

REQUEST FOR INFORMATION / PROPOSALS SCHOOL PHOTOGRAPHY SERVICES

The Newberg School District invites qualified firms to submit information and proposals to provide turn-key school photography services to the district. Proposals should be marked "School Photography Services". Proposals must be submitted by: February 29th, 2016. No proposals will be accepted after that time.

This Request for Information/Proposal is specifically intended to cover all elementary, middle and high schools.

Any questions regarding this Request for Proposal (RFI/P) should be directed to:

Gwen Gardner, Newberg School District, 714 E. Sixth St., Newberg, OR 97132
PH 503-554-5004

It is our intent to evaluate all proposals received. The Board of Education will then select a vendor to perform these services at all schools. Selection of the approved vendor will be based on conformance to this specification as well as value to the school system.

The proposal evaluation will be based on conformance to this RFI/P, pricing/cost structure, as well as value added services.

Primary/secondary vendor terms: Throughout the award period, if the vendor fails to perform (or vendor indicates failure to perform) as specified or the agreement is canceled with the awarded vendor then the affected Newberg School District reserves the right to select or negotiate with the "next best" vendor.

Open proposals are to be valid for a minimum of 90 days, during which time awards will be established and agreements signed. Awarded Fee structure shall remain in effect for an initial term of 12 months. Agreements must be signed by March 29, 2016. Contract may be renewed annually.

Once an awarded photography vendor is awarded a contract from this RFI/P process and enters into an agreement, then that vendor shall have exclusive rights to any and all picture venues at the school. The vendor shall be 100% responsible for quality control. The vendor is also required to certify that any and all photography staff that comes in direct contact with Newberg School District's students has passed an FBI/TBI background check per Oregon state law.

It is NOT allowable for the awarded vendor to sub contract out any of the photography jobs for Newberg School District.

Under no circumstances shall any Newberg School accept payments or compensation from any photo vendor other than their awarded photography vendor. This includes any and all school sanctioned clubs, groups, athletic teams and band.

It is acknowledged that an independent individual (free-lance) may show up at a school event (i.e. football game) and take pictures as long as the preferred vendor has not been scheduled for the event. Due to this individual being allowed direct and unique access to the playing field or court, the individual must certify he/she has passed an FBI/TBI background check as required by Oregon state law. This individual may market his/her services to individual students, athletes or families. There shall be NO assisting or supporting the sale of these pictures in any way and no payments to the school or related, sanctioned groups as compensation for these services.

The language of this RFI/P shall be binding unless amended by the Newberg School District Board and vendor. The terms and conditions of this Request for Proposal (RFI/P) and any related executed agreements shall constitute entire agreement.

The vendor shall abide by and comply with the true intent of the specifications and not take advantage of any unintentional error or omission, but shall fully address the full intent and meaning of each aspect of the specifications.

Amounts provided in scope and specifications are best estimates.

It is the vendor's responsibility to comply with all local, state and federal laws, regulations, codes, licensing, and other requirements.

The proposal submission packages will include three sections highlighting the levels of services requested for elementary, middle, and high schools. Submissions should include proposed pricing and services for all of these levels of standards. The Board of Education will select one vendor for all schools based upon submissions received.

Vendors must submit one original and one copy of all proposal documents. The original will be maintained by the Newberg School District Purchasing Department. Vendors must include a sample contract with their proposal.

Vendors must be in good standing with all Newberg School District schools (no prior monies owed or in dispute) to receive award from this proposal process.

Scope and General Specifications:

- Newberg School District is a public, K-12 school system with 11 schools currently operational. There are approximately 5205 students and 645 employees in the district. In addition there are approximately 700 volunteers.

This is a Request for Information/Proposal (RFI/P).

We are requesting that vendors provide proposals indicating picture package pricing.

Vendors are requested to provide turn-key services that minimizes the school staff time handling paperwork and money related to these programs.

Fees charged to Newberg School District student families must be reasonable and market value for products and services received.

It is the intent of this proposal that the Newberg School District will award their services and continue with the awarded vendor (assuming acceptable level of service and fees) through yearly renewals.

Vendors should include in the proposal information about products and services they provide either free or at a cost even if those products and services are not specifically required in the specifications below.

Awarded vendors will have exclusive rights to all photography services throughout the course of the award term.

It is expected that the awarded vendors provide fliers and other marketing materials prior to the photo date encouraging students and their families to participate.

Vendors must ensure quality services and products are provided to the school(s). Failure to satisfactorily perform may result in cancellation and/or nonrenewal.

Copies of acceptable proposals will be submitted to each principal. The principals will suggest a vendor based upon the responses received based upon their individual school needs and situation. It is the intent of the board to award the contract for all schools to one vendor.

This RFI/P document must be included in its entirety in submission proposal packages and will be considered the legal and binding terms. If there are discrepancies in terms and conditions between contracts executed and this RFI/P document, this document will take precedent unless mutually amended in an RFI/P addendums.

A copy of the original School Photography Services RFI/P and related addendums must be included in the contract. All language, terms and conditions of this original RFI/P document (including any addendums) must supersede and take precedence over any conflicting language that may appear in the resulting contracts.

It is the responsibility of the Director and the awarded vendor to ensure that a contract is executed by or before March 29, 2016. Failure to comply with this may result in disqualification.

Failure to comply with agreed-upon terms may result in contract termination.

School Picture Specifications

Individual Student and Employee Pictures

1. The awarded vendor will also provide the schools with safety awareness tips for distribution to families.
2. A variety of dates will be available to the principals for all student photography sessions.
3. Photographers will have at least one camera operating for each 350 to 400 students. High schools only-vendor will supply sufficient photographers on fall picture day to photograph all underclass students and senior retakes before lunch.
4. Photographers will provide a makeup/retake day for fall pictures, as applicable.
5. Selected Photography Companies must be partnered with a National Recovery Center. Example: National Center for Missing & Exploited Children (NCMEC). Two Identification Cards will be distributed to the family of every elementary student who has been photographed at no charge to the parents or school.
6. A 24/7 data based must be manned and available for rapid response if a child goes missing. A missing child's image will be sent to the National Center from fall pictures by the photographer for "Amber Alert" purposes. An image will be released only after a request is made and the image is verified by a parent / guardian in conjunction with local law enforcement.
7. Vendor will supply technology for all employee and student pictures for yearbook purposes at no additional charge.
8. Student Image Technology will be provided (at no charge) to each school for the school attendance program, as well as, one for the district office. This technology will need the capabilities of printing student images and personalized certificates / awards. Student ID badges and faculty/staff/volunteer ID badges will be provided at no charge.
9. Vendor will supply envelopes for payment with package information included to be completed and returned to the school. Envelope design shall be such that it will be easy for the school bookkeeper to determine package choice. Photographer is responsible for picking up orders. Checks will be made payable to the photographer.

Miscellaneous

1. ID cards should be made available for students (high school) and faculty/staff at no additional charge. Individual designs will be determined by each school.
2. High Schools Only- 5x7 black and white photographs of each academic top ten (list provided by school in February) will be provided to school at no charge. An additional 5x7 of the Salutatorian and Valedictorian will be needed.

Group Pictures

1. The principal will determine the timing of club and class pictures (fall or spring).
2. Photographer will supply:
 - a. One copy of each teacher's class picture to the teacher free of charge.
 - b. A Principal's Album of all class pictures to the school free of charge.

Any exceptions to specs provided in this RFI/P shall accompany this proposal with explanation and suggested substitutions.