

MINOOKA CCSD #201

Request for Proposal
for
School Photography & Yearbook Services

DATE DUE: *April 6, 2023 at 10:00am*

Issued by:
Mary Robinson, Director of Finance & Operations
305 W Church St
Minooka, Illinois 60447
mrobinson@min201.org

REQUEST FOR PROPOSAL
SCHOOL PHOTOGRAPHY & YEARBOOK SERVICES

Request for Proposal for Minooka CCSD 201.

All Schools - photographs, extra-curricular activities, and eighth grade graduation (Minooka Junior High only). The RFP contains the following sections:

- I. Introduction
- II. Desired Services
- III. Revenue sharing/Rebates
- IV. Fees
- V. Specific information to be included in the Proposal
- VI. Evaluation and Timetable
- VII. Appendix A – Required Legal Statements
- VIII. Appendix B – Package Comparisons Form
- IX. Appendix C – Evaluation of Proposals Components

Proposals will be received until **10:00 a.m. on April 6, 2023**, at Minooka CCSD 201, 305 W Church St, Minooka, Illinois 60447 to the attention of Mary Robinson.. Minooka CCSD 201 cannot assume the responsibility for delayed postal deliveries and does not recognize postmarks as representing receipt by the District before the specified deadline. Proposals received after the time specified will not be considered and returned unopened to the vendor. Forms **MUST** contain an officer's original signature. The signing of these proposal forms shall be construed as acceptance of all provisions contained herein.

The proposal forms included **MUST** be used and returned in a sealed envelope clearly marked: **“Request for Proposal – School Photography & Yearbook Services”**

Although price is a major consideration, the District does not award contracts based on price alone. Other items to be considered are quality of proposed service as judged by the District, past experiences with such contractor, if any, references, and similar items.

The Administration and the Board of Education of Minooka CCSD 201 reserve the right to reject any and all submissions and to waive any informality at its discretion. Clarifying questions may be directed in writing to Mary Robinson via email at mrobinson@min201.org.

Thank you in advance for your consideration and submission.

Sincerely,

Mary Robinson
Director of Finance & Operations

I. INTRODUCTION

PURPOSE

Minooka CCSD 201 requests proposals for School Photography & Yearbook Services. Vendors are asked to submit RFP's for the District contract. A summary of services is listed below. Vendors are required to review and abide by all terms of the RFP.

The Proposal request is for the 2023-2024 school year with four (4) one year renewal options. Vendors that wish to be considered for the bidding of services are required to submit two (2) completed proposals with full name and address of vendor; no fax copies will be accepted. Proposals must be received no later than 10:00 a.m. on Tuesday, April 6, 2023.

SCOPE

This RFP contains instructions concerning proposals to be submitted and services to be provided by the selected vendor. Specifications regarding the details and services/products to be provided under the RFP are located under the sections titled INFORMATION TO BE INCLUDED IN SUBMITTED PROPOSAL and DESIRED SERVICES.

GENERAL INFORMATION

Minooka CCSD 201 consists of one primary center (Prekindergarten), four elementary schools (K-4), one intermediate school (5-6) and one junior high school (7-8). Student population is approximately 4,600 students who are served by about 450 teachers and staff.

No change in, addition, or waiver of terms, conditions, and specifications herein shall be binding on the Board unless approved in writing by the Board. Any change, addition, or amendment of the terms shall be tendered in the proposal envelope on an alternate proposal form with an explanation of the proposed alternate.

Proposal providers may withdraw their proposals at any time prior to the time specified in this request; however, all proposals shall be deemed final and conclusive, and once opened, no proposal shall be subject to correction or amendment for any error or miscalculation. No proposal shall be withdrawn without the consent of the Minooka CCSD 201 Board of Education after the scheduled closing time for the receipt of the proposal. All proposals submitted must be valid for a minimum period of sixty (60) calendar days after the submission deadline.

Proposals received after the time specified in the "RFP" will not be considered and returned unopened to the vendor.

Any explanation, special offers, or statement in which the proposal provider wishes to make must be placed in the same envelope with the proposal, but shall be written separately and independently of the proposal and attached thereto.

Proposal providers shall not include taxes in their quotations which school districts are not subject to; namely, Retailers Occupation Tax, (both State and Local) Sales Tax of any kind, Service Use Tax, and any other such applicable tax. The District will provide a Tax-Exempt Number with the initial purchase order to the winner.

