

INTERNATIONAL FALLS PUBLIC SCHOOLS

Independent School District No. 361

Request for Proposal (RFP)

Student School Picture Packages for All Grades

Due on Monday, April 1, 2019 at 3:00 p.m.

District Business Office

International Falls Public School

1515 11th Street

International Falls, MN 56649

www.isd361.k12.mn.us

PART 1 – GENERAL

1.0 DEFINITIONS:

The term “District” means International Falls Public Schools Independent School District 361 and any department or board of the School District. The term “Vendor” or “Proposer” or “photographer” means the person, firm, company, or corporation who is submitting this RFP for consideration to furnish and deliver Student School Picture Packages for all grades.

1.1 REQUEST FOR PROPOSAL INVITATION:

Independent School District 361 is requesting proposals from qualified photographers to photograph District Students at each of the District schools for the school year 2019-2020. The distribution of school population is approximately:

- Falls Elementary School: Grades preschool, K-5 with approximately 510 students
- Falls High School: Grades 6-12 with approximately 540 students
- Alternative Learning Center: Grades 6-12 with approximately 20 students
- Staff Members: Approximately 150 to 175 staff members

1.3 INSTRUCTION TO PROPOSERS:

A. Sealed RFPs will be received at:

International Falls Public Schools, ISD #361
District Business Office
1515 11th Street
International Falls, MN, 56649

Proposals will be received until 3:00 p.m. on Monday, April 1, 2019, for the furnishing and delivery of Student School Picture Packages for all grades in accordance with the specifications set forth herein and any other terms, conditions and instructions to the specifications. Any proposals received after the time stated will not be considered. The Proposer assumes the risk of any delay in the mail or in the handling of mail by employees of the School District. Whether the Proposal is sent by mail or by means of personal delivery, the Proposer assumes responsibility for having their RFP clocked in on time at the place specified. Faxed or telephone proposals will not be accepted at any time.

B. All RFP envelopes must bear the inscription, “RFP–Student School Picture Package”, and be addressed to:

Stacy Grover, Business Manager
International Falls Public Schools, ISD 361
1515 11th Street
International Falls, MN 56649

C. Submit two completed proposal forms that are furnished with this Request for Proposal, one of which MUST be an original, with the full name and address of the Vendor. Proposals must be typewritten or printed in ink, without alteration or erasures.

- D. It is the obligation of each Proposer 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 Proposer has recorded his or her own investigation and has become thoroughly familiar with the requirements. The District will not be responsible for, nor honor any claims resulting from, or alleged to be the result of misunderstanding by the Proposer.
- E. The Vendor must have a minimum of three years' experience photographing students in schools.
- F. Where certain types of service and/or merchandise are specified, it is not the intent to discriminate against any approved equal, but it is intended to inform the Proposer of the function and general quality in which the District is interested. The Proposer may submit a quote upon any similar items that are equal in quality and so noted.
- G. All questions regarding this RFP should be submitted by 10:00 a.m. on March 22 to: Stacy Grover, 218-283-2571 x1194, or email sgrover@isd361.k12.mn.us.
- H. Withdrawal of Proposals: Once a proposal has been delivered to the formal custody of Independent School District 361, it may not be withdrawn until after all the proposals are opened and acknowledged, and no proposal may be withdrawn for a period of forty-five days from the opening thereof. Once Independent School District 361 has received the documents, all documents become the property of the School District. When documents are opened they become public information and any restrictions put upon the School District regarding the sharing of information or duplicating copies after opening will be grounds to reject that proposal.
- I. Collusion of Proposers: Collusion of Proposers is cause for rejection of all Proposals involved in the collusion.

1.4 CONTRACT AWARD:

The School Board of Independent School District 361 will make the contract award. The contract award will be based upon, but not necessarily limited to, the factors of: a) price, b) quality of service and products to be furnished, c) capability of scheduling and coordination of photography services in a manner that provides little disruption to scheduled school days in all buildings, d) ability of proposer to fulfill contract and specification requirements, e) prior knowledge or experience with the products proposed and/or Proposer's past performance. In evaluating the proposals, the District will consider whether or not the proposals comply with prescribed requirements and any alternates being proposed.

The School District intends to award this contract to one Vendor, however, the District reserves the right a) to award the contract in part or in whole to a single supplier, b) to reject any or all proposals or parts of proposals if it is in the best interest of the School District to do so, c) to negotiate with vendors after proposals have been submitted, d) to waive minor irregularities or discrepancies, e) cancel a contract entered into with the successful Vendor any time during the life of the contract if the District deems the Vendor's products or services fail to meet the standards established by the detailed specifications or the general provisions of this solicitation.

