

Date: March 17, 2020

To: Dr. Michael Lubelfeld, Superintendent of Schools
Members of the Board of Education

From: Christopher Wildman, Chief Financial Officer and Treasurer

Subject: Approval of the Student Photography Services RFP

Policy Alignment: Policy 4:60 Purchase and Contract

Disposition: Action

Executive Summary:

Currently, the Student Photography Service for the district is provided by LifeTouch, which is under a one-year contract and will terminate at the end of FY 2020. In an effort to provide cost savings to the schools while continuing to provide uniform and quality school picture services, a Request for Proposal (RFP) for Student Photography Services was advertised in the Daily Herald newspaper on February 14, 2020, for a three-year contract beginning August 1, 2020. All proposals were due by 10:00 a.m. on March 4, 2020.

Eight (8) vendors submitted proposals for providing Student Photography Services; Burns Photography, Color Portraits, Inc., Empire Photography, HR Imaging Partners Inc., Jostens PIX, Picture Day, Strawbridge Studios Inc., and Stuart-Rodgers Photography. The administration reviewed and evaluated each proposal with a focus on price, location, experience, and reference. After a thorough evaluation, the administration determined that Color Portraits was the most responsible cost-effective vendor for student photography services.

As a result, the administration recommends at the March 17, 2020 Board Meeting, that the Board approve the proposal from Color Portraits to provide student photography services for a three-year period beginning August 1, 2020, with the District's ability to extend the contracts for two additional one-year periods.

Recommendation:

Roll call vote to approve the proposal from Color Portraits to provide student photography services for a three-year period beginning August 1, 2020, with the District's ability to extend the contracts for two additional one-year periods.