



Eanes Independent School
District Purchasing
Department
601 Camp Craft
Road Austin TX
78746
512-732-9036

REQUEST FOR PROPOSALS (RFP)
Photography Services
RFP # 202021-003

The Eanes Independent School District (“District”) invites qualified companies to submit Proposals for Photography Services. This Request for Proposal can be reviewed and downloaded at the following website:

<http://www.eanesisd.net/dept/purchasing/bid>

If you are an interested firm, the District invites you to submit a Proposal Response to the EISD Purchasing Office via email at purchasing@eanesisd.net. Proposal Responses will only be accepted via email. Mailed or faxed copies will not be accepted at any time.

Subject Line Must Read: RFP 202021-003 Photography Services

THIS IS A NEGOTIATED PROCUREMENT, and as such, the District reserves the right to negotiate any terms, conditions, or pricing with a Proposer prior to an award. Responses shall be received any time but no later than **2:00PM on Tuesday May 18, 2021**.

The Board of Trustees reserves the right to reject any and/or all Proposals, to award contracts for individual products or services as may appear advantageous, and to negotiate separately in any manner necessary to serve the best interest of the District.

No Proposals may be withdrawn for a period of ninety (90) days subsequent to the deadline for receipt of Proposals without the prior written consent of the Board of Trustees, Eanes Independent School District.

Sincerely,

Sylvie Pouget

Sylvie Pouget
Purchasing Coordinator, Eanes ISD

SCOPE

Eanes ISD is accepting Proposals for Photography Services, terms and conditions, requirements and specifications are contained in this Solicitation.

TIMELINE

RFP Issued: Friday April 23, 2021

RFP Deadline: 2:00PM on Tuesday May 18, 2021 (proposals accepted through this date & time)

CHECKLIST

ITEMS TO BE PROVIDED WITH ALL PROPOSAL SUBMITTALS

- **Cover Letter**
- **Attachments/ Exhibits** must be reviewed, signed and returned.
- **References.** List of 3 references (preferably school districts) that we may contact, including detailed explanation of experience in similar engagements.
- **Pricing.** Your pricing must be on the form provided as Section IV along with any supporting documentation you feel is necessary.
- **Eanes ISD Business Application** must be filled out completely and approved before response can be evaluated: <https://www.eanesisd.net/dept/purchasing/vendor> (Option 3)

SECTION I General Instructions

1. **Description:** Eanes Independent School District (“EISD” or the “District”) is accepting Proposal Responses for a single award contract for Photography Services in accordance with the instructions, terms and conditions, and requirements/specifications contained in this Solicitation.
2. **Submission of Proposals:**
 - 2.1 Electronic responses sent via email to: purchasing@eanesisd.net
 - 2.2 Proposals shall represent a true and correct statement and shall contain no cause for claim of omission or error.
 - 2.3 Late Solicitation Responses will not be considered under any circumstances.
3. **Questions:**
 - 3.1 Any explanation desired by a Proposer regarding the meaning or interpretation of this Solicitation, or any forms included herein, must be requested in writing to spouget@eanesisd.net with sufficient time allowed for a reply to reach Proposers before the submission of a Proposal.
 - 3.2 Verbal requests for clarification or additional information will not be addressed and will not be binding and will not be made part of the proposal documents.
 - 3.3 All interpretations or clarifications considered necessary by and approved by the District, in response to Proposer’s requests, will be issued in the form of an Addendum.
4. **Proposal Response:**
 - 4.1 The District will be accepting Proposal Responses through **2:00PM on Tuesday May 18, 2021.**
 - 4.2 Proposals must contain:
 - 4.2.1 The Proposal Response Form in Section IV in its entirety;
 - 4.2.2 Certifications/Representation Documents;
 - 4.2.3 Any additional documents required by the Solicitation;
 - 4.3 **W-9 Proposer Identification Number Certificate.** Proposer shall submit with their Proposal. Response a copy of a W-9 Proposer Identification Number Certification to expedite the payment process if awarded a contract. A copy of the form can be found at:

<https://www.irs.gov/pub/irs-pdf/fw9.pdf>
 - 4.4 The District reserves the right to reject any Proposal Response that the District considers inappropriate. The district shall also be the sole judge of acceptable Proposal Responses.
 - 4.5 Proposals submitted are encouraged to be in type-written or in print format. Due to the high volume of responses, any illegible proposals may be rejected.
 - 4.6 **Withdrawal of Proposals.** Any Proposer who is extended the privilege of withdrawing a Proposal because of having proven mechanical error in his or her Proposal may not be allowed to submit a Proposal on similar items for a period of one year unless this prohibition is waived by the Superintendent.
5. **General Terms, Conditions and Requirements for Solicitations.** This Solicitation shall be governed by the following documents unless an exception is otherwise taken within this Solicitation. Documents are incorporated by reference only, and are not attached as part of this Solicitation. A copy may be obtained by contacting the Purchasing Coordinator.