The contract will be awarded for one year (2019-2020 school year), with options to renew at the District's discretion for four additional school years.

PART 2 - GENERAL SPECIFICATIONS

2.0 TYPE OF EQUIPMENT:

Specify the type of equipment that will be used, such as paper and camera. Premium photographic paper must be used. The photographer must use equipment that centers the subject and adjusts for head size, skin and hair tone.

2.1 PHOTO GUARANTEE:

All photos are to be guaranteed unconditionally. The parents may reject any or all photos which they feel are of poor quality, and it shall be the Vendor’s responsibility for retakes at no additional cost. All refunds are to be handled through the Vendor, who will provide forms to be filled out by parents.

2.2 PICTURE FORMS:

The Vendor will furnish take-home notices for parent/guardian notification purposes at no cost to the District. These notices will be provided to the District by August 5, 2019 to be included in the back to school mailing. The notice should include:

- A. The school name, picture date, retake date, picture packages and prices.
- B. A statement on suggested clothing and hair arrangement.
- C. Re-order information.
- D. A Customer Service telephone number, so parents can contact the Vendor directly with any questions. This phone number should also appear on all picture packages.
- E. A payment envelope.
- F. Include information for on-line payment options for parents, if available.

2.3 PICTURE SPECIFICATIONS:

Individual pictures are to be taken on Thursday September 5th and Friday September 6th, 2019. Proposers must note in their proposal their availability for these dates; and provide an alternate dates if they are unavailable on the dates requested.

At least three package options should be available to parents. These options should include specified picture sizes and should vary in cost. One of the options should include an 8”x10” picture. All proposals must include but are not limited to the following packages and must include non-package or additional picture options (Proposer may offer additional packages):

Package 1	Package 2	Package 3	Additional Items	
2 – 8 x 10	1 – 8 x 10	1 – 8 x 10	Item	Cost
4 – 5 x 7	2 – 5 x 7	2 – 5 x 7	8x10	\$
4 – 3.5 x 5	2 – 3.5 x 5	2 – 3.5 x 5	5x7	\$
16 – wallets	16 – wallets	8 – wallets	3.5x5	\$
Cost: \$	Cost: \$	Cost: \$	Exchange Wallets	\$
			Magnets	\$
			Buttons	\$

Additional services at no cost to parents or District are to include:

- 8x10 Class picture for each student in Preschool, Kindergarten through Grade 5.
- Complimentary Staff Photo package with copyright release.
- Staff Photo Id Badge.
- Replacement Staff Photo Id Badge.
- Student Id Cards for each student grades 6th through 12th.
- Online ordering and payment via a secure website at no cost, if available.
- CD with all student pictures for District use with copyright release.
- Staff and Student photo's compatible with Skyward Student Information System.

2.4 MONEY COLLETIONS:

The Vendor will make all money collections at the time pictures are taken. At least one trained person should accompany each photographer to assist with record keeping and to check the student before his/her portrait is made to make sure that each one is properly groomed and the background is complimentary to skin and hair tones before his/her photo is taken. Minnesota state sales tax will be paid by the Vendor.

2.5 RETAKE DATE:

The photographer must return at a later date for retakes at no additional cost. Retake photos will be for students dissatisfied for any reason with the original take photos, as well as, for students absent on the original take day. Retake photos must be uniform with similar head sizes, centering, and background as original takes. An alphabetical listing of students who go through the retake process shall be furnished to the school by the photographer. The date for retakes shall be no later than 4 weeks from the original Student Picture date.

2.6 REORDERS:

Re-orders will be sent directly to the photographer by the parents. Reorders will not be handled through the school.

2.7 PARTIAL PACKAGES OR UNDELIVERED PACKAGES:

The Vendor will work directly with parents of students receiving incorrectly filled packages or those not receiving a package that was ordered and paid for. If necessary, students will have their pictures retaken on retake day.

2.8 PHOTO PACKAGE DELIVERY:

All pictures, both originals and retakes must be delivered within 3 weeks from the date the photos were taken.

2.9 SPECIAL PROGRAM OPTION:

At the option of the school, pre-kindergarten and students in other special programs, will have their pictures taken and offered the same packages and prices, consistent with the specifications in this RFP.

2.10 STAFF PACKAGES:

All teachers and other school staff shall receive complimentary package, a staff photo badge. Replacement staff id badges at no charge.

2.11 COMPANY LOGO:

Photographs should not have the company name or logo on the front. Photographer should have available and use on original take and retake day different shades of background to complement varying skin and hair tones. Background shade option(s) must include a neutral background color.

