



**Students choosing to excel; realizing their strengths.**

## **Request for Proposal**

### School Pictures

Three (3) – Year Contract  
SY 2019-20, SY 2020-21, SY 2021-22

#### **A. General Information**

The School District of Manawa is requesting proposals from qualified photographers to photograph students at each location:

Little Wolf Jr./Sr. High School  
515 E. Fourth Street  
Manawa, WI 54949

Manawa Elementary School  
800 Beech Street  
Manawa, WI 54949

The district's current population is approximately 700 students and 100 staff, distributed half at each location.

#### **B. Response Procedure**

Submit the completed proposal form that is furnished with this Request for Proposal. Samples must include at least one 8"x10" sized photograph. Proposals are to be prepared at no cost to the District and will remain the District's property. All questions concerning the RFP should be addressed to Carmen O'Brien, Business Manager at [cobrien@manawaschools.org](mailto:cobrien@manawaschools.org).

All submitted proposals and information included therein or attached thereto will become public record upon their opening by the School District of Manawa.

To be considered, the School District of Manawa must receive a copy of the proposal by Noon (12:00 p.m.) on Wednesday, April 10, 2019. Proposals may be submitted electronically, via email to Mrs. O'Brien, dropped at or mailed to:

School District of Manawa  
Attn: Carmen O'Brien  
800 Beech Street  
Manawa, WI 54949

Proposals delivered to the district office shall be sealed and labeled "Student Picture Proposal." For proposals submitted via email, "Student Picture Proposal" shall be in the subject line of the email.

An electronic version of this RFP may be obtained by contacting Mrs. O'Brien at the email address above. Each responding photographer shall complete the response forms and signature pages. Unless otherwise noted, responding institutions agree to provide the services outlined in this RFP. If a service requirement cannot be met, then the term "No Proposal" should be entered on the Proposal Form. This provides a record of communication.

The Business Manager and a committee will review all responses. Proposals will be opened and recorded after the time deadline. Proposals must remain firm for sixty (60) days from the date of the opening. Finalists may be invited to interview. The Business Manager will make a recommendation to the Board of Education's Finance Committee. Upon the Finance Committee's endorsement, the recommendation will be forwarded to the full Board of Education for approval at the April meeting. The District will notify the selected photographer after Board approval.

### **Key Proposal Dates**

March 20, 2019	Request for Proposals issued
April 10, 2019	Due date for Proposals, 12:00 p.m.
Week of April 10, 2019	Proposals reviewed
Week of April 15, 2019	Interviews Conducted if needed
May meeting (TBD)	Recommendation submitted to Finance Committee
May 20, 2019	Recommendation to full Board of Education
August 6 or 8, 2019	Registration Day

### **C. Proposal Evaluation**

Contract award will be based upon, but not limited to, the factors of:

- a. Quality of photographs
- b. Bid price
- c. Ability of contractor to fulfill contract and specification requirements
- d. Prior experience with or knowledge of contractor or products
- e. Quality and type of services and products to be furnished
- f. Convenience to the students, families, and staff
- g. Availability for summer registration August 6, 2019 or August 8, 2019

A contract will be awarded for three (3) years with an option to extend at the District's discretion for an additional one (1) year.

The School District of Manawa reserves the right to:

- Award this contract in part or whole to a single contractor
- Reject any or all proposals
- Negotiate with contractors after proposals have been submitted
- Waive minor irregularities or discrepancies as defined

### **D. Specifications**

- a. The photographer shall furnish all information in paper and electronic form to be sent to parents as requested by the Building Principal or their designee.
- b. Packages will be sorted by homeroom or by grade or otherwise requested by the Building Principal.
- c. All photos are to be guaranteed unconditionally. The parent(s) may reject any or all photos that they feel are of poor quality and it shall be the photographer's responsibility for retakes at no additional cost. All refunds are to be handled through the photographer who will provide forms to be filled out by parents.
- d. The photographer must return at a later date for retakes at no additional cost. Retake photos must be uniform with similar head sizes, centering, and background.
- e. Reorders will be handled through the photographer as indicated by directions included in the picture envelope.
- f. Partial packages will not be sent to the school. Students not receiving a package but who have paid will have their pictures taken on Retake Day.

- g. The photographer must use equipment which centers the subject and adjusts for head size and skin tone with appropriate backgrounds.
- h. Pictures are to be taken in August of the start of the school year on dates to be determined by the District. For year one, photographer availability will play a part in determining the August date, either August 6 or 8th. Consecutive years will be set annually in August for both the summer registration day and photo retake sessions.
- i. The photographer will be responsible for providing publicity for the picture option packet.
- j. The photographer will coordinate all picture taking activities and provide enough clerical support to collect monies for the pictures.

**E. Yearbook Services**

The successful bidder will be required to work with the authorized school representatives to establish all time/date deadlines necessary for the publication of a school yearbook. If the delivery of the yearbook is delayed because the photographer did not meet scheduled picture deadlines, the photographer will incur the additional expenses.

One color yearbook electronic picture formatted to PSPA standards shall be provided for each school.

**F. Required Services**

- a. Staff ID badges are to be provided for all district staff, STEP volunteers, and Board of Education members at no additional charge.
- b. Student ID badges are to be provided for students in grades 4K-12.
- c. Student Honor Passes are to be provided for students in grades 6-12.
- d. One strip or sheet of four, two with sticky back, of each student for teacher or office use.
- e. A package verification list, listing each student that was photographed and their order.
- f. District staff portraits and all final student portraits in electronic form are to be sent to the District Office. An electronic file must have bar coding capability. The file must also be loadable into the District Student Database (Skyward) and include all required fields as requested by the District.
- g. Provide each school building with an All-School Composite
- h. Insert pages to the electronic file of picture retakes for the Office, Media Center, and Database Manager.
- i. Background color/shading must be consistent with all pictures taken for each school.

**G. Packages**

The photographer must make packages of color pictures available to families in both schools at the prices quoted. Package options must include:

- (1) 8x10
- (2) 5x7
- (4) 3x5
- (8) 2x3
- (16) 1 ½ x 2 ½