- 5.1 Texas Education Code 44.031.
- 5.2 Purchasing and Acquisition, EISD Policy CH(Legal).
- 5.3 Purchasing and Acquisition, EISD Policy CH(Local).
- 5.4 Eanes ISD General Terms listed on the District's Bid page; <https://www.eanesisd.net/dept/purchasing/bid>

6. Term of Contract.

- 6.1 Contracts created by this Solicitation shall be in effect from the date of award **through May 26, 2022.**
- 6.2 Eanes ISD reserves the right to extend the contract at the District's sole **option for 4 (four) additional one-year periods.**
- 6.3 All extensions will be done in writing prior to the end of the current contract.

7. Award of Contract.

Award of contract may be in the form of a Purchase Order issued by EISD or a formal Contract, duly executed by each of the contracting parties.

7.1. If the Contract is issued in the form of a Purchase Order, the Purchase Order, together with any other documents which the Purchasing Department has attached thereto as part of the Purchase Order, constitutes an offer by the District to purchase from the Vendor the Supplies and/or services indicated on the Purchase Order, subject to these terms and conditions. The Purchase Order is the sole and complete contract between the District and the Vendor with respect to the Supplies and services ordered, and supersedes all prior oral and written understandings. No additional terms or modifications to the Purchase Order propose by the Vendor in any acknowledgement, sales order, or other form of communication shall be binding on the District unless the Purchasing Department expressly assents thereto in writing. Purchasing Department's failure to object to provisions contained in any communication from the Vendor shall not be deemed a waiver of the provisions hereof or an approval of the terms therein.

7.2. Acceptance of the Purchase Order is conditional of Vendor's assent to the terms and conditions herein. EISD hereby expressly object to and rejects any terms or conditions addition to or different from those herein, whether previously or hereafter proposed in any writing from Vendor unless Purchasing Department has expressly agreed therewith in writing, if the terms and conditions herein are not acceptable, the Vendor must contact the Purchasing Department in writing upon receipt of the order and withhold performance until the matter is resolved in writing. The Vendor shall be deemed to have accepted the order on the terms herein upon commencement of performance.

7.3. If a formal contract is issued (in addition to – or in the place of a Purchase Order), the terms and conditions of the contract shall be governed in the following order;

- 7.3.1. The original Solicitation;
- 7.3.2. Any addenda submitted prior to the open of the Solicitation;
- 7.3.3. The accepted portions of the vendor's submission to the Solicitation; and
- 7.3.4. Any subsequent contractual documents agreed upon by both parties;
- 7.3.5. The District's General Terms and Conditions.

7.4 Partnership and/or Subcontracting. If the Vendor has joined with one or more business partners or is subcontracting any work to respond to the Solicitation, EISD reserves the right to:

- 7.4.1. Reject the Vendor's offer based on that/ those partnership(s) and/ or Subcontractors.
- 7.4.2. Accept, at its opinion, subsequent offers with new partnership(s) and or Subcontractors, should those in initial offer be unacceptable for any reason.

8. Evaluation, Negotiations and Award.

- 8.1 Each Proposal Response will be evaluated based on the requirements set forth in Section II, Special Instructions.
- 8.2 Vendors are encouraged to submit proposals as soon as possible.
- 8.3 Award will be made to the Proposer that has received an acceptable evaluation rating on all criteria.
- 8.4 Preference will be given to those responses that offer discounts pricing.

9. Type of Contract. Firm-Fixed Discount. Discounts shall remain firm for the life of the contract.

-End of Section I-

SECTION II SPECIAL INSTRUCTIONS

The following information is to provide the Proposer with the needed information on how to complete and submit their Proposal Response.

