



REQUEST FOR PROPOSAL

Photography & Yearbook Services

**Orland School District 135
15100 South 94th Avenue
Orland Park, Illinois 60462**

November 16, 2016

I. GENERAL INSTRUCTIONS

A. Introduction

Orland School District 135 ("The District") will consider proposals for Photography & Yearbook Services beginning July 1, 2017. It is understood that this is not a competitive bid, but rather a Request for Proposal (RFP) for Photography & Yearbook Services for the District. Proposals are due by U.S. Mail or courier to District Administration Center, 15100 South 94th Avenue, Orland Park, Illinois, 60462 by 10:00 a.m. Central Time on Wednesday, January 25, 2017. Proposals will be evaluated and a recommendation will be made to the Board of Education (BOE) on a yet-to-be determined date. Proposals received after the time and date above will not be accepted and returned, unopened, to the proposer.

B. General Information

Orland School District 135 has ten (10) schools, including four (4) primary (Center, Centennial, Park, and Prairie), three (3) intermediate, (High Point, Meadow Ridge, and Liberty) three (3) junior high schools, (Century, Jerling, and Orland) and an administration center. The District has 4,912 students and 712 staff.

C. Terms

The District reserves the right to negotiate all elements, which comprise the vendor's proposal to ensure that the best possible consideration be afforded to all concerned. The District further reserves the right to reject any and all proposals, award separate items, and to seek new proposals or modify proposals when such action would be deemed in the best interest of the District. The District is exempt from all Federal excise, state and local taxes unless otherwise stated in this document. The District may terminate the contract at any time, with or without just cause with no consequences.

D. Purpose

The purpose of this RFP is to enter into an agreement with a qualified vendor to provide photography services for Orland School District 135. The contract will be effective July 1, 2017, for the 2017-18 School Year with three (3) one-year renewal options.

Vendors who wish to be considered for bidding of services are required to submit two (2) completed proposals with FULL NAME and ADDRESS OF VENDOR; no fax or email copies will be accepted.

E. Student Photo Packages

Once authorized by the District, all accounting and bookkeeping must be in compliance with all Illinois and Federal laws, as well as the policies of the Orland School District 135 Board of Education.

The company selected must have a representative accountable and authorized to correct issues for appropriate services when needed by the District.

Student photo packages should:

- Describe the various picture combination packages including the various sizes and number of each, plus cost.
- Provide picture package information to the school, no later than August 15 of each year.
- Include studio address and telephone number on the photo packet for parents to utilize to contact your studio if they have questions, concerns, or complaints about the photo packet.
- Individual student pictures are to be returned to the school, packaged by sport or club for distribution to students by school staff.

Student & Staff Identification Cards (ID):

- Provide one color ID card for students to use. IDs should include picture, ID number, and capacity to have compatible barcode printed on the vertical-oriented ID card.
- Provide one (1) CD of all student pictures taken with picture as JPG and indexed by student number.
- Twenty-five (25) "Visitor/Volunteer" IDs are to be provided.
- Provide blank ID cards, ID card printer, camera for taking ID photos, corresponding software/print drivers, and training for office staff.

Yearbook:

- Presently, the junior high school yearbooks are 700 all-color concept with a trim size of 7- $\frac{3}{4}$ x 10- $\frac{1}{2}$, squareback binding, a Vibracolor-white endsheet, and 80# gloss paper. All are self-proof by eDesign.
- Century Junior High printed seven hundred fifty (750) copies and seventy-two (72) pages, and a Vista Executive Silkscreen cover proof 4-C included.
- Jerling Junior High has five hundred (500) copies with sixty-eight (68) pages, a Vista Executive Litho cover proof 4-C PDF included.
- Orland Junior High has four hundred fifty (450) copies with sixty-four (64) pages, Vista Executive Silkscreen color included.
- Provide the yearbook advisor with digital photos on CD/DVD of all students and staff members, including a list of all students photographed.
- Provide school-related athletic and academic groups (teams/clubs) group photos. The schedule will be developed by the yearbook advisor and athletic/activities director, and sent to the photographer. Schedules may need to be adjusted due to weather and other issues.

- All photos are to be provided digitally to the yearbook advisor.
- Delivery is to be made by May 15 of each year.

8th Grade Cap & Gown Photos:

- Provide head/shoulder cap and gown as well as whole class portraits consistent with the style and design of previous classes.

