

Carlton School District #93

PO Box 310, Carlton Minnesota 55718

www.carlton.k12.mn.us

December 17, 2018

Request for Proposals:

The Carlton School District will accept proposals for South Terrace Elementary (PK-5) and Carlton Middle/High School (grades 6-12) Student and Staff Portrait Photography Services for the 2019-20, 2020-21 and 2021-22 school years. This school portrait contact is for approximately 460 students, and approximately 90 staff. Proposals are due to the Carlton School District by January 31, 2019.

Requirements:

The photographer must be available for initial fall school portrait sessions on Thursday, August 29, 2019 from 11:00am – 6:00pm. (Similar Open House dates will be scheduled in 2020, 20201 and 2022). There will be two photography stations at South Terrace Elementary and Carlton Middle/High School for students and staff. Information for parent(s)/guardians regarding ordering packages must be provided to each school office by August 1, 2019 and school staff will distribute the information out. Portraits and staff ID badges must be delivered to the school by Monday, September 16th.

- Photographer must provide plastic full color ID badges for all staff at no additional charge.
- Photographer must provide PSPA (Professional School Photographer Association) formatted CD's for all school portraits and retakes (with names and grade level or job title) separately formatted to work with both Infinite Campus and www.TreeRing.com yearbook program at no additional charge.
- Retake day must be scheduled for each school by September 30.
- Photographer shall provide a basic staff package at no additional charge.
- Photographer must include base pricing on all packages, and allow the school to decide upon the parent contribution to add to the base price. The parent contribution funds shall be returned to the school in the form of a check within 30 days of the final class fall retake session.
- All envelopes and promotional materials shall be provided to the school at no additional charge.
- Optional sample portraits and order envelopes may be included with the proposals.
- The evaluation criteria specified herein will be used to determine which of the proposals provide the best quality for the Carlton School District at the most economical cost. The District reserves the right to accept or reject any or all proposals, to waive all technicalities, and to accept the proposal that is determined to be the most favorable to the District. Recognizing that there are important considerations other than price, the District may not necessarily award to the lowest proposer.
- All quotes should be e-mailed as PDF's or mailed as a paper copy to the district office. For bids submitted electronically, please put "School Portrait Bid" in the subject line with the bid attached as a PDF. A confirming e-mail will be sent on electronic submissions.
- Bids will be reviewed in February and a photographer will be selected by March 1st, 2019.

Please forward all questions and e-mailed or mailed proposals to:

Gwen Carman
Superintendent
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