

# Request for Proposal for School Photography

For SAU 19, including the School Districts of Goffstown and New Boston  
11 School Street  
Goffstown, NH 03045  
603 497-4818

***Submission Due Date: Friday, February 1, 2019***

SAU 19 and the School Districts of Goffstown and New Boston invite proposals for student and school photography services for an initial three (3) year term for the 2019-20 through the 2021-22 school years with an option for extension of up to two (2) additional years. The Request for Proposal (RFP) will be released on or before January 1, 2019 and will be available upon request from the SAU 19 Business Office or online at [www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us). Proposals may be delivered in person, by courier, or by USPS to the SAU 19 Business Office located at 11 School Street, Goffstown, NH 03045.

All proposals must be received by 3:30 PM EDT. SAU 19 reserves the right to extend this deadline by providing a written addendum to the RFP.

***Proposals submitted by facsimile or electronic mail will not be considered.***

**Request for Proposal (RFP) Invitation**

The School Districts of Goffstown and New Boston with SAU 19 (herein referred to as “SAU 19”) are soliciting proposals from qualified vendors to provide school pictures and photography services relative to school based activities.

This RFP covers school pictures and photography services for all school levels – elementary, middle, and high school – as well as the administrative offices of SAU 19. The objective of this RFP is to appoint one vendor to provide services to all locations within SAU 19 and the School Districts, vendors must submit responses that address all school levels.

SAU 19 will accept proposals delivered in person, by courier, or by USPS to the SAU 19 Business Office located at 11 School Street, Goffstown, NH 03045. All proposals must be received by 3:30 PM EDT, Friday, February 1, 2019 to be considered a responsive proposal. ***Proposals submitted by fax or email will be considered non-responsive and will not be accepted.*** SAU 19 reserves the right to allow a submitting vendor to cure any technical defects with its submission at SAU 19’s sole discretion. Responsive proposals shall provide that the terms of the proposal shall be valid for at least 120 days.

Copies of the RFP are available at the SAU 19 Business Office located at 11 School Street, Goffstown, NH 03045, or online at [www.goffstown.k12.nh.us](http://www.goffstown.k12.nh.us). The Business Office is open to the public Monday through Friday from 8:00 AM to 4:30 PM.

Each proposal shall include costs for school pictures and photography services for each School District and school level. Proposal evaluations and subsequent contract award will be based upon the best perceived value to SAU 19. Three (3) copies of the proposal and one (1) signed original document must be submitted in a sealed envelope clearly marked on the outside with the name, address, contact person, phone number, and email address for the firm responsible for the proposal.

The envelope must be marked in the lower left-hand corner with the following notation:

**RFP – School Photography**

Documents should be addressed to:

**SAU 19  
Attn: Business Administrator  
11 School Street  
Goffstown, NH 03045**

Any information provided in a proposal becomes available for public inspection and distribution as required under the New Hampshire “right-to-know” laws. In submitting a Responsive Proposal, the submitter represents and warrants that any costs incurred in preparing its proposal shall be borne by the submitter alone.

## **SAU 19 – School Photography RFP**

This RFP is **not** a low-bid price competition. Instead, proposals will be evaluated in accordance with the submitter’s responsiveness to the requirements set forth in the RFP, in SAU 19’s sole discretion. Any contract awarded will be based upon the best perceived value to SAU 19 and the School Districts of Goffstown and New Boston.

All proposals will become the property of SAU 19 at the time of submission.

### **Questions Regarding the RFP**

Vendors interesting in making a submittal are directed **not** to make personal contact with the Superintendent, Assistant Superintendent, or any member of the SAU 19 Board, and/or Board members from the Goffstown or New Boston School Districts, or any personnel or employees from each. Any contact will constitute disqualification of consideration. Questions about the RFP, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in writing to:

#### **SAU 19**

**Attn: Business Administrator**  
**11 School Street**  
**Goffstown, NH 03045, or**

**By Email to:**  
**scott.gross@sau19.org**

Any questions and subsequent responses regarding the RFP will be distributed to the vendors that completed the “School Pictures RFP Receipt Acknowledgement” (see Appendix D).

### **Background Information**

SAU 19 is a New Hampshire public school system comprised of the Goffstown and New Boston School Districts. School pictures and photography services related to school activities within the Districts are required for students and staff at four (4) elementary schools, one (1) middle school, one (1) high school, and one (1) school administrative office location. The seven (7) locations that will be served by the vendor are listed below (please see Appendix B for addresses and other pertinent information):

#### **Goffstown School District:**

- Bartlett Elementary School
- Maple Avenue Elementary School
- Glen Lake School
- Mountain View Middle School
- Goffstown High School

#### **New Boston School District:**

- New Boston Central School

#### **Administrative Unit Location:**

- School Administrative Unit No. 19 (SAU 19)

## **Scope of Services**

This RFP is for school pictures and photography services related to school activities within SAU 19 and the School Districts of Goffstown and New Boston. Pictures shall include the following minimum requirements. Vendors must be able to accommodate these minimum requirements:

### **Elementary School:**

- Individual portraits
- Class (group) portraits
- Staff ID Photos (Badges)

### **Middle School:**

- Individual portraits
- Class (group) portraits
- 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
- Staff ID Photos (Badges)

### **High School:**

- Prom portraits
- Underclass portraits
- Athletic team portraits and 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 photo packages for students in the June graduation ceremony.
- Staff ID Photos (Badges)

### **School Administrative Location:**

- Staff ID Photos (Badges)

## **Other Information:**

### **Regarding Digital Images Provided to the District:**

SAU 19 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 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.