PART 3 – SCHOOL SPECIFICATIONS

3.1 TECHNICAL SPECIFICATIONS:

These specifications apply to all sites and applies to digital deliveries only:

- A. The technology department is the main contact for providing student and staff information, such as unique identifying numbers and names. This information will be provided within 14 days prior to student picture day or as arranged.

International Falls Public Schools, ISD #361

Mike Blesi, Technology Director

Ph: 218/283-2571 x1119

Email: mbleesi@isd361.k12.mn.us

- B. Initial digital photos must be received by the technology department no later than 3 weeks from date photos were taken. Retake digital photos may be taken after this date as arranged but must be delivered within 14 days after they are taken.
- C. Two copies of removable media (CD-ROM, DVD-ROM, Flash Media) or multiple downloads from a Secure FTP containing digitized images of the pictures of all the students and staff in the school for each school sent to the address listed above.
- D. The digital photos must be JPEG format, 240 pixels x 168 pixels at 96 dpi.
- E. The file names of the digital photos must be either the student or staff number as provided by the technology department.
- F. All student and/or staff photos may be used in the Skyward System along with school yearbook(s) at no additional cost to District.

3.2 FALLS ELEMENTARY SCHOOL SPECIFICATION:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon thereafter as agreed upon by the District.
- B. Picture day is to be managed efficiently, with the minimal amount of disruption to the school day.
- C. These services must be provided at no additional charge:
- 8x10 Class picture for each student in preschool, kindergarten through grade 5.
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - Two student picture books for school office use. Books are to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school and teacher for easy distribution.
 - All printed photo packages will be delivered to the main office of the school.

3.3 FALLS HIGH SCHOOL SPECIFICATION:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon as thereafter as agreed upon by the District.
- B. These services must be provided at no additional charge:
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - Two student picture books for school office use. Books are to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school and teacher for easy distribution.
 - All printed photo packages will be delivered to the main office of the school.
 - A Student ID card with the possibility of including a bar code

3.4 ALTERNATIVE LEARNING CENTER:

- A. Pictures are to be taken September 5th and 6th, 2019 or as soon as thereafter as agreed upon by the District.
- B. These services must be provided at no additional charge:
 - A self-adhesive photo strip with students name, grade and school year. Photo size ¾" w x 1" h.
 - One student picture book for school office use. Book is to include a color photograph of each student with minimum photo size of ¾" w x 1", and list students alphabetically by grade. Class books are to be delivered within 14 days following retake day.
 - The vendor will sort the portrait packages by school for easy distribution.
 - All printed photo packages will be delivered to the Falls High School main office.
 - A Student ID card with the possibility of including a bar code

PART 4 - RFP FORM:

4.0 EQUIPMENT:

List the equipment to be used as per section 2.0.

4.1 RFP PACKAGES:

2019-2020 prices per package:

Package 1: \$ _____ Package 2: \$ _____ Package 3: \$ _____

4.2 OTHER PACKAGES OFFERED:

Please list contents of any other packages and single items offered along with the prices for 2019-2020. List separately Special Effects picture package contents and prices for 2019-2020.

4.3 CONTRACT RENEWAL PRICES:

If the District chooses to renew the contract, list the maximum percentage increase in package prices over 2019-2020 prices:

2020-2021 _____% 2021-2022 _____% 2022-2023 _____%
2023-2024 _____%

4.4 SERVICES:

List any of the services in the RFP that you are not able to perform.

4.6 ADDITIONAL SERVICES:

List any additional services that you could provide and associated prices. Attach additional sheets if necessary.

4.7 DISTRICT SUPPORT:

The Vendor shall provide a dedicated Sales Representative to work closely with the District schools and Departments to assure continuity and success of the contract.

4.8 REFERENCES: (If this portion is not completed the District may request this information before any award.) List up to three (3) customers as references including the customer name, address, phone number and contact person.

Customer Name and Address	Contact Person and Phone Number
1.	
2.	
3.	

PART 5 ACCEPTANCE

I, the undersigned, hereby certify that I am a duly authorized agent of _____
to submit this RFP for consideration and acknowledge that all pages of the RFP document for Student Picture
Package for all grades have been received and agree to the terms contained therein.

Signed:	
Name: (Print or Type)	
Vendor Name:	
Address:	
Phone Number:	
Fax Number:	
Incorporated in State Of:	

The following documents must be submitted for a complete RFP package:

- _____ RFP Form (page 7 and 8) and additional sheets
- _____ References (page 8)
- _____ Signed Acceptance (page 9)