



Serving Learners, Families, and the Community

CECIL COUNTY PUBLIC SCHOOLS

PURCHASING OFFICE

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Superintendent of Schools

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February 21, 2024

ADDENDUM II RFP #24-14 School Portraits & Yearbooks

To: Prospective Bidders:

This Addendum is to answer additional questions asked by perspective Proposers. Proposers will be responsible to have read and understand all documents, the scope of work, addenda, and all related solicitation documents issued. These documents will become attached to and a part of the solicitation and award of the RFP contract.

1. **Question:** I understand that you plan to approve many vendors, if approved how and when will be notified so we can reach out to school administrators in a timely manner?

Answer: This RFP will go to the Board for approval on March 13, 2024. The Awarded Proposers will be notified March 14, 2024.

2. **Question:** Do you want yearbook samples as well?

Answer: Yes, as noted in the RFP and addendum 1.

3. **Question:** How will addenda be posted? And when should we check the RFP for answers to questions?

Answer: Addenda will be posted on eMMA and CCPS website just as previous Notice. You may view immediately and up until the day of the bid opening.

4. **Question:** My Company is solely a printing company and specializes in yearbooks. In other Maryland counties, schools are allowed to select a photography company and a yearbook company. Then, I am able to coordinate the transfer of school portraits from the photography companies to the yearbook seamlessly. I want to clarify if I am able to bid on the yearbook portion only?

Answer: Yes, you may bid on the yearbook portion only.

5. **Question:** Can you please clarify the language on page 20 under the section "The rebate, Commission Schedule": Commission Schedule- Proposers must detail the commissions of all portrait packages and extra ala carte items offered. Prices and commissions must be set for the first two (2) years of the contract. All prices must be F.O.B. Delivered and must include all charges incurred in fulfilling the terms of the contract. The rebate level for all contractors will be 10% is

firm / fixed and will not be changed at the request of the school. In general, the pricing will be the net pricing that you provided in the RFP, plus a 10% rebate, plus 6% Maryland, Sales tax". Are commissions and rebates used interchangeably in this paragraph, i.e. are the commissions the same as rebates? If not, can you please clarify the difference?

Answer: Yes, (School) commissions and rebates are used interchangeably.

6. **Question:** Regarding this requirement: The contractor must offer pre-paid packages defined in the Portrait Package pricing included with their RFP response. Other photographic options and packages may be negotiated with individual Principals so long as the packages defined in this RFP are offered as available options. Is Cecil County providing the defined Portrait Packages that vendors must price, or does this mean that we should provide our packages and Principals may negotiate additional options?

Answer: The Proposer should provide the portrait packages and price them. Principals may negotiate additional options.

Acknowledgment of Addenda

I/We acknowledge receipt of the following Addenda (if issued):

Addendum #1 _____ Addendum #2 _____ Addendum #3 _____

***Note: Proposer must sign and submit Addenda with the proposal submission. The same person signing the Addenda acknowledgment(s) must sign the Bid Form.**

Company Name

Authorized Signature / Date

Address

Name Printed / Title

Address

Email and Telephone