All proposals must include, if any, shipping costs.

The proposal provider agrees to indemnify, hold harmless and defend Minooka CCSD 201, members of the school board, officers, employees, and agents thereof against all suits, actions, legal, proceedings, claims and demands, and against all charges, loss, cost, expenses, and attorney's fees, in any manner caused by, arising from, incident to, connected with, or growing out of the performance of this contract.

The signing of these proposal forms shall be construed as acceptance of all provisions contained herein.

II. DESIRED SERVICES

STUDENT PHOTO PACKAGES

When authorized by Minooka CCSD 201, all accounting and book keeping must be compliant with Illinois and Federal laws as well as Board policies.

The company selected must have a representative accountable and authorized to correct issues for appropriate services when needed by the District.

Student photo packages should:

- Describe the various picture combination packages including the various sizes and number of each, plus cost.
- Provide picture package information to the school by August 15 of each year.
- Include studio address and telephone number on the photo packet for parents to utilize to contact your studio if they have questions, concerns, or complaints about the photo packet.
- Individual student pictures are to be returned to the school, packaged by homeroom, sport or club for distribution to students by school staff.

Student & Staff Identification Cards (ID):

- Provide one color ID card for students to use. IDs should include picture, ID number, and capacity to have compatible barcode printed on the vertical oriented ID card.
- Provide one CD of all student pictures taken with picture as JPG and indexed by student number.
- Twenty-five (25) "Visitor/Volunteer" IDs are to be provided.
- Provide blank ID cards, ID card printer, camera for taking ID photos, corresponding software/print drivers, and training for office staff.

Yearbook:

- Presently – 8.5" x 11" size, color, mid-May delivery
 - Elementary Schools 45-60 pages
 - Intermediate School – 88 pages
 - Junior High School – 88 pages
- Provide the yearbook coordinator with digital photos on CD/DVD of all students and staff members, including a list of all students photographed.

- Provide school related athletic and academic groups (teams and clubs) group photos. The schedule will be developed by the yearbook coordinator and athletic/activities director and sent to the photographer. Schedules may need to be adjusted due to weather and other issues.
- All photos are to be provided digitally to the yearbook coordinator.
- Delivery is to be made by May 15 of each year.

8th Grade Photos:

- Provide head/shoulder as well as whole class portraits consistent with the style and design of previous classes.
- Digital copies sent to MJHS administration for use in graduation ceremony

Graduation:

- Provide photography of the graduating class, each 8th grader (average class size of 550) receiving a certificate of promotion at the annual graduation ceremony as well as candid photos from throughout the ceremony including speeches by the valedictorian, salutatorian, class president, and other dignitaries.

Other Such Expectations:

- Current services require parents to prepay. This is not a requirement for the purpose of the proposal; however, should the proposal not require prepayment, the proposal provider shall indemnify, hold harmless and defend Minooka CCSD 201, members of the school board, officers, employees, and agents against any outstanding debt owed the proposal provider, and a corresponding statement must be made in this regard.
- Provide opportunity for all parents/students to purchase additional prints for all covered events.
- Provide families the opportunity to pay via credit card, order by phone, or order and pay online.
- The representative must be accountable and have the authorization to correct problems or concerns for any services rendered when required by the District.
- Electronic forms of student and staff images within one week of picture day.
- All teachers and other school staff shall receive complimentary packages if they desire.
- Provide award certificates equivalent to current award certificates provided.

III. REVENUE SHARING / REBATES

Provide information on revenue sharing/rebates awarded to Minooka CCSD 201 as applicable.

IV. FEES

Provide a detailed fee and expense estimate for all services that you (or other entities described in your proposal) will provide (i.e. core/necessary services) or additional services you make available with respect to the proposal and final contract.

Will your company charge a separate set-up, transactional, or document fee?

Will your company commit to annual/monthly meetings (as requested) at no cost or expense?

How long will your company commit to provide services as described in the proposal and final contract at the established fee?

Are discounts available to families with multiple children in the District?

Are discounts available to the families of students who qualify for the free or reduced National School Lunch Program?

Describe any additional services which your company will provide at no additional charge.

