Timestamp	Enter your question here and click Submit. Reference the RFP section number and page number related to your question, if applicable.	ISD 279 Response
2/6/2025 8:18:25	Is the district providing - or does it have - a designated ID card design for elementary, middle, and high schools?	ISD 279 has a design and the file is kept with the current vendor. ISD 279 wants to collaborate with the awarded vendor to create a new design that can be kept with ISD 279.
2/6/2025 8:21:11	Are the high school picture dates listed in bold red confirmed? If so, what are the time frames?	The high school dates are confirmed and cannot be moved for School Year 2025-2026. The times are to be determined but plan for a typical school day.
2/6/2025 8:23:03	Can vendors propose alternate dates and times for the high school photo dates?	No, reference revised Section 16.0.
2/7/2025 8:44:18	Often times, staff IDs are handled by the district internally due to building security for each school. Are you opting to have the photography provider print staff ID cards for each school and the district, as noted in 9.1 Student ID Cards and Staff ID Cards?	The awarded vendor must be able to provide student ID cards (see revsied Section 9.0). Clarification: ISD 279 will print staff IDs in-house. However, the vendor must provide files/access to ISD 279 for the staff photos. See revised Section 9.2.
2/7/2025 8:56:44	Are there any additional photoshoots that are required for the district during the fall photo season, e.g. bus company picture day, etc. that are not listed in 16.0 Schools (Sites) & Preferred Picture Day? If so, are there any specialized products required outside the scope of the contract for these additional photoshoots?	Yes, reference revised Sections 9.0, 9.2, and 16.0.

OSSEO AREA SCHOOLS

ISD 279

REQUEST FOR PROPOSAL
FOR
ISD 279 Photography Services
Due by 2:00 PM CST, Thursday, February 20, 2025

OWNER
ISD 279 Osseo Area Schools
Maple Grove, MN 55369

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PUBLIC NOTICE

REQUEST FOR PROPOSALS (RFP) for ISD 279 – Osseo Area Schools

ISD 279 Photography Services

Notice is hereby given that sealed proposals will be received by ISD 279 - Osseo Area Schools Purchasing Department located at 11200 93rd Avenue North, Maple Grove, Minnesota 55369 until 2:00 PM [CST], Friday, February 20, 2025 for the purchase of the Osseo Area School District is seeking proposals from qualified companies to provide photography services, as outlined in the subsequent sections of this Request for Proposal (RFP). Vendors must thoroughly review and comply with all terms and conditions specified in the RFP. Submissions received after the time stated will not be considered. Submissions will be opened publicly and receipt acknowledged.

Request for proposal documents are available by emailing PurchasingDept@district279.org with subject line "Request for ISD 279 RFP Photography".

Questions relating to this proposal must be entered into a Google Forms. A bidder shall not contact school sites or other ISD 279 personnel (e.g., facilities, operations, activity coaches, business/resource managers, etc.) regarding this proposal – failure to comply will result in rejection of a submitted proposal.

TIMELINE

- Request for proposal released on Friday, January 31, 2025.
- Bidder questions submitted to ISD 279 by Friday, February 7, 2025. Submit via Google Sheets
- ISD 279 responses to bidder questions distributed by Tuesday, February 11, 2025.
- Bidder must submit sealed proposal(s) by Thursday, February 20, 2025 - 2:00 PM CST. No exception.
- Presentation - Bidders will deliver in-person presentations to outline their services and address questions from the ISD 279 committee on Tuesday, February 25, 2025.
- Formal review/award by School Board on Tuesday, March 18, 2025.

Published on the ISD 279's website from Friday, January 31, 2025, to Thursday, February 20, 2025.

SECTION I – GENERAL TERMS AND CONDITIONS

1.0 DEFINITIONS

- **Bidder** refers to any party submitting a bid, proposal, or quote.
- **Successful bidder** refers to a bidder that has been awarded a bid, proposal, or quote.
- **Vendor** refers to a successful bidder that has signed a contract due to the award.
- **Subcontractor** refers to a subcontractor of the vendor awarded a bid, proposal, or quote.
- **ISD 279** refers to ISD 279 Osseo Area Schools.

2.0 ISD 279 SOLICITATION PARAMETERS

All proposals, negotiations, and representations, if any, whether oral or in writing, are superseded by this bid. By submitting a bid, the bidder agrees to the terms and conditions herein.

