

**Request for Proposal  
Photography Services  
Sanborn Regional School District, SAU #17  
Release Date: January 8, 2021**

**SAU #17 is requesting proposals for student and school photography services for the 2022-2024 School Years, including an annual optional renewal of services. A summary of services is listed below; however vendors are required to review and abide by all terms of the RFP.**

**Vendors are required to submit their completed Request for Proposal no later than 11:00 am EST on March 5 2021. RFP responses are to be submitted in writing with the outside envelope clearly marked SRSD Photography Services RFP. RFP to be submitted to:**

**Business Administrator  
Sanborn Regional School District  
51 Church Street, PO Box 429  
Kingston, NH 03848**

**Inquiries are to be directed to Matthew Angell in writing via email (mangell@sau17.net) and will be accepted until Friday, February 26, 2021 at 10:00 am.**

**RFP TITLE: SRSD Photography Services FY 2022-2024**  
**RFP DUE DATE AND TIME: Friday, March 5, 2021 @ 11:00 am**  
**RFP OPENING DATE AND TIME: Friday, March 5, 2021 @ 12:00 am**

THE ANTICIPATED DATE OF APPROVAL IS March 17, 2021.

**REQUIRED SUBMITTALS CHECKLIST**

Note: Submittal is **required** for each item listed below for RFP to be considered.

1. Respondent Certification (following)
2. Drug-Free Workplace Certification (following)
3. Fingerprinting Requirements, Criminal History check and Background Investigative Requirements (following)
4. Certificate of Insurance: See RFP for detailed specifications
5. List of References
6. Product samples: See RFP for detailed specifications
7. Additional submittals specific to this RFP may also be required: Sample photographs, copy of proposal on thumb drive.
8. Photography package cost details, commission and support details.

## **INTRODUCTION**

The Sanborn Regional School District (hereinafter referred to as the District) is requesting proposals from qualified vendors to provide school pictures and photography services relative to school based activities.

This RFP covers schools pictures/photography services for all school levels: High, Middle, and Elementary.

The objective of this RFP is to appoint one vendor to provide services to schools within the District. Vendors must submit responses for all school levels.

All vendors must agree to the service requirements contained in Attachment A of this RFP. These requirements are applicable to all school levels.

## **INSTRUCTIONS FOR RFP SUBMITTAL**

All proposals must be received no later than March 5, 2021 at 11:00 am and must be delivered to:

Business Administrator  
Sanborn Regional School District  
51 Church Street, PO Box 429  
Kingston, NH 03848

If a proposal is transmitted by US mail or other delivery medium, the proposer will be responsible for its timely delivery to the address indicated.

Any proposal received after the stated date and time, WILL NOT be considered.

One manually signed original proposal must be sealed in one package and clearly labeled "**Sealed RFP - SRSD Photography Services FY 2021-2024 – March 5, 2021**" on the outside of the package. The legal name, address, proposer's contact person and telephone number must also be clearly noted on the outside of the package. Additionally, one complete copy of the proposal, excluding sample photographs, must be submitted via email in PDF format. Vendors must also submit a total of three (3) sample photograph packages (one included in the original proposal) plus four (4) additional packages to be distributed to the evaluation committee for their use in evaluating the proposals.

Failure to submit one original proposal with a manual signature will result in rejection of the bid.

All proposals must be signed by an officer or employee having the authority to legally bind the proposer.

Any corrections must be initialed. This includes corrections made using correction fluid (white out) or any other method of correction.

Proposers should become familiar with any local conditions that may, in any manner, affect the services required. The proposer(s) is/are required to carefully examine the RFP terms and to become thoroughly familiar with any and all conditions and requirements that may in any manner affect the work to be performed under the contract. No additional allowance will be made due to lack of knowledge of these conditions.

Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole discretion of the District.

Any proposal may be withdrawn prior to the date and time the proposals are due. Any proposal not withdrawn will constitute an irrevocable offer for a period of 90 days, to provide the District with the services specified in the proposal.

## **AWARD**

The District reserves the right to waive any irregularities and technicalities and may, at its sole discretion, request a re-submittal or other information to evaluate any or all proposals.

The District reserves the right, to require proposer(s) to submit evidence of qualifications or any other information the Board may deem necessary.