1. Rules of Preparation.

- 1.1 Discounts offered in the Proposal shall remain fixed and binding for the life of the contract.
- 1.2 EISD expects that the Proposer will comply with the stated requirements of the RFP in developing their response. The Proposer will submit a proposal response consistent with EISD's RFP. Only those features that are directly related to Photography Services are to be included in the Proposal Response.
- 1.3 Any exception to the RFP terms and conditions shall be included in writing in the Proposer's Response.

2. Pricing.

- 2.1 Proposers must indicate a primary discount, but may offer multiple discounts by category. Leaving the Cost Proposal Section blank may be grounds for disqualification.
- 2.2 For any proposals indicating a discount range, the District will adopt the highest percentage listed as the fixed, firm discount in consideration of award.
- 2.3 Any proposals indicating "call for quotes" instead of a primary discount percentage will be considered non-responsive to this solicitation.
- 2.4 The discount percentage will remain firm during the length of the contract, and any extension periods.
- 2.5 Prices for this RFP cannot be increased for 30 days after the contract begins. In order to change a price list, a new or amended price list must be submitted to the Purchasing Department by the Proposer and approved by the Purchasing Department prior to the requested price change. Otherwise, the last EISD approved price list remains in effect until such time that EISD approves the price change.
- 2.6 Price reductions shall be offered immediately upon becoming available to a vendor after award.

3. Evaluation Process.

- 5.1. Upon receipt of proposals, the District's Evaluation Team will review the proposals and may request additional information, as deemed appropriate.
- 5.2. Award will be made to Proposers based on the following requirements. Proposers not meeting the requirements will be deemed non-responsive and will not receive an award under this solicitation.
 - 5.2.1. Cost Proposal Section
 - 5.2.2. Prompt availability of services
 - 5.2.3. Accessible and responsive customer service to campuses and District parents
 - 5.2.4. Vendor References
 - 5.2.5. Ability to integrate with Smart Tag
 - 5.2.6. Ability to integrate with Skyward
 - 5.2.7. Ability to provide multiple services listed in Section IV
 - 5.2.8. Application completed and approved: <https://www.eanesisd.net/dept/purchasing/vendor>
- 5.3. The District reserves the right to accept or reject any or all proposals as may be deemed in the best interest of the District.

4. Award.

- 6.1. Award will be made at the May 25, 2021 Board meeting.
- 6.2. Vendor will be contacted via e-mail of their approval.

-End of Section II-

SECTION III

Scope of Services

The purpose of this Request for Proposal is to award a single vendor for the purpose of District Wide photography services for students and staff other than high school athletics.

1. District Overview.

- 1.1 EISD covers an area of approximately 31.2 square miles and includes parts of Austin as well as the municipalities of Rollingwood and West Lake Hills.
- 1.2 A map of the District is available at the following District website address: <http://www.eanesisd.net/district/maps>.
- 1.3 EISD currently has one (1) high school, one (1) adult transition services building, two (2) middle schools, six (6) elementary schools, one (1) administration building, one (1) district operations center, and one (1) transportation center.

2. Reports. The Proposer may be requested to provide reports detailing the following information:

- 2.1 Number of orders issued by campus/department.
- 2.2 Items being ordered.
- 2.3 Dollar amount of each order.
- 2.4 Total expenditure for District by campus/department.

3. Invoicing and Payment.

- 3.1 Invoices should be submitted showing the list price of each individual item with the discount being applied against the total of the order.
- 3.2 Invoices shall be sent to accountspayable@eanesisd.net.
- 3.3 Payment terms will be Net 30 days unless otherwise authorized by the District or a prompt payment discount has been offered.
- 3.4 Payment period does not commence until receipt and approval of wither the product or properly prepared invoice by the ordering campus/department.

-End of Section III-

SECTION IV Proposal Response Form

If a parent company is submitting more than one subsidiary company, a separate Proposal should be submitted for each company name.

1. Cost Proposal Section

Item Descriptions	Cost	Discount

Special Conditions

2. Return Policy and Guarantees

Please explain return policy and guarantees.