2.1 Alterations or Erasures

All bids, proposals, or quotes must be submitted in typewritten or ink. Any bid, proposal, or quote containing an alteration or erasure of any price contained therein which is used in determining the lowest responsible price shall be rejected unless the alteration or erasure is corrected as herein provided: an alteration or erasure may be crossed out and correction printed in ink or typewritten adjacent to and initialed in ink by the person signing the bid, proposal, or quote.

2.2 Alternate Options

ISD 279 may consider alternate options to the specifications when supported by equal, same, or similar quality and functionality. ISD 279 has sole discretion of determining equal, same, or similar.

2.3 Award

Awards for goods and/or services will be made by ISD 279 at a public meeting. ISD 279 reserves the right to award a contract up to 60 days from the public opening. Bids, proposals, or quotes shall be held firm until the award has been made. The successful bidder agrees to guarantee all products and services included in the bid, proposal, or quote and/or supplied, against inferiority as to specifications.

The successful bidder hereby guarantees that they will have full legal right of material delivered under this request and agree to pay all rents and royalties of every description on any and all patents or patent rights covering said material, or covering any process or machinery used in its construction and agree to indemnify and save ISD 279 entirely harmless from any and all claims, demands, damages, actions, or causes of action, arising or to arise, against ISD 279 by reason of the construction or delivery of said material, or the use of any process, machinery or material in the construction of same.

2.4 Bid, Proposal, Quote Submission

The bidder, or any other party, is responsible for all costs incurred to prepare and submit a proposal. Responses must be accurate, clear, and concise. An unclear response may impact evaluation/scoring or deem the proposal unresponsive. The bidder is responsible for acquainting themselves with the factors relative to this request and conditions that might affect the goods and/or services to be supplied under this request.

Bid, proposal, or quote submissions including all requested pricing and additional information shall be submitted on the forms provided. Failure to comply with this provision may cause rejection of a bid, proposal, or quote. ISD 279 reserves the right to reject any or all bid, proposal, or quote and to waive any informalities.

Discrepancies in the multiplication of units of product and unit prices will be resolved in favor of the unit price. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

2.5 Contract
A contract must be executed for the goods and/or services, and all provisions and conditions, general and specific, of this document considered as an official part of this contract. The executed contract will be delivered to the successful bidder and may be in the form of an ISD 279 purchase order (PO). The work cannot begin without a receipt of the purchase order.

2.6 Detailed Conditions and Specifications
Additional terms and conditions appear in the Detailed Conditions and Specifications section that apply specifically to the bid herein.

2.7 Withdrawal of Bid, Proposal or Quote
A bidder may not withdraw their bid, proposal, or quote submission once it is in the custody of ISD 279 until but may withdraw after a 60-day period from the opening/acknowledgement facilitated by ISD 279.

3.0 ISD 279 OBLIGATION

3.1 Compensation
The total obligation to the vendor from ISD 279 under this Contract, including compensation for goods, services, and reimbursable expenses, shall not exceed the amount set forth in the Purchase Order Contract. Vendor shall not receive additional payment for materials or subsistence expenses incurred in the performance of this Contract without express written approval from ISD 279.

3.2 Payment Terms
As per Minnesota Statute 471.425, ISD 279 will make payment on undisputed invoices within 35 days of receipt of the invoice or the goods, whichever is sooner. The invoice shall contain line-item detail and must be submitted within 30-days of satisfactory completion of services or receipt of goods. Vendor shall submit invoices based on Purchase Order Contract; invoices, packing lists, shipping notices, and correspondences must reference the applicable Purchase Order Contract. Purchase order currency is indicated in U.S. dollars. Invoices shall be mailed to ISD 279 Osseo Area School, Accounts Payable Department, 11200 93rd Ave. N, Maple Grove, MN 55369; or emailed to **AccountsPayable@district279.org.**

ISD 279 has no obligation to pay for unsatisfactory goods or services, including instances where there is a violation of federal, state or local law, ordinance, rule or regulation. In the case of a dispute about satisfactory performance of goods or services, the parties agree to work in good faith to resolve any disputes.

Escalation pricing will not be recognized and will not be honored or paid by ISD 279 during the term of this Contract, unless mutually agreed upon in writing by ISD 279's Purchasing Department.