## **SAU 19 – School Photography RFP**

- 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.

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

### **RFP Submission:**

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

### **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 levels and be arranged and identified as to the school level.

### **Standard Picture Packages:**

Vendors are to provide information on three (3) to five (5) of their standard picture packages for each school level. 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 2019-2020 school year.

### **Commission and Support:**

The District does not wish to receive any commission. Rather, we would expect the costs of photography packages will be competitively priced for parents and students.

### **References:**

Vendors must provide a minimum of three (3) references that they have performed similar services for within the past five (5) years, or are currently performing services for. Reference information must include entity name, contact name, phone and fax number. To ensure a fair and equitable process, SAU 19 prefers that schools in the Goffstown and New Boston School Districts not be listed as references.

### **Supplemental Information:**

Vendors may provide additional information regarding additional services provided 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 that may be required.

## Contract Terms and Conditions:

1. **General Terms and Conditions** – as listed in Appendix A are considered an integral part of this Request for Proposal.
2. **Term** – The initial term of the contract for services will be three (3) years and an option for extension of up to two (2) additional years, commencing with the opening of the 2019-2020 school year on July 1, 2019.
3. **Contract Documents** – The Contract Documents shall consist of the “Request for Proposal – School Photography,” any questions and written explanations or clarifications of the RFP provided, all documents submitted by the vendor in satisfying this request, and signed contractual agreements executed in a form approved by SAU 19.
4. **Termination for Performance** – The contract may be terminated at any time by SAU 19 for unsatisfactory performance. In such case, the SAU shall provide written notice to the vendor citing the unsatisfactory performance, giving the vendor ten (10) school days to improve its performance to the satisfaction of the SAU. In the event that the vendor’s performance does not improve to the satisfaction of SAU 19, the contract for services with the vendor may be immediately terminated.
5. **Termination Options** – In the event of a contractual termination, SAU 19 reserves the right to employ another vendor to complete the term of this agreement. The original vendor shall be responsible for any extra expense or damages suffered by SAU 19. In that event, the vendor will be required to indemnify SAU 19 and the School Districts of Goffstown and New Boston for any loss that may be sustained.
6. **Evaluation of Proposals** – Proposals will be evaluated based upon the following factors:
  - Quality of photographic images, quality of photo paper and finishing
  - Price of the basic package
  - Overall range of prices and options of remaining packages
  - Demonstrated experience in providing school pictures as evidenced by corporate profiles, positive references, and prior experience with the School Districts.
  - Ability to provide sufficient number of photographers to meet the photography schedules set forth by the School Administration.
  - Overall responsiveness to the terms and conditions set forth herein and in Appendix A and to satisfy the needs of SAU 19 and the School Districts of Goffstown and New Boston.

## **Additional Proposal Specifications**

In addition to responsiveness to items outlined in the terms and conditions, SAU 19 requests that proposals include the following information:

1. A general profile of the firm
2. Appendix C – RFP Quotation Form completed and signed for the base request
3. Names, addresses, phone numbers, and contacts in other public school systems, in particular those similar in size to SAU 19, for whom services have been delivered in the past five (5) years or are currently being delivered.
4. Statement regarding any past or pending litigation with a client
5. A copy of your firm’s privacy policy with respect to the protection of information, data and image security. (If none exists, a signed statement as to how you protect client information will suffice.)
6. Name, address, telephone number, fax number, and email address of the firm and the contact person for this proposal.
7. Any comments or exceptions to the requirements of this RFP. Note: If the vendor will not be meeting any requirement or responding to a request presented in the RFP, the vendor must provide a separate listing of each such item, providing page and section number, and may provide any comment it wishes to address same.
8. Three (3) copies of the completed proposal and one (1) signed original document are requirements of this submission.

