

REQUEST FOR PROPOSAL

Photography Services For Chillicothe R-II Schools

Issue Date: 03/25/24

Proposal Due: 04/12/24 at 10 AM

The Chillicothe School District at 2807 Hornet Road, Chillicothe, MO 64601, is requesting Qualified Providers to provide photography services for a period not to exceed three fiscal years subject to satisfactory performance, and at the discretion of the School District, commencing with the fiscal year beginning July 1, 2024.

The School District reserves the right to negotiate with any or all bidders regarding the proposals, to award the contract to other than the vendor submitting the lowest cost proposal, without negotiation, and to reject any or all bids.

The bidders shall submit his/her proposal in accordance with the guidelines herein. Proposals (3 copies) must be received no later than 10 AM Friday, April 12, 2024 in order to be considered. Each proposal should be in a sealed envelope clearly marked "Bid Proposal for School Photography Services" and delivered to the Chillicothe R-II District Office.

Requests for additional information may be made by phone (660) 646-4566; email dwiebers@chillicotheschools.org; or by writing the Office of the Superintendent (Dr. Dan Wiebers), PO Box 530, 2807 Hornet Road, Chillicothe, MO 64601.

Bid Proposal Form

Please submit the following information on your company:

1. Name:

2. Address:

3. Phone:

4. School Districts currently contracted within Missouri (please provide contact information):

A. What are the processes of communication and with whom (please provide contact information) would Chillicothe R-II School District and the individual schools correspond if this bid is awarded to your organization?

B. Describe the process your organization would implement in our schools to inform parents of picture day. Be sure to include the following details:

1. How your organization disseminates information to parents (electronically, flyers, etc...)
2. Your organizations expectation(s) of the school in this process.

C. Describe how your organization handles the exchange of money and what types of options parents have to purchase pictures before, during and after picture day. Include the expectation your organization has of the school in this exchange.

D. Describe the variability of options parents have when ordering school pictures and indicate any costs associated with those variable options. For example, what charges are included to improve quality (background choices, pose choice, retouching, color upgrade, etc.)? Can pictures be ordered after the original delivery date and if so, is there an additional cost? Are there additional costs associated with picture retakes? Can any student get a picture retaken or is this only allowed if there is an obvious blemish or flaw in the picture? And if retakes are possible, are there additional costs?

E. What is your satisfaction guarantee policy for parent orders?

F. Provide actual examples of the sales material sent home to parents showing pricing to parents for fall portraits, sports, and yearbooks (High School yearbook not included in this bid).

G. How many student/staff pictures could you take in a school day (8:30 to 3:00)? (Include how many cameras your organization will bring.) What would be the expected time frame for the school/district to receive the pictures? Please provide this information for the elementary schools, middle school, and high school. Would this be different for each?

H. Provide sample portraits and a sample CD to demonstrate portrait quality and electronic quality.

I. Are there other features your organization can offer a school or district not already mentioned such as technology perks (synchronization between the district's student information system and your pictures)?

J. What is the expected turn-around for a district/school to receive a CD of the pictures? Is there an additional cost for the pictures on CD?

K. Describe the processes utilized by your organization related to the security of data and student portraits. This includes staff that are sent to the schools to take pictures, the pictures taken, and information given to your organization on each student. Please provide documentation to support your process.

L. Describe the options your organization can offer in relation to yearbooks for middle and elementary schools. Then share how the fees for yearbooks are distributed to the parent or school/district.

M. Include documentation that your company has commercial liability insurance.

N. Is there any additional information your organization would like to present for consideration not already shared above?
