

Angeline Washington Elementary School Yearbook & School Photography Request for Proposal 2025-2026



RFP Release Date:	November 22, 2024
Questions Due:	December 13, 2024 @ 11:00 AM
Responses Due:	January 17, 2025 @ 12:00 PM

Angeline Washington Elementary School in the Park Hill School District is requesting your proposal for yearbook and school photography services for the 2025-2026 school year. The district shall have the sole option to renew the contract in one-year increments for a maximum total of four additional years (2026-2027, 2027-2028, 2028-2029, 2029-2030).

Proposals will be evaluated for:

- Cost of various picture package options and additional services that best meet the needs of the parents/guardians of our students.
- Commission to the school per package for fall, spring and 5th grade promotion pictures.
- Ability of the company to provide quality service in support of a successful school picture program.
- Provide a secure online portal for parents/guardians to remit payments.

Portrait General Specifications

- The successful bidder will prepare a package of pictures for each student who orders the pictures under a prepay plan only. A picture proof may be prepared with a code for online ordering for any student that did not prepay giving them a "second chance" to order photos.
- Picture packages must be kept at an attainable purchasing price ranging from \$8-\$32 for various sizes and a la carte.
- Pictures of each student will be produced for the yearbook and yearbook production and/or school record purposes. These pictures will be taken and produced regardless of the purchase of a picture package. They should be provided in JPEG format in color on a CD format or accessible online. The school and the district office should receive a copy of the CD. The pictures should be supported by the school's current student information system, Infinite Campus.
- The administrative assistant and school principal will be responsible for working with the photographers to coordinate the school's "Picture Day" schedule. For expedited service, the school requests three photographers for fall and spring picture days. For the 2025-2026 school year, the school will contact the successful bidder after the bid is awarded by the Board of Education on January 23, 2025. For subsequent renewals, the photographer should contact the school to make arrangements by March 1 of the previous school year.

- The photography schedule will include one fall picture day, one fall picture retake day, one spring picture day and one 5th grade promotion picture day. Additionally, time to take club/activity group pictures for the yearbooks will be needed in January/February. Class pictures will be in the form of a composite utilizing fall pictures. Everyone in the class will receive a printed class picture regardless of the purchase of a photo package. All students will take spring pictures and a code will be given to families to purchase pictures. If parents/guardians are interested in ordering, they will need to do so following the same guidelines as fall picture day.
- One fifth grade promotion portfolio picture will be given to each fifth-grade student at no cost to them. Fifth grade parents/guardians will be given a proof to purchase additional pictures.
- One retake day for fall pictures will be offered at no additional cost on a date agreed to by the school staff.
- Each staff member (teachers, counselors, administrators, cooks, and custodians) will have a photo taken and a package will be supplied to them at no cost to the school or the district.
- Picture packages will be delivered to the schools within four weeks from the dates students and faculty were photographed. CD's with all student pictures in JPEG format will be delivered within four weeks free of charge or uploaded to an online account within the same time period.
- The successful bidder will furnish fliers, posters and stickers to the school at least three weeks prior to the scheduled picture days. The school will distribute the materials by sending them home with students and promoted electronically.
- Administration will receive a strip of adhesive, perforated pictures in "thumb print" size after fall pictures for cumulative records with a minimum of four pictures per student. The bidder will print and separate the pictures by home room at no additional charge.

Yearbook General Specifications

- Yearbooks will be developed by the vendor using the vendor's software. The vendor's software must be compatible with Infinite Campus and must have a "cloud" to store photos. It also must have a large enough cloud that parents/guardians and additional staff can share uploaded photos that can be used for the yearbook. The software must be user friendly and easy to work with.

Minimum Standards Include:

- A full-color cover selected by the school from a variety of designs provided by the vendor.
- Collage pages and autograph pages based on the number of classes photographed in the yearbook. Provide an explanation of the formula for determining the number of extra pages in the bid.
- Student photos in color only.
- A minimum of ten additional yearbooks for staff.
- The principal will be provided a notebook of all student photos.
- The successful bidder will furnish fliers, posters and stickers to the school. The school will distribute the materials by sending them home with students and promoted electronically. The vendor will communicate any and all deadlines effectively regarding the completion of the yearbook.

The school will be provided specialty items (i.e. a framed poster with all the children's faces, a portrait of all school students, etc.) suitable for hanging in the school as memorabilia for the future. The item needs to be described in the bid. The school is looking for unique items that would showcase school spirit and pride among their students and staff.

In addition, the school would like the following items to be supplied throughout the school year without any additional cost to the school: a photobooth for one student/family event, calendars for all staff members and awards/certificates for students.

Park Hill School District reserves the right to terminate the award of this bid if, in their judgment, the successful bidder fails to give the necessary service and/or acceptable materials in any way during the time specified by this bid.

Bidding Instructions

The RFP is also available on the Park Hill School District internet sight.

Please provide your cost per package and the commission offered per package purchased for school portraits.

Provide a sample elementary yearbook.

Provide a sample of a fifth-grade promotion portfolio.

Provide a link with online access to yearbook software for school evaluation purposes.

Indicate extra services (choice of color background, touch-ups, etc.) offered for packages including costs associated with any extras.

Provide a sample of the photobooth photos.

You may describe any additional services and options provided by your studio.

It is the responsibility of each bidder, before submitting a bid, to examine the documents thoroughly, and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, omissions in the bidding documents.

Requests for clarification must be sent to proposals@parkhill.k12.mo.us and received no later than December 13, 2024 at 11:00 AM CST. The email must contain the proposal name, date and numbered questions. Park Hill School District will not answer questions transmitted through facsimile or methods other than set forth in this paragraph. All questions will be answered in an addendum, after question due date. Park Hill School District is not responsible for questions not received on or before the due date, including emails lost due to spam filters or technical issues.

Deadline for all proposals is Friday, January 17th at 12:00 PM CST. The District is not responsible for lateness or non-delivery by the U.S. Postal Service to the District. The time and date recorded by the District shall be the official time of receipt. Late bids will not be considered.

RETURN 1 COPY AND 1 USB FLASH DRIVE TO:

Park Hill School District
Business Office
7703 NW Barry Road
Kansas City, MO 64153

Please clearly mark your envelope "Angeline Washington School Photography Proposal"