Other Such Expectations:

- Current services require parents to pre-pay. This is not a requirement for the purpose of the proposal; however, should the proposal not require pre-payment, the proposal provider shall indemnify, hold harmless, and defend Orland School District 135, members of the school board, officers, employees, and agents against any outstanding debt owed the proposal provider, and a corresponding statement must be made in that regard.
- Provide opportunity for all parents/students to purchase additional prints for all covered events.
- Provide families the opportunity to pay via credit card, order by phone, or order and pay online.
- The representative must be accountable and have the authorization to correct problems or concerns for any services rendered when required by the District.
- Electronic forms of student and staff images within one (1) week of Picture Day.
- All teachers and other school staff shall receive complimentary packages if they desire.
- Provide award certificates equivalent to current award certificates provided.

F. Revenue Sharing/Rebates

Provide information on revenue sharing/rebates awarded to Orland School District 135 as applicable.

G. Fees

Provide a detailed fee and expense estimate 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 proposal and final contract.

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

Will your company commit to annual/monthly meetings (as requested) at no cost or expense?

How long will your company commit to provide services as described in the proposal and final contract at the established fee?

Are discounts available to families with multiple children in the District?

Are discounts available to the families of students who qualify for the free or reduced National School Lunch Program?

Please describe any additional services which your company will provide at no charge.

H. Specific Information to be Included in the Proposal

List the complete name of your firm with address and telephone number. Also, include a brief biographical description of your firm.

Provide three (3) references from school districts in similar size and complexity for which your firm currently provides services.

Provide examples of previous projects in the following areas: class picture, athletic/academic groups, individual (fall/spring), cap & gown, and graduation photos.

Completion of the package comparisons section found in Appendix B. Your offerings should be comparable and placed accordingly in the table provided. If your company does not offer a comparable package as indicated, state "N/A."

Four (4) certifications included in the appendices of this RFP:

In addition, the following information should be provided:

- Make a statement that your company has been in the business of school photography for a minimum of three (3) years.
- Make a statement that, if awarded, your company will take every student, faculty, and staff member's picture, if so desired. One (1) complimentary basic package will be provided for each faculty and staff member where noted on the Proposal Pricing Sheet.
- Describe in detail the procedures which will be used by your company to take the pictures in a manner that will cause the least amount of disruption to the students and the school. Include the number of cameras, procedures for identifying students, etc.
- Make a statement that, upon award, any flyer that describes the picture packages to be offered students will be provided to the District Office.
- Please describe your company's retake policy.
- Make a statement that the vendor will have a local representative handle or manage all aspects of the account.
- Please describe any additional services which will be provided at no charge to the District.
- Please describe your company's money-back policy if not satisfied.
- PROPOSAL PRICING SHEETS: State your company's prices. Prices submitted must include any applicable taxes, shipping, handling, and delivery of school pictures.

I. Evaluation and Timeline

Proposals shall be submitted no later than 10:00 a.m. Central Time on January 25, 2017, to:

Orland School District 135
% Carl Forn
Director of Finance
15100 South 94th Avenue
Orland Park, Illinois 60462

The proposals submitted will be reviewed by the Administration.

The Administration may schedule on-site interviews for finalists.

The District's recommendation is expected to be given to and final decision made by the Board of Education at a yet-to-be determined date.

Contract effective date will be July 1, 2017. It is anticipated the period of the contract will be one (1) year agreement, with three (3) one-year renewal options for a total of up to four (4) years (2017-18, 2018-19, 2019-20, and 2020-21).

The Administration and the Board of Education of Orland School District 135 reserve the right to reject any and all submissions and to waive any informality at its discretion.

APPENDIX A

ILLINOIS DRUG-FREE WORKPLACE ACT

The undersigned hereby certifies, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act, and further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Company (Print or Type)

Submitted by (Print Name)

Title

Signature of Agent

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775ILCS 5/2-105) that it has written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Company (Print or Type)

Submitted by (Print Name)

Title

Signature of Agent

SUBSCRIBED and SWORN TO before me this _____ day of _____, 20____

Notary Public Signature

My Commission Expires _____

(Official Seal)

DEBARMENT

The undersigned hereby certifies that he/she, and the company herein is not barred from submitting this proposal as a result of a violation of either bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Company (Print or Type)

Submitted by (Print Name)

Title

Signature of Agent

EQUAL EMPLOYMENT OPPORTUNITY

The undersigned hereby certifies that he/she/it is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation.