## **SAU 19 – School Photography RFP**

### **Appendices**

The following are enclosed as appendices to this RFP:

Appendix A – General Terms and Conditions

Appendix B – School Addresses, Schedules and Contacts

Appendix C – RFP Quotation Form

Appendix D – School Pictures RFP Receipt Acknowledgement

**Appendix A – General Terms and Conditions**

1. The vendor will provide all take home notices announcing the portrait date, packages, prices, instructions, etc. Also included will be envelopes for pre-payment of all package purchases.
2. The School Principal or authorized representative from the School, shall select the portrait date directly with the vendor.
3. The vendor will return, on a mutually agreed upon date, to take make up pictures for students absent on the regularly scheduled portrait day, as well as any necessary retakes as requested by parents for any reason at no charge.
4. Vendors must have the portraits returned to the schools no later than four (4) weeks after the initial portrait day at each school, and prior to any scheduled day for retakes of student portraits. This is a vital requirement of the bid.
5. Vendor will take athletic team and club group photos for yearbook purposes.
6. The School Principal or designee will advise the Vendor annually regarding yearbook photo guidelines so they can be communicated to students and parents.
7. The Vendor recognizes that “High School Senior Portraits” may require services prior to July 1, 2019.
8. Staff photograph badges will be provided for each staff member at no cost.
9. No commissions are to be included.
10. The basic package must automatically include a copyright print release allowing parents to reproduce photographs through other printing methods, at no additional charge.
11. The SAU and the School Districts of Goffstown and New Boston will assist in scheduling photo sittings and distribution of photographs. The SAU and the School Districts will assume no responsibility for any loss of photographs or money. All collection and handling of monies will be handled directly by the vendor. This includes any collections for checks and insufficient funds.
12. Packets of pictures are to be sent home with the students on a prepaid basis. Those not wishing to order a package will still be photographed so that pictures will be provided to the Districts at no charge. The successful vendor shall guarantee the satisfaction of all participants or refund all money received on deposit from the individual.

**Appendix B – School Addresses, Schedules, and Contact Information**

**Goffstown School District**

Bartlett Elementary School  
689 Mast Road  
Manchester, NH 03102  
Hours: 8:15 AM – 2:45 PM  
(Tel) 603-497-2210 (Fax) 603-644-8488  
Principal: Gerri St. Gelais

Maple Avenue Elementary School  
16 Maple Avenue  
Goffstown, NH 03045  
Hours: 8:40 AM – 3:10 PM  
(Tel) 603-497-3330 (Fax) 603-497-5624  
Principal: Suzanne Pyszka

Glen Lake School  
251 Elm Street  
Goffstown, NH 03045  
Hours: 8:45 AM – 3:00 PM  
(Tel) 603-497-3550 (Fax) 603-497-3660  
Principal: Kathy Stoyle

Mountain View Middle School  
41 Lauren Lane  
Goffstown, NH 03045  
Hours: 8:25 AM – 3:10 PM  
(Tel) 603-497-8288 (Fax) 603-497-4987  
Principal: Wendy Kohler

Goffstown High School  
27 Wallace Road  
Goffstown, NH 03045  
Hours: 7:50 AM – 2:41 PM  
(Tel) 603-497-4841 (Fax) 603-497-5257  
Principal: Frank McBride

**New Boston School District**

New Boston Central School  
15 Central School Road  
New Boston, NH 03070  
Hours: 8:00 AM – 2:15 PM  
(Tel) 603-487-2211 (Fax) 603-487-2215  
Principal: Tori Underwood

**School Administrative Unit No. 19**

SAU 19  
11 School Street  
Goffstown, NH 03045  
Hours: 8:00 AM – 4:30 PM  
(Tel) 603-497-4818 (Fax) 603-497-8425

**Appendix C – RFP Quotation Form**

Vendor proposals must include this quotation form, completed for all years of the proposed contract, and signed and dated.

**Vendor Name:** \_\_\_\_\_

	<u>Option Years</u>				
	<u>Year 1</u>	<u>Year 2</u>	<u>Year 3</u>	<u>Year 1</u>	<u>Year 2</u>
	<u>2019-20</u>	<u>2020-21</u>	<u>2021-22</u>	<u>2022-23</u>	<u>2023-24</u>
<b><u>Elementary (Basic Package Options):</u></b>					
Option 1	_____	_____	_____	_____	_____
Option 2	_____	_____	_____	_____	_____
Option 3	_____	_____	_____	_____	_____
<b><u>Middle (Basic Package Options):</u></b>					
Option 1	_____	_____	_____	_____	_____
Option 2	_____	_____	_____	_____	_____
Option 3	_____	_____	_____	_____	_____
<b><u>High School (Basic Package Options):</u></b>					
Option 1	_____	_____	_____	_____	_____
Option 2	_____	_____	_____	_____	_____
Option 3	_____	_____	_____	_____	_____
<b><u>Staff Photo Badges</u></b>					
	_____	_____	_____	_____	_____

**Signature / Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

If there are more basic package options, please provide information on a separate sheet of paper for each school level applicable.

**Appendix D**

**School Pictures**

For SAU #19, and the School Districts of Goffstown and New Boston  
11 School Street  
Goffstown, NH 03045

**School Pictures RFP Receipt Acknowledgement**

**Contractor Name:**

**Contractor Address:**

**Contact Person:**

**Phone Number:**

**FAX Number:**

**E-mail Address:**

**Date RFP Acquired:**

**Signature:**

**Printed Name:**

**Title:**