REQUEST FOR BID

FOR SCHOOL PICTURES

Includes:
Elementary / Human Resource
Middle School
High School
Activity

FOR

THE INDEPENDENCE 30 SCHOOL DISTRICT

March 18, 2016

Questions/Requests for Clarification Due: Friday, April 1, 2016
Proposal Due: Thursday, April 21, 2016, 4:00PM
Independence School District Request for Bid (RFB) - Elementary School Photographs / Human Resource Photographs

The Independence School District is requesting sealed bids from area photography companies capable of performing photography services as outlined under the Mandatory Requirements and General Specifications sections listed below. Please declare the pricing costs identified on page three (3) of this document. Also indicate the additional costs, if any, for providing the ID services outlined in the Mandatory Requirements. This bid agreement is designed to encompass a four-year commitment regarding pricing and services between the Independence School District and the successful bidder. The contract will be reviewed yearly to ensure the winning provider continues to provide services prescribed in the RFB. The contract will begin June 1, 2016 and conclude May 31, 2020, with the option to renew the contract on a yearly basis for up to four (4) additional years. The Independence School District reserves the right to exclude any and all bids through this process. Submit sealed bids designed to meet the identified photograph package found on page three (3) and for the services outlined to meet the Mandatory Requirements, Required Expectations, and General Specifications listed below. Bids must be submitted by 4:00 PM on Thursday, August 21, 2016 to the attention of Dr. Lance Stout located at 201 North Forest Ave., Independence, MO 64050.

Mandatory Requirements:

1. A company must list at least two school districts with enrollment of 7,000 students or greater that the company has photographed in grades PreK - 5.

2. A company must have at least two photographers with the following qualifications:
   a. Seven (7) years experience in photographing at least 4,000 students per year for the last five (5) years
   b. They must have experience photographing in at least five elementary schools

3. Please list a brief biography of each person and list the schools he/she have worked within the past two (2) years.

4. A company must provide the district with a copy of child abuse / neglect screenings as well as fingerprint report from L-1 Identity Solutions for all employees that will have contact with students.

5. A company will provide all tech support, hardware, software, and maintenance to produce ID badges and will be done at no cost to the district.

6. A company must provide the capability to import photographs into the district student information systems (PowerSchool, Fastlane, and Keystone). All files will be named with student or employee numbers.
7. A company must provide an ID badge printer and printers complete with software that allows the ability to print ID badges and temporary ID paper labels as need on-site for students. Printers are to be placed at locations determined by the Human Resource department.

8. A company must provide student planners, at no cost. This will be approximately 4000 planners.

9. A company must provide one large student composite photograph for each school. Minimum size is 36" X 48" and must be framed, unless another size is mutually agreed upon by both parties.

10. A company must have web-based reordering system in place and provide students who do not order on the original picture day with a printed proof and information on how to place an order.

11. Picture sessions must be scheduled by contacting each building administrator.
   a. All monies and accounting to be handled by the photographer
   b. All sales taxes, shipping expenses, and all other cost are the responsibility of the picture company
   c. Retakes are to be taken when requested at no additional cost.
   d. All services and products must be unconditionally guaranteed, and full refunds shall be made for any unsatisfactory pictures as deemed necessary by parents or administration.
   e. Must photograph Faculty and School Board members, as requested, and furnish the district one color glossy or digital image of each at no cost.
   f. Photographers and assistants must dress and behave in a professional and courteous manner with students and staff.
   g. A company must take employee ID photos for Transportation, Nutrition Services, Facilities, substitutes, teachers (including New Teacher Academy), Central Office, etc. on location with multiple photographers (depending on the size of the group) on a yearly basis (July, August). ID badge must be printed with employee number.
   h. A company must provide an ID badge printer complete with software that allows the ability to print ID badges and temporary ID paper labels as need on-site for staff.
   i. A company must contact Human Resources Department one week prior to employee pictures to obtain information to be embedded onto the bar code and ID badges meeting Workforce specifications and returned to Human Resources within 24 hours. ID badges will be printed with employee name, title, and employee number and will be printed on the district approved template.

12. Each school will receive 12 free base packages (package A) certificates to distribute to families that cannot afford school pictures.

