

Park County School District #1
Administration Office
160 N Evarts St
Powell, Wyoming
82435

REQUEST FOR PROPOSALS ADVERTISEMENT
SCHOOL PICTURES

Park County School District #1 is accepting proposals for School Pictures for the 2021/22, 2022/23, and 2023/24 School Years. Vendors are asked to submit RFPs for individual student and staff photos.

Specifications may be obtained by contacting Joyce Ruward, Executive Administrative Assistant at (307) 764-6101, 160 N Evarts St, Powell, WY 82435 during regular office hours.

Sealed RFP's will be received until 1:00 p.m. MST on March 30, 2021. Late RFPs will not be accepted. No proposals may be submitted electronically.

The District reserves the right to reject any and all RFPs and to waive irregularities and informalities in the RFP.

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Park County School District #1
Administration Office
160 N Evarts St
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SCHOOL PICTURE REQUEST FOR PROPOSAL

Park County School District #1 (PCSD#1) will accept sealed RFP's for school pictures for the 2021/2022, 2022/2023, and 2023/2024 school years until 1:00 p.m. MST, Tuesday, March 30, 2021 at the Central Office located at 160 N Evarts Street, Powell, WY 82435. Park County School District #1 reserves the right to accept or reject any or all RFP's or to accept irregularities in the process. Listed below are the specifications for the RFP. If you have any questions, contact Joyce Ruward at (307) 764-6101.

Request for Proposal Conditions

1. All RFPs must be received by the time designated in this invitation and none will be considered thereafter. Envelopes should be marked "**RFP – School Pictures.**" All RFPs must be submitted on this form or an exact duplicate thereof, along with sample packages of his/her work guaranteeing what is offered.
2. The District is not responsible for late delivery or non-delivery by the U.S. Postal Service, UPS, Fed Ex or by other means to the District. The time and date recorded by the District shall be the official time of receipt. Late RFPs will not be considered. PCSD#1 is not responsible for non-delivery or non-receipt of RFPs.
3. The Successful Vendor, by submitting a valid signed RFP, agrees to waive, release and discharge Park County School District #1 from any and all liability, including but not limited to, liability arising from the negligence or fault of the entities or persons released, for death, disability, personal injury, property damage, property theft, or actions of any kind which may hereafter occur including traveling to and from this activity. Successful Vendor will indemnify and hold harmless Park County School District #1 from any and all liabilities or claims made as a result of providing this service, whether caused by the negligence of release or otherwise.
4. All RFPs shall be opened, and tabulated. No immediate decision will be rendered concerning the proposals submitted at this RFP opening. There will be a committee that will look at each RFP and the quality of the pictures that are included in the packet.

- a. The RFP award shall be based on the lowest and best-evaluated base RFP price for the packages as specified in these documents. Packages submitted that are not the exact same as the requested base RFP package will not be evaluated.
 - b. The objective criteria used to evaluate the RFP shall be specifications as listed herein and the quality and appearance of the samples submitted by each Vendor.
 - c. The Administrative Team will consider these RFPs at a meeting, at that time vendors will be contacted.
5. All Vendors shall provide sample packages of the base RFP package guaranteeing what is offered.
 6. The contract will remain for three (3) one-year periods (school years 2021-2022, 2022/2023, and 2023/2024). The contract may be extended to the Successful Vendor at the sole discretion of the Administrative Team and shall not exceed a maximum of five (5) years.
 7. An officer or agent of the firm who is authorized to legally bind the firm must sign RFP forms.
 8. The successful Vendor shall furnish advisory services to each school through its agent during the process of this contract for the photography to be conducted at the convenience of the schools.
 9. Options for dates to take individual portraits of our pre-school students
 10. No additional cost to this contract can be made without the approval of Park County School District #1 Superintendent and/or designee.
 11. All poses must be consistent in distance, color background, and pose (i.e., shoulder shot) for all sessions including retakes.
 12. All students in each school shall be offered a set package of pictures. The **minimum set package** will be as follows or a comparable equivalent with picture size or quantities larger than indicated:

<u>Elementary Schools</u>	<u>Middle/High</u>
<u>School</u>	
1 – 5" x 7" Group Color (class composite)	1 – 5" x 7"
Individual Color	
1 – 5" x 7" Individual Color	2 – 3½"x 5"
Individual Color	
2 – 3½" x 5" Individual Color	24 – 1" x 2" Individual
Color	
24 – 1" x 2" Individual Color	4 – 2" x 3"
Individual Color	
4 – 2" x 3" Individual Color	

The pictures will be paid for in advance by the students. Satisfaction will be guaranteed by the photographer.

