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) – High School 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 Required Expectations 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 begin June 1, 2016 and conclude May 31, 2017, 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, April 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 9-12.

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 high 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. Please provide proof of criminal background checks for all employees who will have contact with students.

5. A company must take photographs for student IDs at August enrollment and must provide IDs to the schools within three (3) business days, or a time that is most convenient for the school. A make-up session must be scheduled during the first week of school with the designated building administrator.
6. 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. These printers must be placed at Independence Academy, Truman, Van Horn, William Chrisman High Schools, and central office.

7. A company must provide the capability to import photographs into the district student information system (PowerSchool).

8. A company must provide, without sitting fee charges, a location with thirty (30) minutes of each high school where seniors can be photographed in June, July, and August. The company must provide a minimum of fifty (50) days in which Independence Academy, Truman, Van Horn, and William Chrisman seniors may take appointments. They also must provide a day at the school for those students unable to make an appointment during the summer.

9. A company must provide student planners for the day treatment component of Independence Academy grades K through 12.

10. A company must provide photograph services for Independence Academy grades K through 12.

11. A company must have in place a web-based appointment system where seniors at Independence Academy, Truman, Van Horn, and William Chrisman may make their appointments via the web, twenty-four (24) hours a day.

12. A company must have a password-protected 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.

**Required Expectations**

13. 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. Will 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).

**General Specifications:**

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

Bidder will provide each school with a copy of SIS by Photolynx software.
Bidder will provide the district with images in correct format for Horizon Software Systems CD (Fastlane) and PowerSchool CD at no cost to the district.

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 9th through 12th grade originals and retake pictures shall be delivered prior to the Thanksgiving break, which would be the Tuesday before Thanksgiving.

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

<table>
<thead>
<tr>
<th>School Package Specifications</th>
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<tr>
<td><strong>Grades 9-11 Packages (un-retouched)</strong></td>
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<tr>
<td>Package A</td>
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<td>Package B</td>
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<td>Package C</td>
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<td>Package D</td>
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<tr>
<td>BASIC SENIOR (grade 12) PACKAGE Seniors may work directly with the Company to purchase customized packages.</td>
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*Exchange size is 2 1/2 x 1 3/4 inches
* Wallet size is 3 1/2 x 2 1/2 inches
Attachment #1
A brief biography or resume for the (minimum of) two individuals scheduled to take photographs at each high 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
For senior pictures, a company must provide a location within 30 minutes of each high school. Please indicate the location.

Company Name or Location: ____________________________

Business Address: ____________________________ Phone Number: __________

Name/Title of Contract: ____________________________

Attachment #3
Please attach a calendar indicating the days for senior appointments.

Attachment #4
Please provide information on the web-based appointment system and attach a sample log-in process.

Attachment #5
Please provide as reference the names of three like-sized Kansas City area (grades 9-12) 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 #6
Toll free telephone number (if not local) ________________________________

Attachment #7
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.

**TERMINATED CONTRACTS WITHIN THE LAST FIVE YEARS**

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Attachment #8
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 #9
Proof of criminal background checks for all employees who will have contact with students must be provided.