The District reserves the right, prior to Board approval, to withdraw the RFP or portions thereof, without penalty.

The District reserves the right to: (1) accept the proposal of any firm to be in the best interest of the District and (2) to reject any and/or all proposals.

The District reserves the right to conduct interviews with any of the proposers and to require a formal presentation by any of the proposers.

The RFP award will be made at the sole discretion of the Sanborn Regional School District.

### **CONTRACT/RENEWAL**

The term of this contract shall be from July 1, 2022 to June 30, 2024 including, by mutual agreement between the District and the awarded vendor(s), renewal for two additional one year periods.

All terms and conditions of this RFP, any addenda, and negotiated terms are incorporated into the contract by reference as set forth herein.

### **RFP INQUIRIES/NOTICES**

In order to maintain a fair and impartial competitive process, District staff members will not communicate with prospective vendors regarding this RFP after the release date. All questions and inquiries must be submitted via email no later than Friday, February 22, 2021 @ 10:00 am to:

Matthew Angell  
Business Administrator  
mangell@sau17.net

All questions will be answered via posting to website no later than Wednesday, February 26, 2021 @ 10:00 am.

Copies of addendum will be made available for inspection at the District's Business Office where bid documents will be kept on file.

No Addendum will be issued later than Wednesday, February 26, 2021 @ 5:00 pm except an addendum withdrawing the RFP or one which includes postponement of the date for receipt of proposals or one containing the questions and answers.

All notices relative to this RFP, including but not limited to initial release, addendums, letters of intent and awards will be posted on the District web site – [www.sau17.net](http://www.sau17.net).

### **SCOPE OF SERVICES**

The RFP is for school pictures and photography services related to school activities within the District.

District-wide pictures shall include the following minimum requirements.

- Two (2) print look books
- Digital files of all students for upload into our Student Information Systems (SIS).

High School pictures shall include the following minimum requirements.

- Underclass Portraits (at the option of the student and their family)
- Athletic Team Portraits & Senior class head shots provided by digital image for yearbook purposes

- Candid photographs on a selected day during the school year to cover superlatives, club photos, and other school activities provided by digital image for yearbook purposes
- Commencement photograph packages to students at the June graduation ceremony
- Vendors may also offer additional photography services in their RFP submittal and shall also be required to provide additional photography services as requested by school Principals.

Middle School Pictures shall include the following minimum requirements. Vendors proposing for the middle school level must be able to accommodate these requirements:

- Individual Portraits
- Class (Group) Portraits
- Yearbook

Elementary School Pictures shall include the following minimum requirements. Vendors proposing for the elementary school level must be able to accommodate these requirements:

- Individual Portraits
- School-wide picture
- Class (Group) Portraits
- Yearbooks for each location

Vendors may also offer additional photography services in their RFP submittal and shall also be required to provide additional photography services as requested by school Principals.

### **RFP SUBMISSION**

Vendors are requested to include the following information in their RFP submittal. This information, except as noted, will be used in the evaluation of the proposals.

#### **Qualifications of Firm and Staff:**

Vendors are to provide information adequately describing their background and areas of expertise. This should include information on the firm itself as well as those individuals that would be designated as the primary point of contact and those individuals providing the photography services.

#### **Quality of Work:**

Sample photograph packages that are of the quality the vendor proposes to provide. This should include a variety of photographs for the school level(s) the vendor is proposing. Photographs must be arranged and identified as to the school level. Vendors must submit a total of three (3) sample photograph packages (one included in the original proposal) plus two (2) additional packages to be distributed to the evaluation committee for their use in evaluating the proposals.

#### **Standard Picture Packages:**

Vendors are to provide information on three (3) to five (5) of their standard picture packages for each school level they are proposing. Packages must be clearly identified by school level, must indicate the size and quantity of pictures contained in the package and must indicate the current price of the package that will be offered for the 2021-2024 school year. Prices submitted for the standard packages must be held firm for the 2021-2024 school year.

#### **Note regarding other packages:**

Principals at each school may select packages other than those included in the vendor's proposal however pricing of these packages must be comparable to those submitted in the vendor's proposal.

**Commission and Support:**

Vendors must state the commission they will provide to schools based on the sale of pictures to students and staff. Vendors may also offer non-monetary support in addition to commission which should be detailed in their response.

