REQUEST FOR PROPOSAL

SCHOOL PHOTOGRAPHY SERVICES

Enclosed please find a Request for Proposal for Manchester Community Schools school photography services. The RFP has eight sections:

I. Introduction
II. Background Information
III. Desired Services
IV. Revenue sharing/Rebates
V. Fees
VI. Specific information to be included in the Proposal
VII. Evaluation and Timetable
VIII. Appendix A

Proposals are to be submitted to my attention no later than **10:00 a.m. on March 7, 2016** at the following address:

Manchester Community Schools
Attn: Cherie Vannatter
410 City Rd
Manchester, MI 48158

Although price is a major consideration, the District does not award on price alone. Other items to be considered are quality of proposed service as judged by the District, past experiences with such contractor, if any, references and similar such items.

Administration and Board of Education of Manchester Community Schools reserves the right to reject any and all submissions.

Clarifying questions may be directed in writing to Cherie Vannatter, Superintendent via email cvannatter@mcs.k12.mi.us or by fax (734-428-9188).

Thank you for your consideration,

Cherie Vannatter
Superintendent

I. Introduction

a. This request for information is for the purpose of receiving proposals from firms that wish to be considered for the bidding of services for student photo packages.

b. It is anticipated that the period of commitment will begin on or about July 1, 2016 and extend through June 30, 2017, with the option to renew annually for up to four (4) additional one (1) year periods at the District's request.

c. Those submitting proposals are hereby advised that the District shall reserve the right to unilaterally terminate the contract for subsequent school year/years prior to April 1 annually without prejudice.

II. Background Information

a. Manchester Community Schools is a public school district organized and existing pursuant to the laws of the State of Michigan.

b. The student enrollment per building as of February 1, 2016 is as follows:

- Klager Elementary 342 students
- Manchester Middle School 336 students
- Manchester High School 378 students

III. Desired Services

a. The services must comply with all state and federal laws.

b. Student Photo Packages:

- Describe the various picture combination packages including the various sizes and number of each, plus cost.
- Provide picture package information to each school building by September 1 of each year.
- Include studio address and telephone number on picture packet for parents to utilize to contact your studio if they have questions or complaints about picture packet.
- Individual student pictures to be returned to each school, packaged by class for distribution to students by school staff.

- Provide staff member to collect all picture money on the day student photos are taken.

- SIS software provided, compatible with student management system.

c. Yearbook:

- Option to add yearbook to each package (elementary and MS) for a nominal fee.

- Provide each school administration, media center, food service, and third party yearbook vendor (High School) with digital photos on DVD of all students and staff members. Please provide listing of all students photographed.

d. Identification cards:

- Custom design IDs for staff and support staff. Staff IDs to be punched and clips provided.

e. The representative must be accountable and have the authorization to correct problems or concerns for any services rendered when required by the school.

IV. Revenue Sharing/Rebates

a. Provide information on revenue sharing/rebates awarded to Manchester Community Schools if applicable.

V. Fees

a. Provide detailed fee and expense estimates for all services that you (or other entities described in your proposal) will provide (i.e. core/necessary services) or additional services you make available with respect to the plan. Include detail of fees charged in conjunction with the proposal.

b. 100% satisfaction guarantee

c. Will your company charge a separate set-up, transactional or document fee?

d. Will your company commit to annual/monthly meetings (if requested) at all district locations at no cost or expense?

e. How long will your company commit to provide services at the above fee?

f. Describe any additional services which your company will provide at no additional charge.

VI. Specific Information to be included with Proposal

a. Proposal should be clearly marked “Photography Service Proposal”

b. Please list the complete name of your firm with address and phone number. Also include a brief biographical description of your firm.

c. Provide three (3) references for which your firm currently provides services. The preferred references should be accounts similar in size and complexity to Manchester Community Schools.

d. Provide examples of previous projects in the following areas: Class picture and individual pictures.

e. Three certifications located in Appendix A must be completed and submitted.

VII. Evaluation and Timetable

a. Proposals shall be submitted no later than **10:00 a.m., March 7, 2016** to:

Manchester Community Schools
Attn: Cherie Vannatter
410 City Rd
Manchester, MI 48158

b. The proposals submitted will be reviewed by the Administration.

c. The Administration may set up on-site interviews for finalists.

d. Interviews will take place on March 16, 2016.

e. The District’s final decision on choosing a company’s service is expected to be made and presented to the Board of Education at the Regular Meeting no later than March 21, 2016.

f. Administration and Board of Education of Manchester Community Schools reserves the right to reject any and all submissions.

Appendix A:

CERTIFICATIONS OF COMPLIANCE

Familial Relationships

As required by State Law (P.A. 232 of 2004), all proposals/bids must be accompanied by a sworn and notarized statement disclosing any familial relationship that exists between the Owner or employee of the bidder and any member of the Manchester School District or Manchester School District School Board. The Board will not accept a bid that does not include this sworn and notarized statement.

_____ _____

Name of Bidder (Please Print) Submitted by (Signature)

_____

Title

Relationships with Iran

The Michigan State legislature passed legislation to prohibit entities that have certain economic relationships with Iran from submitting a bid on a RFP from state public entities, to require bidders for certain public contracts to submit certification of eligibility with a bid, and to respond to and report a false certification.

The “Iran Economic Sanctions Act” (P.A. 517 of 2012) make an Iran-linked business ineligible to submit a bid on a RFP with a public entity. School district, community college districts and intermediate school districts must require each entity submitting a bid on RFP to certify it is not an Iran-linked business. This requirement applies to all RFPs and not just construction projects.

By responding to this RFP, the Vendor certifies that it does not qualify as an Iran-linked business.

_____ _____

Name of Bidder (Please Print) Submitted by (Signature)

_____

Title

CERTIFICATION

The undersigned hereby certifies he/she/it has read, understands, and agrees that the Board of Education for Manchester Community Schools has the right to accept any proposal or reject all proposals without prejudice.

_____	_____
Name of Bidder (Please Print)	Submitted by (Signature)
_____	_____
Address	Title
_____	_____
Phone Number	Date