V. SPECIFIC INFORMATION TO BE INCLUDED IN THE PROPOSAL

List the complete name of your firm with address and telephone number. Also include a brief biographical description of your firm.

Provide three (3) references from Districts similar in size and complexity for which your firm currently provides services.

Provide examples of previous projects in the following areas: class picture, athletic and academic groups, individual (fall and spring), cap & gown, and graduation photos.

Completion of the package comparisons section found in Appendix B. Your offerings should be comparable, and placed accordingly in the table provided. If your company does not offer a comparable package as indicated, state "N/A."

Four certifications included in the appendices of this Request for Proposal.

In addition, the following information should be provided:

- Make a statement that your company has been in the business of school photography for a minimum of three years.
- Make a statement that if awarded your company will take every student, faculty, and staff member's picture, if they so desire. One complimentary basic package will be provided for each faculty and staff member where noted on the Proposal Pricing Sheet.
- Describe in detail the procedures which will be used by your company to take the pictures in a manner that will cause the least amount of disruption to the students and the school. Include the number of cameras, procedures for identifying students, etc.
- Make a statement that, upon award, any flyer that describes the picture packages to be offered students will be provided to the District office.
- Describe your company's re-take policy.

- Make a statement that the vendor will have a local representative handle or manage all aspects of the account.
- Describe any additional services which will be provided at no charge to the District.
- Describe your company's money-back policy if not satisfied.
- PROPOSAL PRICING SHEETS: State your company's prices. Prices submitted must include any applicable taxes, shipping, handling, and delivery of school pictures.

VI. EVALUATION AND TIMELINE

Proposals shall be submitted as no later than 10:00 a.m. on Thursday, April 6, 2023 to:

Mary Robinson
Minooka CCSD 201
305 W Church Street
Minooka, Illinois 60447

The proposals submitted will be reviewed by the Administration.

The Administration may schedule on-site interviews for finalists.

Interviews will take place prior to May 12, 2023.

The District's recommendation is expected to be given to and final decision made by the Board of Education at its regular meeting scheduled on May 15, 2023.

Contract effective date will be July 1, 2023. It is anticipated the period of the contract will be a one year agreement, with four (4) one-year renewal options for a total of up to five (5) years (2023-2024, 2024-2025, 2025-2026, 2026-2027, 2027-2028).

The Administration and the Board of Education of Minooka CCSD 201 reserve the right to reject any and all submissions and to waive any informality at its discretion.

APPENDIX A

ILLINOIS DRUG FREE WORKPLACE ACT

The undersigned hereby certifies, pursuant to Section 3 of the Illinois Drug-Free Workplace Act (30 ILCS 580/3) that it shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the Illinois Drug-Free Workplace Act, and further certifies that it is not ineligible for award of this contract by reason of debarment for a violation of the Illinois Drug-Free Workplace Act.

Name of Company (print or type)

Submitted By

Title

Signature of Agent

CERTIFICATE REGARDING SEXUAL HARASSMENT POLICY

The undersigned, does hereby certify pursuant to Section 2-105 of the Illinois Human Rights Act (775 ILCS 5/2-105) that it has written sexual harassment policy that includes, at a minimum, the following information: (i) the illegality of sexual harassment; (ii) the definition of sexual harassment under State law; (iii) a description of sexual harassment, utilizing examples; (iv) an internal complaint process including penalties; (v) the legal recourse, investigative and complaint process available through the Department of Human Rights and Human Rights Commission; (vi) directions on how to contact the Department of Human Rights and Human Rights Commission; and (vii) protection against retaliation.

Name of Company (print or type)

Submitted By

Title

Signature of Agent

SUBSCRIBED and SWORN TO before me this _____ day of _____, 20_____.

Notary Public Signature

My Commission Expires _____
(Official Seal)

DEBARMENT

The undersigned hereby certifies that he/she, and the company represented herein is not barred from submitting this proposal as a result of a violation of either the bid-rigging or bid-rotating provisions of Article 33E of the Criminal Code of 1961, as amended.

Name of Company (print or type)

Submitted By (printed name)

Title

Signature of Agent

EQUAL EMPLOYMENT OPPORTUNITY

The undersigned hereby certifies that he/she/it is in compliance with the Equal Employment Opportunity Clause and the Illinois Fair Employment Practices Act as stated under Compliance with Legislation.