**References:**

Vendors must provide a minimum of three (3) references that they have performed similar services for within the past five (5) years. Reference information must include entity name, contact name, phone and fax number. To ensure a fair and equitable evaluation of proposals, the District prefers that Sanborn District Regional Schools not be listed as references.

**Supplemental Information:**

Vendors may provide additional information regarding related services offered by their firm. Supplemental information will not be used in the evaluation of the RFP responses, but may be useful for school Principals in determining other services which may be required.

**RFP EVALUATION PROCESS**

Proposals will be publicly opened and the names of respondents read and recorded on March 6, 2021 at 12:00 am. Proposals will be evaluated by a committee consisting of SAU and School Based Staff. Committee members will review each proposal and will assign points from zero to the maximum points for each criterion. Points will then be totaled for each proposal and the firms ranked according to the total number of points received.

The committee will recommend to the Board the top firm to be appointed as the approved vendor to provide services under this RFP.

**EVALUATION CRITERIA**

The evaluation committee shall evaluate all proposals received which meet the submittal requirements. The following factors will be considered in evaluating the proposals.

<u>Criteria</u>	<u>Maximum Points</u>
Qualification of Firm and Staff	10
Quality of Work	10
Standard Picture Packages	10
Commission and Support	20
References	10
Maximum Points	60

**INSURANCE REQUIREMENTS**

It is mandatory that the person/firm submitting the proposal have minimum Liability limits of \$1,000,000.00 for both Comprehensive General Liability and Motor Vehicle Liability and at least the statutory limit of Worker's Compensation. All coverage must be included on the certificate(s). If the Proposer's current certificate of insurance does not meet the amount required, a statement must be included with the proposal document from their insurance carrier indicating that if a Proposal award was made to the firm, that the carrier would write the necessary insurance coverage. The successful Proposer must then have the required insurance placed in force with written notification provided to the Business Administrator, prior to issuance of a purchase order that authorizes the work performance to begin. Failure to do so may invalidate the award and result in an award to the next lowest responsible proposer. Successful vendor must list Sanborn Regional School District as additional insured.

## **PREPARATION AND SUBMISSION OF PROPOSALS**

Proposers are requested to organize their proposals in the following sequence. Vendors are requested to organize their proposals in a manner which facilitates the review and evaluation by the evaluation committee.

### **RFP Cover Sheet**

1. Respondent Certification with all required information and signatures as specified.
2. Drug Free Workplace Certification
3. Fingerprinting Requirements, Criminal History Check & Background Investigative Requirements (Note: This form must be notarized.)
4. Insurance Coverage: Insurance certificates evidencing coverage as specified or a signed statement indicating that coverage meeting the required coverage will be obtained prior to the commencement of any work under this bid.
5. List of References
6. Product Samples
7. Sample Photographs and copy of proposal on thumb drive.
8. Photography package cost details, commission and support details.

The District reserves the right to reject any and all proposals and to waive all informalities where the best interest of the School District may be served, including the right to award a contract with or without any further discussion or negotiation with anyone proposing these services, equipment and/or goods according to terms and conditions deemed most favorable to the School Board.

**ATTACHMENT A**  
**Service Requirements**

The firm shall provide all necessary materials, equipment, supplies and labor resources to provide professional quality of photography services in accordance with the following general requirements.

Firm shall take individual color photographs of all students and staff, regardless of potential for purchase.

Firm shall provide experienced representative(s) who will work on a regular basis with school personnel to answer any questions regarding production or financial matters pertaining to the individual services required.

Firm's representative(s) shall meet with the Principal or designee prior to photography session to agree upon specific dates and to resolve any logistical/contractual issues.

Firm shall provide all support personnel to organize and maintain the picture taking process and collection of monies.

Firm shall provide student ID's free of charge. These items will be sorted in accordance with the schools preference (alphabetically by grade, by class, etc.) ID's will be customized for each school with school name, year and school seal at no charge.

Firm shall print all photographs on quality paper.

Firm shall make trips to school as necessary to cover candid and group/club pictures.

Firm must be able to schedule in-school consultation whenever deemed necessary by the school.

All photographs shall be shot with state-of-the-art professional quality photography equipment.

