PHOTOGRAPHY VENDOR QUESTIONNAIRE

1) VENDOR INFORMATION

Name of Firm	
Contact Name/Title	
Street Address	
City/State/Zip Code	
Telephone Number	
Email Address	
Federal Identification Number	
UBI Number	

2) Vendor would like to provide the following services (Check all that apply):

- ☐ Elementary Individual and Class Pictures
- ☐ Secondary Individual Pictures and Student ID Cards
- ☐ Secondary Sports/Dance/Miscellaneous

3) Does vendor offer a percentage rebate? YES ☐ NO ☐

Indicate the rebate percentage offered, calculation method of rebate (e.g. total gross sales or individual package sales, etc.) and schedule of payout of the rebate to the schools:

Rebate Percentage	
Calculation Method	
Payout Schedule	

4) Does vendor provide an online payment system?

5) Describe vendor's complaint resolution process?

6) How does vendor handle print errors caused by the photographer (picture and label mismatch, etc.)?

7) Indicate time frame corrected pictures will be returned after notification of error?

8) How does vendor handle pictures that reflect inappropriate student behavior and stances?

9) What is vendor's policy regarding adjusting student appearance prior to photo session (e.g. clothing adjustment, combing hair, etc.)?

10) Please indicate any processing/handling or other fees that will be charged?

11) Does vendor offer the availability for reorders throughout the school year?

12) What is the vendor's process for performing background checks on employees?

13) What is the vendor's policy regarding confidentiality of student information received from the School District? What is the vendor's procedure for ensuring confidentiality of student information?

14) Does the vendor maintain liability insurance?

15) Vendor Incentives – Please attach a separate sheet listing all products and/or services that would be inclusive at no cost with the student picture package contract. These incentives should be non-monetary (other than picture rebates), useful to the school/classroom only, and not previously included in any of the above specifications.

    Examples include: student certificates, photo stickers, staff group picture, student class pictures, posters of school activities/organizations, hall passes, visitor passes, calendars, banners, entire school photograph). **Please note that complimentary individual staff photo packages cannot be accepted**.

VENDOR COMPLIANCE CERTIFICATION

I, the undersigned, acknowledge that I have read, understand and agree to comply with the instructions and specifications set forth by the Bethel School District. I acknowledge that submission of this vendor questionnaire does not create a contract for goods or services with the Bethel School District.

Vendor Signature/Title _____ Date _____

REFERENCES

List two (2) references from school districts where bidder is currently servicing or has serviced in the last two (2) years:

1. School District Name: _____

   School District City & State: _____

   Contact Name & Phone Number: _____

   Length of Time Service Provided: _____

2. School District Name: _____

   School District City & State: _____

   Contact Name & Phone Number: _____

   Length of Time Service Provided: _____

Completed questionnaire and vendor incentives list should be submitted to: purchasing@bethelsd.org