Name of Company (print or type)

Submitted By (printed name)

Title

Signature of Agent

The undersigned acknowledges the Administration and the Board of Education of Minooka CCSD 201 reserve the right to reject any and all submissions and to waive any informality at its discretion.

Name of Company (print or type)

Submitted By (printed name)

Title

Signature of Agent

SUBSCRIBED and SWORN TO before me this _____ day of _____, 20____.

Notary Public Signature

My Commission Expires _____
(Official Seal)

NON-COLLUSION AFFIDAVIT

PROJECT: Request For Proposal – School Photography & Yearbook Services

The undersigned or agent, being duly sworn, on oath, state that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation, or partnership represented by him/her, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this proposal is made without reference to any other proposal and without any agreement, understanding or combination with any other person in reference to such bidding, or with any Administrator or Member of the Board of Education of Minooka CCSD 201 in order to lessen or restrain free competition in the acceptance of this contract. The undersigned or agent, further states that no person or persons, firms or corporations has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale. The undersigned acknowledges and agrees to comply with all terms, conditions and specifications contained herein unless otherwise noted and explained.

Dated this ____ day of _____, 2023

Name of Company (print or type)

Submitted By (printed name)

Title

Signature of Agent

PROPOSAL PROVIDER INFORMATION (Please print)

NAME: _____ COMPANY’S NAME: _____

ADDRESS: _____
(Address, City, State and Zip Code)

PHONE: _____ FAX: _____

Email: _____ WEBSITE: _____

SUBSCRIBED and SWORN TO before me this ____ day of _____, 20____.

_____ My Commission Expires _____

Notary Public Signature

(Official Seal)

APPENDIX B

PACKAGE COMPARISONS

Must include corresponding cost per package and/ or a la carte item.

	Current:	Proposed:	FOR OFFICE USE
A	3 – 8x10 2 – 5x7 4 – 3.5x5 12 – 2.5x3.5 8 – 1.75x2.5 Digital retouching Digital download		
B	2 – 8x10 2 – 5x7 2 – 3.5x5 8 – 2.5x3.5 8 – 1.75x2.5 Digital retouching Digital download		
C	1 – 8x10 2 – 5x7 2 – 3.5x5 8 – 2.5x3.5 8 – 1.75x2.5		
D	1 – 8x10 2 – 3.5x5 8 – 2.5x3.5 8 – 1.75x2.5		
E	2 – 5x7 8 – 2.5x3.5		
F	1 – 5x7 2 – 3.5x5 4 – 2.5x3.5 8 – 1.75x2.5		
G	2 – 3.5x5 4 – 2.5x3.5		
H	1 – 3.5x5 2 – 2.5x3.5 8 – 1.75x2.5		
J	Image CD w/ copyright release		
X	Digital download w/ copyright release		
A la carte:			
1	1 – 8x10		
2	2 – 5x7		
3	4 – 3.5x5		
4	8 – 2.5x3.5		
5	16 – 1.5x2.5		

6	2 – 4x5 magnets		
7	1 – 8x10 calendar		
8	Personalize 2.5x3.5		
R	Digital retouching		

APPENDIX C

EVALUATION OF PROPOSALS

The District reserves the right to evaluate and consider the following elements in making an award of this proposal.

Criteria (out of 100)

Pricing (20)

- Discounts, special promotions, & process to maintain budget (5)
- Added value options (5)
- Promotional, sales support, and online sales options (5)
- Overall cost to students and projected yearly increases (5)

Quality of Printing (20)

- Yearbook samples provided (5)
- Qualifications of tech support in facility (5)
- Deadline submissions/process (5)
- Process of color correction of photos and quality check points (5)

Experience & Training (25)

- Communication of guidelines, staff contacts, and responsibilities (5)
- Workshops and training opportunities (5)
- Educational materials (5)
- Local representatives qualifications for training/support (5)
- Demonstration of customer service (5)

Quality of Service (Technology, Plant Support) (25)

- Photo enhancement options in online program (5)
- Online options for parents and students to share photos w/staff (5)
- Ease of use of online program (5)
- Online Ad Creation and Tech Support for parents and staff (5)

- Additional features of online design program (5)

Special Offers (10)

Total Points: _____/100