available to the district.
2. Picture pricing of packets – Fall ONLY.
3. Parents to have the ability to pay on credit, can order by phone, or can pay on-line.
4. Electronic forms of student and staff images within one month of picture day.
5. Vendor to coordinate/administer all picture taking activities with minimal assistance by school secretaries.
6. Responsive tech support.
7. All photos are to be guaranteed unconditionally. The parents may reject any or all photos that they feel are of poor quality, and it shall be the photographer’s responsibility for retakes at no additional cost. All refunds are to be handled through the photographer, who will provide forms to be filled out by parents.
8. The photographer must return at a later date for retakes at no additional cost. Retake photos must be uniform with similar head sizes, centering, and background.
9. Reorders will be handled through the photographer as indicated by directions included in the picture envelope.
10. Partial packages will not be sent to the school. Students not receiving a package but who have paid will have their pictures taken on Retake Day.
11. All teachers and other school staff shall receive complimentary packages if they desire.

Elementary Schools - Proposal to include the following:

1. Ability to process classes quickly.
2. Minimum of two (2) cameras for each building shoot.
3. Color yearbook option provided.
4. Student planner option provided.
5. Staff pictures at no charge.
6. Classroom group photos.
7. CD for loading pictures.
8. CD for loading pictures into SAM Spectra (photos need to be named as student id).

Secondary Schools - Proposal to include the following:

1. Staff pictures at no charge.
2. Middle School yearbook option.
3. Athletic & Activity photo package option.
4. Graduation Ceremony photo option.
5. CD for high school yearbook.
6. CD for loading pictures into SAM Spectra (photos need to be named as student id).

ATTACHMENT: SAMPLE AGREEMENT CONCERNING USE OF DATA

For and in considerations of the current and continuing contract for school picture products and services between \_\_\_\_ (vendor) \_\_\_ and Bay St. Louis-Waveland School District, \_\_\_\_ (vendor) \_\_\_\_ hereby acknowledges that all data relating to students of the District is confidential information and shall be at all times regarded, treated and protected as such.

The vendor referenced above, promises and agrees that it will not reveal, report, publish, disclose, or transfer to any other person, other corporation, or other organization, the data received from the Bay St. Louis-Waveland School District without prior authorized written permission from the School District. This confidentiality agreement shall survive the termination or expiration of RFP “School Photography Services” or any resulting contract.

Authorized Representative Signature

Please print name and title

Date