All portraits shall be photographed by highly trained professional photographers who have the desire to present the student with an outstanding portrait. Students will be posed pleasantly in appearance, with uniformity in facial and eye direction for yearbooks. This applies to original and absentee retakes.

Firm shall provide a sufficient number of cameras to allow completion of photographs within a time period deemed acceptable by the Principal. Firms should indicate in their RFP the number of cameras they will assign per student membership (for example: 1 camera per 300 students).

Firms must specify the type of equipment, photographic paper and supplies to be used.

The quality of all photographs will be superior, will meet all yearbook publication requirements (uniform sizing/cropping, pose, head size, background color and/or attire) and will be deemed satisfactory to students, parents and publication staff and/or advisor. Students and/or parents are under no obligation to purchase photography packages. There is no charge to the student for the standard yearbook portrait. This information should be written on all applicable materials sent to students and parents.

Firm shall guarantee refunds or retake the picture if necessary at the option of the student.

Unless otherwise noted in this RFP, the firm may **not** charge, or threaten to charge, fees for retaking photographs regardless of the reason for the retake.

Firm shall provide a local or toll free number and office hours that the school and parents can use.

Firm to pay final commissions to schools within thirty (30) days of receipt of final payments from customers. At the time payment is made to the school, the firm shall provide a full and complete accounting to the principal to substantiate the commission paid.

Firm to provide a CD Rom student photograph data base for use by the school administration. Photograph database shall be compatible with SRSD student database. Format for compatibility with SRSD student database is JPEG with a resolution of 320 x 400 with the following naming convention – pupil number.jpg.

Firm shall provide each school with a list of photographs taken to include: students photographed, students not photographed and list of orders placed by students.

Firms will identify for school use the students photographed during the initial and retake sessions and label packages with student names.

Firms shall provide UPS labels for the return processing of photo packages.

Firm must offer digital pictures for school use.

Firm is encouraged to offer on-line service capabilities.

No pictures other than those approved by the Principal may be offered for sale.

The school or school system shall not be liable for any bad debts incurred as a result of the sale of school pictures. Collection of bad debts is the responsibility of the photography studio.

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(Vendor Signature)



# 1. RESPONDENT CERTIFICATION

**Proposer must fill in the information listed below and sign where indicated for RFP to be considered.**

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

FEIN: \_\_\_\_\_

### Signature of Owner or Authorized Officer/Agent

\_\_\_\_\_

Printed Name of Above: \_\_\_\_\_

EMAIL: \_\_\_\_\_

By my signature, I certify that this offer is made without prior understanding, agreement, or connection with any corporation, firm, business entity or person submitting an offer for the same materials, supplies, equipment, or services(s), and is in all respects fair and without collusion or fraud. I further agree to abide by all conditions of this invitation and certify that I am authorized by the offeror to sign this response. In submitting an offer to the School Board of the Sanborn Regional School District, I, as the respondent, offer and agree that if the offer is accepted, the offeror will convey, sell, assign, or transfer to the School Board of the Sanborn Regional School District all right, title, and interest in and to all causes of action it may now or hereafter acquire under the Anti-trust laws of the United States and the State of New Hampshire for price fixing relating to the particular commodity(s) or service(s) purchased or acquired by the School Board. At the School Board's discretion, such assignment shall be made and become effective at the time the School Board of Sanborn Regional School District tenders final payment to the vendor. Upon approval by Board, the information contained herein shall constitute the contract between the Board and vendor.

### NO RESPONSE

I HEREBY SUBMIT THIS AS A "NO RESPONSE" FOR THE REASONS DESCRIBED BELOW:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. DRUG FREE WORKPLACE CERTIFICATION FORM

Preference shall be given to businesses with drug-free workplace programs. Whenever two or more bids, which are equal with respect to price, quality, and service, are received by the state or by any political subdivision for the procurement of commodities or contractual services, a bid received from a business that certifies that it has implemented a drug-free workplace program *shall be given preference* in the award process. Established procedures for processing tie bids will be followed if none of the tied vendors have a drug-free workplace program. In order to have a drug-free program, a business shall:

- 1) Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the action that will be taken against employees for violations of such prohibition.
- 2) Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
- 3) Give each employee engaged in providing the commodities or contractual services that are under bid a copy of the statement specified in subsection (1).
- 4) In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under bid, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation or attempted violation of drug use or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
- 5) Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
- 6) Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.