13. A class composite photograph will be provided to each PreK – 5 student, free of charge.

14. A minimum of Packages A – D must be offered to students. Additional packages and promotions may be offered at the discretion of the photography company.

15. Fall and Spring photographs will follow the same picture choice and cost structure as is set forth in the RFB.

16. Each staff member will receive Package B at no cost if they so choose.
General Specifications:

Bidder will provide images on a Yearbook CD to the school using the yearbook publisher's format.

Bidder will work with the district's technology department to ensure proper tracking of student and staff pictures via their correct district ID numbers.

Photo packages will be delivered in window display envelopes with student name, teacher, reorder information on all packages and shall be provided at the bidder's cost.

All heads will be proportioned to like-size for yearbook pictures.

All PreK through 5th grade originals and retake pictures shall be delivered prior to October 31st.

Customized flyers and notices with the school's name and date pictures are to be taken and shall be provided at no charge.

### School Package Specifications

<table>
<thead>
<tr>
<th>Grades PreK - 5 Packages (un-retouched)</th>
<th>QUANTITY</th>
<th>COST QUOTE</th>
</tr>
</thead>
</table>
| Package A                              | 1 - 8 x 10  
                                         | 4 - 5 x 7  
                                         | 16 Wallets |
| Package B                              | 2 - 5 x 7"s  
                                         | 4 Wallets*  
                                         | 16 Exchanges* |
| Package C                              | 2 - 5 x 7's  
                                         | 4 - 3.5 X 5's  
                                         | 4 Wallets*  
                                         | 8 Exchanges* |
| Package D                              | 1 - 8 x 10  
                                         | 2 - 5 x 7's  
                                         | 2 - 3.5 x 5's  
                                         | 8 Wallets*  
                                         | 24 Exchanges* |

*Exchange size is 2 ½ x 1 ¾ inches  
* Wallet size is 3 ½ x 2 ½ inches  
** Winning bidder may offer additional packages or add-ons (i.e. buttons, banners, cutouts, etc.) if they so choose.
Attachment #1
A brief biography or resume for the (minimum of) two individuals scheduled to take photographs at each elementary school. Also include in the biography a listing of the schools they have performed photography work as referenced in the above mandatory items.

Attachment #2
Please provide as reference the names of three like-sized Kansas City area (grades PreK - 5) public schools for which the bidder has provided all the similar services indicated within this RFB. Services must have been provided in the past five years. References shall include name and telephone number of the contact person(s). No reference may be a affiliate of the company or company's officers, directors, shareholders, or partners.

1.) Company Name: ____________________________________________

Business Address: ____________________________________________

Name/Title of Contract: ________________________________________

Phone number of Contact: _____________________________________

Contract Length: _______ Contract Value: _______ Student Count: _______

2.) Company Name: ____________________________________________

Business Address: ____________________________________________

Name/Title of Contract: ________________________________________

Phone number of Contact: _____________________________________

Contract Length: _______ Contract Value: _______ Student Count: _______

3.) Company Name: ____________________________________________

Business Address: ____________________________________________

Name/Title of Contract: ________________________________________

Phone number of Contact: _____________________________________

Contract Length: _______ Contract Value: _______ Student Count: _______

Attachment #3
Toll free telephone number (if not local) ___________________________________
Attachment #4

All contracts terminated for default within the last five years should be noted below. Termination for default is defined as notice to stop performance due to company’s nonperformance or poor performance. Submit full details of all terminations for default experienced. The district will evaluate the facts and may at its sole discretion reject the company’s proposal if the facts discovered indicate that the completion of a contract resulting from this RFB may be jeopardized by selection of the company. If the company has experienced no such terminations for default in the past five years, so indicate.

<p>| Terminated Contracts within the Last Five Years |</p>
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<thead>
<tr>
<th>#1</th>
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<tbody>
<tr>
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<tr>
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<td>Contract Value</td>
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Attachment #5

Sample copies of promotional materials, packaging price arrangements (quoted prices must extend through 2017-2018 school year), mailers, and sample portraits and photographs in each size potentially offered for the 2016-2017 school year.

Attachment #6

Proof of criminal background checks for all employees who will have contact with students must be provided.