13. One retake day/school shall be provided. The date shall be a mutually agreed upon date between the school principal and the successful Vendor.
14. The successful Vendor may also offer other packages to the students. The students are free to choose an expanded package. Payment shall be in advance.
15. The school shall not be responsible for the failure of any parent to pay for or return all or any portion of the picture packet or proofs.
16. The money will not be run through school accounts. The successful Vendor will deal directly with the parents.
17. All staff members will have a photo taken and a package will be supplied to them at no cost to the School District and/or the employee.
18. The successful Vendor will furnish pay envelopes and fliers to the schools at least three weeks prior to the scheduled picture day. The schools will distribute the materials by sending them home with students.
19. Summary of Requested Services:
 - i) Individual portraits for staff and students
 - ii) Class (group) portraits
 - iii) Student I.D.s (ID cards for students used for school lunch-barcode)
 - iv) Affordable student portrait packages
 - v) Online ordering options
 - vi) Spring photos optional by school
 - vii) Digital files to up load to Infinite Campus
 - viii) Image Stream access to school photos
 - ix) Staff I.D.s with hole punch for lanyards and emergency numbers on back-print
 - x) Sticky photos for student cumulative files
 - xi) Picture retakes
 - xii) Options for dates to take individual portraits of our pre-school students
 - xiii) Online access to pictures for yearbook advisor as well as cd of pictures of staff and students for high school
20. Packets will be provided to and individual, class, and staff picture taking will be at nine locations:

School/Building	Address
Central Administration Joyce Ruward	160 N. Evarts Street, Powell, WY 82435
Support Service Building (pre-school) Jill Thompson – pre-School Liaison	245 N. Evarts Street, Powell, WY 82435
Clark Elementary School Principal – Jason Hillman	363 Road 1AB, Powell, WY 82435 (rural school)
Parkside Elementary School Principal – Jason Hillman	125 S. Douglas Street, Powell, WY 82435
Southside Elementary School Principal – Scott Schiller	278 E. Monroe Street, Powell, WY 82435
Westside Elementary School Principal – Angie Woyak	555 Grand Street, Powell, WY 82435
Powell Middle School Principal – Kyle Rohrer	369 E. Third Street, Powell, WY 82435
Powell High School Principal – Tim Wormald	1151 E. Seventh Street, Powell, WY 82435
Shoshone Learning Center Principal – Steve Lensegrav	140 N. Ferris Street, Powell, WY 82435

21. The following additional services shall be offered by the successful Vendor at no additional charge:
 - a. Packages presorted according to the method requested by each school.
 - b. List other features you feel are equal or better, which you offer.
 - c. CD or other acceptable electronic format for yearbook and Infinite Campus of both staff and students, delivered within five (5) weeks after retakes are scheduled
 - d. A free yearbook picture will be provided for students who do not order a package for schools who offer a yearbook.
 - e. This RFP shall cover only the fall pictures.
 - f. Spring pictures will be at the discretion of each individual building principal.
22. In compliance with this invitation to RFP and subject to all conditions thereof, the undersigned agrees, if this RFP were accepted within the time stipulated herein, to furnish any of all items and services upon which prices or percentages are quoted in accordance with the specifications applying to this RFP invitation.
23. **Termination of Contract**
 - a. The School District reserves the right to terminate the Contract immediately in the event that the Successful Vendor discontinues or abandons operations; is adjudged bankrupt, or is reorganized under any bankruptcy law.

- b. Failure of the Successful Vendor to comply with any section or part of the Contract will be considered grounds for immediate termination of the Contract by the School District.
- c. Notwithstanding anything to the contrary contained in the Contract between the School District and the Successful Vendor, the School District and/or Successful Vendor may, without prejudice to any other rights it may have, terminate the Contract for convenience and without cause, by giving 30 days written notice to the Successful Vendor.

Other Information:

Regarding Digital Images Provided to the District:

Park County School District #1 requires digital images to be provided for the use of the Information Technology Department, the specifications for these images are as follows:

- ✓ Vendor will be provided a listing with student names and associated state I.D. numbers. Photos provided to the District for District use in Information Technology applications are required to be in JPEG (.jpg) format, with student number used as the file name, with images to be sorted by school.
- ✓ Digital images provided to the Information Technology Department can be sent via download or other media storage device.
- ✓ Digital images must be 200x300 at 72 dpi or larger.

Vendors may also offer additional photography services in their RFP submission and may be required to provide additional services as requested by the school principals.

The successful vendor must adhere to privacy protection on student information and must have cyber-security in place to guard information from being accessed by outside sources. Vendor will need to show documented evidence that these safeguards are in place.

**Park County School District #1
SCHOOL PICTURE RFP – RFP FORM**

Vendor Information:

Company Name:

Company website:

Basic RFP

The price, including sales tax and handling, to each student for the minimum **basic set package** as stated in item (13) will be:

Elementary Schools

1 – 5" x 7" **Group** Color (class composite)
Color

1 – 5" x 7" Individual Color

2 – 3½" x 5" Individual Color

24 – 1" x 2" Individual Color

4 – 2" x 3" Individual Color

Middle/High School

1 – 5" x 7" Individual

2 – 3½"x 5" Individual Color

24 – 1" x 2" Individual Color

4 – 2" x 3" Individual Color

Elementary:\$ _____

School:\$ _____

Middle/High

Attach a copy of all of the packages offered.

If any work will be subcontracted, such as photography finishing, etc., please list any subcontractors and what will be handled by them.

Name of company representative who will be responsible for working with the schools:

Phone#: _____

Please provide two school references:

School #1:

Contact Person: _____

Phone #: _____

School #2:

Contact Person: _____

Phone#: _____

Submitted By:

Firm Name:

Address:

City/State/Zip:

Phone: _____ Fax Number: _____

Representative's Name:

Representative's Title:

Authorized Signature:

Date: _____ email address: _____

PROPOSAL SHOULD BE IN A SEALED ENVELOPE CLEARLY MARKED "RFP - SCHOOL PICTURES" ON THE OUTSIDE OF THE ENVELOPE AND RECEIVED BY PCSD#1 NO LATER 1:00 P.M. MST, MARCH 30, 2021.