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(Vendor's Signature)

**3. FINGERPRINTING REQUIREMENTS, CRIMINAL HISTORY CHECK &  
BACKGROUND INVESTIGATIVE REQUIREMENTS  
SANBORN REGIONAL SCHOOL DISTRICT**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to the School Board of Sanborn Regional School District (Hereinafter "Board" or "School Board")

by \_\_\_\_\_  
(Print individual's name and title)

for \_\_\_\_\_ whose  
(Print Name of entity submitting sworn statement)

business address is \_\_\_\_\_

\_\_\_\_\_ and its Federal Employer Identification Number (FEIN) is \_\_\_\_\_. If the entity has no FEIN, include the Social Security Number (SSN) of the individual signing this sworn statement and so indicate.

2. I, \_\_\_\_\_, am duly authorized to make this sworn statement on  
(Print individual's name and title)

behalf of \_\_\_\_\_.  
(Print Name of entity submitting sworn statement)

3. I understand the School Board requires all personnel associated with the approved vendor that are permitted access at any or all of the district's facilities when students are present to have a successful completed background investigation and a criminal history records check.

4. I understand "**contractual personnel**" includes any vendor, individual, or entity under contract with the Board.

5. I understand that pursuant to School Board requirements, non-instructional school district employees or contractual personnel who are permitted access on school grounds when students are present, who have direct contact with students or who have access to or control of school funds must meet level 2 screening requirements which includes background investigations and criminal history records check.

6. I further understand that the School Board requires fingerprint-based criminal history check for all "non-instructional contractors," which is defined as any individual who received remuneration for services performed for the school district or a school, but who is not otherwise considered an employee of the school district. "Non-instructional contractor" includes any employee of a contractor who performed services for the school district or the school under the contract and any subcontractor and its employees who are permitted access to school grounds when students are present, whose performance of the contract with the school or school board are not anticipated to result in direct contact with students, and for whom anticipated contact would be infrequent and incidental.

7. I understand that the background check required means that fingerprints of all contractual personnel and non-instructional contractors must be obtained and submitted to the New Hampshire Department of Law Enforcement for state processing and to the Federal Bureau of Investigation for federal processing.

8. I understand that any costs and fees associated with the required background screening will be borne by my company.

9. I understand that any personnel of the contractor found through fingerprint processing to have been found guilty of, regardless of adjudication, or entered a plea of nolo contendere or guilty to any offense outlined in RSA 630:1; 630:1-a; 630:1-b, 630:2; 632-A:2; 632-A:3; 632-A:4; 633:1; 639:2; 639:3; 645:1; II or III; 645:2; 649-A:3; 649-A:3-a; 649-A:3-b; 649-B:3; or 649-B:4; or any violation or any attempted violation of RSA 650:2 (or any similar statute of another jurisdiction), shall not be permitted to come onto school grounds or any leased premises where school-sponsored activities are taking place when students are present, shall not be permitted direct contact with students, and shall not be permitted to have access to school district funds.

10. I understand that the failure of any of the company's or my affected personnel to meet the screening standards as required by the District may disqualify my company from doing business with the School Board.

11. I hereby certify that the foregoing statement is true and correct in relation to the company for which I am submitting this sworn statement. I further certify that this statement is being given knowingly and voluntarily by me on behalf of my company.

I CERTIFY THAT THE SUBMISSION OF THIS FORM TO THE SANBORN REGIONAL SCHOOL DISTRICT ON BEHALF OF THE COMPANY IDENTIFIED IN PARAGRAPH ONE (1) ABOVE BINDS THE COMPANY TO FULLY COMPLY WITH THE BACKGROUND SCREENING REQUIREMENTS.

\_\_\_\_\_  
(Vendor Signature)

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Personally known \_\_\_\_\_

OR Produced Identification \_\_\_\_\_

Notary Public – State of \_\_\_\_\_

\_\_\_\_\_  
(Type of Identification)

My commission expires \_\_\_\_\_

\_\_\_\_\_  
(Printed typed or stamped commissioned name of notary public)