Name of Company (Print or Type)

Submitted by (Print Name)

Title

Signature of Agent

The undersigned acknowledges the Administration and the Board of Education of Orland School District 135 reserve the right to reject any, and all, submissions and to waive any informality at its discretion.

Name of Company (Print or Type)

Submitted by (Print Name)

Title

Signature of Agent

SUBSCRIBED and SWORN TO before me this _____ day of _____, 20____

Notary Public Signature

My Commission Expires _____

(Official Seal)

NON-COLLUSION AFFIDAVIT

PROJECT: *Photography & Yearbook Services*

The undersigned or agent, being duly sworn, on oath, state that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other person in reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such bidding, or with any Administrator or Board of Education Member of Orland School District 135 in order to lessen or restrain free competition in the acceptance of this contract. The undersigned or agent further states that no person or persons, firms or corporations has, have or will receive directly or indirectly, any rebate, fee gift, commission, or thing of value on account of such sale. The undersigned acknowledges and agrees to comply with all terms, conditions and specifications contained herein unless otherwise noted and explained.

Dated this _____ day of _____, 2016.

Name of Company (Print or Type)

Submitted by (Print Name)

Title

Signature of Agent

PROPOSAL PROVIDER INFORMATION (Please print)

NAME: _____ COMPANY: _____

ADDRESS: _____
(Address, City, State, Zip Code)

PHONE: _____ FAX: _____

Email: _____ Website: _____

SUBSCRIBED and SWORN TO before me this _____ day of _____, 20 _____

Notary Public Signature

My Commission Expires _____

(Official Seal)

APPENDIX B

PACKAGE COMPARISONS

Must include corresponding cost per package and/or a la carte item.

	Current	Proposed	Cost Comparison
A	3 - 8x10 2 - 5x7 4 - 3½x5 12 - 2½x3½ 8 - 1¾x2½ Digital retouching Digital download		
B	2 - 8x10 2 - 5x7 2 - 3½x5 8 - 2½x3½ 8 - 1¾x2½ Digital retouching Digital download		
C	1 - 8x10 2 - 5x7 2 - 3½x5 8 - 2½x3½ 8 - 1¾x2½		
D	1 - 8x10 2 - 3½x5 8 - 2½x3½ 8 - 1¾x2½		
E	2 - 5x7 8 - 2½x3½		
F	1 - 5x7 2 - 3½x5 4 - 2½x3½ 8 - 1¾x2½		
G	2 - 3½x5 4 - 2½x3½		
H	1 - 3½x5 2 - 2½x3½ 8 - 1¾x2½		
J	Image CD w/copyright release		
X	Digital download w/copyright release		

APPENDIX B (Continued)

A LA CARTE

1	1 - 8x10		
2	2 - 5x7		
3	4 - 3½x5		
4	8 - 2½x3½		
5	16 - 1½x2½		
6	2 - 4x5 magnets		
7	1 - 8x10 calendar		
8	Personalize 2½x3½		
R	Digital retouching		

APPENDIX C

EVALUATION OF PROPOSALS

The District reserves the right to evaluate and consider the following elements in making an award of the proposal.

Criteria (Scored out of 100)

Pricing (20)

- ☐ Discounts, special promotions, & process to maintain budget (5)
- ☐ Added value options (5)
- ☐ Promotional, sales support, and online sales options (5)
- ☐ Overall cost to students and projected yearly increases (5)

Quality of Printing (20)

- ☐ Yearbook samples provided (5)
- ☐ Qualifications of tech support in facility (5)
- ☐ Deadline submissions/process (5)
- ☐ Process of color correction of photos and quality checkpoints (5)

Experience & Training (25)

- ☐ Communication of guidelines, staff contacts, and responsibilities (5)
- ☐ Workshops and training opportunities (5)
- ☐ Educational materials (5)
- ☐ Local representatives qualifications for training/support (5)
- ☐ Demonstration of customer service (5)

Quality of Service (Technology, Plant Support) (25)

- ☐ Photo enhancement options in online program (5)
- ☐ Online options for parents and students to share photos w/staff (5)
- ☐ Ease of use of online program (5)
- ☐ Online Ad Creation and Tech Support for parents and staff (5)
- ☐ Additional features of online design program (5)

Special Offers (10)

Total Points: _____/100