



Proposal Specifications Photography Services 2017

1.1 Scope of Work:

It is the intent of this Request for Proposal to award a contract for School Photography Services for Central Point School District #6. The population served includes approximately 4,600 students and 600 employees at five elementary schools, two middle schools, 3 high schools, and 1 administrative/support office.

1.2 TERMS AND CONDITIONS

- a. Proposals are requested for School Photography Service, furnished as needed, for a period of three (3) years (July 1, 2017 through June 30, 2020), with an option to renew for two (2) additional one (1) year periods by mutual consent. **Proposals must be returned to the CPSD#6 Business Office located at 300 Ash Street, Central Point, OR 97502 by Friday, March 24th, 2017 at 4:00 P.M.**

1.3 Picture Packages and Student Body Photos:

- a. List the number of picture packages available including contents of each package and cost.
- b. What is the timeline for delivery of pictures?
- c. How are pictures packaged for delivery and how are images submitted to the schools?
- d. Please explain your scheduling process for initial photos at registration, picture retakes, and make-up days.
- e. Please explain your scheduling process for taking photos of new students throughout the school year.
- f. Please explain your process for the provision and delivery of ID cards at school registrations and throughout the year (i.e. replacement cards, new students, etc.)

1.4 Other services:

- a. Please list any other items that would be available, i.e., calendars, visitor badges, student achievement awards, student certificates, yearbooks, etc.
- b. What will the school receive, i.e., staff photos, self-sticking photos for the office, Principal's album, CD's, etc. Please list any and all costs involved.

- c. Are staff photos included, if so what is the cost?
- d. Please list willingness and availability to work with yearbook advisors at each school.
- e. Digital images of all students and staff must be provided to the district promptly. Please list how this requirement will be met, including timeline, file format, accuracy (i.e. quality control of data), and delivery method.

1.5 Additional Information

- a. Explain your company's guarantee of quality including any service guarantees.
- b. Explain your company's level of professionalism.
- c. Explain your company's level of care provided to students and staff.
- d. How are customer (i.e. parents and student) complaints handled?
- e. How are school district staff complaints handled?
- f. How is student confidentiality handled?
- g. What type of commission or donation will the school or related school groups receive? If none, please list so, otherwise please list details including percentage, dollar amount, etc.
- h. What is the schedule for payout of commission or donation to the school or school groups?

1.6 Exclusions

- a. This request for proposal and corresponding contract specifically focuses on photography of our student body and staff. Photography of athletics and activity/clubs, including individual photos and team/group photos are excluded.

TO:

Central Point School District #6

Attn: Spencer Davenport

300 Ash Street

Central Point, OR 97502

We the undersigned hereby propose to furnish the service and materials in accordance with specifications noted above per the attached schedule of services. (Please provide your firm's schedule that addresses the specifications noted above).

Firm Name and address (Type or Print)

Contact Information:

Phone Number

Email address

Printed Name of Authorized Representative

Signature of Authorized Representative

Date: _____