You may attach your policy & guarantees to your response in an attachment if you have them in a document:

Specifications		YES	NO	Comment
High School				
Ability to schedule dates for photographer to come to campus to take Senior Portraits				
Flexibility to add dates if needed for Senior Portraits				
Attend Freshman Orientation to take freshman & incoming students' pictures for IDs (not yearbook photos)				
Ability to take Club Photos at high school on a designated day				
Middle Schools				
Ability to take middle school Athletics Team pictures				
Discounted Class Picture of 8th grade				
Elementary Schools				
Discounted Class Picture of 5th grade				
Discounted Homeroom & Collab Class Picture				
Staff				
Discounted staff group photo				
Discounted staff packages				
Ability to take staff pictures during the work day				
General				
Ability to have 3 or more proofs for families to choose from				
Accessible & responsive customer service w/ability to refer parents to vendor for additional questions				
Vendor provides all of the manpower on photo shoot days				
Turnaround time - availability of downloads for Skyward				
Turnaround time - availability of downloads for yearbook				
Ability to integrate with Smart Tag - include detail in comment box				
Ability to integrate with Skyward - include detail in comment box				
Ability to produce a hard plastic ID card for every secondary student w/bar code, student picture & name for library use				
Ability to take on all advertising responsibilities for any & all Photo & Portrait District wide opportunities				
Ease of vendor Website for EISD parents				
Extras				
Availability of Sticker Strips				
Rebate /profit sharing program				

4. Proposer's Certification

The undersigned, by his/her signature, represents that he/she is authorized to bind the Proposer to fully comply with the terms and conditions of this Proposal Solicitation, including all forms and attachments included and/or referenced herein, for the amounts(s) shown on the accompanying Proposal form(s).

Name: _____ Title: _____

Proposers Signature: _____ Date: _____

-End of Section IV-

CTPA SOLICITATION CLAUSE

Interlocal Agreements with other School Districts through the Central Texas Purchasing Alliance

A. *Membership.* Eanes ISD is a member in good standing of the Central Texas Purchasing Alliance (CTPA / txctpa.org), an alliance of over 120 public school districts in Texas representing over a million students, sharing information, services and contractual opportunities. CTPA is an alliance created in accordance with Section 791.001 of the Texas Government Code through interlocal agreements.

B. *Adoption of Awarded Contracts.* In support of this collaborative effort, all awards made by Eanes ISD may be adopted by other active CTPA member districts. By adopting a contract from another CTPA member district, the adopting district has met the competitive bidding requirements established by the Texas Education Code, Section 44.031(a)(4) and as required by the adopting district's policies. There is no obligation on either the awarded vendor or the adopting CTPA member district to participate unless both parties agree. Upon mutual agreement of both parties to engage under the terms of the original contract, the vendor agrees to provide the contracted goods and services at the same or better contract pricing and purchasing terms established by the originating district. Minor modifications to the scope of work of the original contract may be allowed to accommodate the adopting district's needs, as long as such modifications are directly related in nature to the original contract.

C. *Document Sharing between Members.* To assist an adopting member district in establishing their supporting documentation, the awarded vendor's response and related documents owned by the originating district may be shared without prior notification to the awarded vendor, unless the vendor at the time of their response to the original solicitation clearly annotates that such sharing of their response is to not occur without prior permission of the vendor.

D. *Adopted Contract Management.* The adopting district shall be responsible for the management of the new contract and all payments to the contracted vendor. The originating district shall have no responsibilities under the new contract agreement. Upon adoption of the contract by the adopting CTPA member district, the original term of the contract and any renewal or extension options allowed under the original contract shall then transfer to the adopted contract, and such renewals options may be executed by the adopting member district at its sole discretion and independently of the originating member district's decision to execute such renewal options on the original contract.



Request for Proposal (RFP) SECTION V Questionnaire & Forms

Vendor Information:

Company Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Country: _____

Web Address: _____

Contact Name: _____

Contact Email Address: _____

Submit Purchase Orders via Email: _____

Phone Number(s): _____

Please attach an updated W-9 here:

Vendor References:

The Proposer is to submit three (3) references that have contracted with their company to provide like products and/or services. It is recommended that the Vendor show school districts or other local government organizations equal to EISD in size and structure, if possible. Note: Failure to supply complete reference information may be grounds for Proposal disqualification.

1. Company Name: _____

Address: _____

Contact: _____ E-Mail: _____

Phone Number: _____

2. Company Name: _____

Address: _____

Contact: _____ E-Mail: _____

Phone Number: _____

3. Company Name: _____

Address: _____

Contact: _____ E-Mail: _____

Phone Number: _____