3.3 Board Approval
A Contract that is valued at $175,000 or more is subject to ISD 279 School Board. ISD 279 amendments to the Contract may occur as a result of the Board approval process.

3.4 Fund Availability; Federal Funds Contingency
Financial obligations of ISD 279 payable after the current fiscal year are contingent upon funds for that purpose being appropriated, budgeted and otherwise made available. If this Contract is funded in whole or in part with federal funds, ISD 279's payment obligations are subject to and contingent upon the continuing availability of federal funds for the purposes hereof.

4.0 VENDOR OBLIGATIONS

4.1 Conflict of Interest and Collusion
Vendor warrants that Vendor and/or subcontract of Vendor have no conflict of interest that prevents Vendor from performing its obligations under this Contract in the best interest of ISD 279. Vendor will not Contract for or accept

employment for the performance of any work or services with any individual or business entity or other organization that would create a conflict of interest.

Vendor warrants that Vendor has not been provided collusive information by others, including other vendors or ISD 279 staff that may discriminate against a competitor or not be in the best interest of ISD 279. Collusion between bidders is cause for rejection of all bids, proposals, or quotes of bidders involved.

4.2 Legal Authorization
Vendor has obtained all necessary licenses or permits required to provide work under this Contract.

4.3 Compliance with Applicable Laws, Regulations, Orders and ISD 279 Policies
Vendor certifies that all products and services furnished under this Contract shall comply with all applicable federal, state and local laws and regulations, as well as ISD 279 policies and procedures, regardless of whether such laws and regulations are specifically set forth in this Contract.

4.4 Non-Discrimination
During the performance of this Contract, Vendor shall not unlawfully discriminate against any employee, applicant for employment or any student or employee of ISD 279 because of race, color, creed, religion, gender, national origin, disability, age, marital status, public assistance status or citizenship status. Vendor will take action to ensure that its applicants are employed and that employees are treated during employment without unlawful discrimination. Such action shall include, but not be limited to, the following: hiring, upgrading, demotion or transfer, recruitment or recruitment advertising, lay-off or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. If required to do so, Vendor agrees to post in conspicuous places, available to employees and applicants for employment, notices that set forth the provisions of this non-discrimination clause.

In accordance with Minn. Stat. § 181.59 upon a second violation of this provision by vendor/contractor, this Contract may be canceled or terminated by ISD 279 and all money due or to become due may be forfeited.

4.5 Respectful Workplace
Pursuant to ISD 279 Board Policy 102, vendors are expected to: conduct themselves in a manner that demonstrates respect for others in the workplace and public service environment; use informal means to address issues with the individual(s) involved whenever possible; participate fully and in good faith in any informal resolution process or formal complaint and investigative process for which they may have relevant information; and report incidents that may violate this policy in accordance with processes identified by the agency.

4.6 Property Damage
Vendor is responsible for all damage to property, whether real or personal, on ISD 279 property which is a result of this Vendor's action under this agreement. Damaged property must be repaired and returned to its original condition within 30 days or agreed upon timeline. The Vendor must report all damages of real or personal property to ISD 279's Coordinator of Purchasing as soon as possible but no later than within 24 hours of the occurrence.

4.7 Indemnification and Insurance
Unless waived by ISD 279 in writing, the following terms and conditions apply. ISD 279 may, but is not required to, waive any of the terms in this section, where Vendor provides services of a limited one-time workshop, training, or performance. Waiver of these terms shall be at the discretion of ISD 279.

Vendor agrees to release, defend, indemnify, and hold harmless ISD 279, its board, officers, students, employees, and agents from all liability, injuries, claims, damages (including claims of bodily injury, property damage, or negligence), or loss, including costs, expenses, and attorneys' fees, which arise in connection with, in relation to, or as a result of Vendor's negligent acts or omissions. The foregoing agreement to release, defend, indemnify and hold harmless shall not apply to the extent such liability, injuries, claims, damages or loss was caused by the intentional, willful, or wanton acts of ISD 279. Vendor shall not settle or compromise any claim in which ISD 279 has been named a party and for which Vendor must indemnify ISD 279 without a signed agreement approved by ISD 279.

Vendor shall provide a certificate of insurance providing automobile liability, general liability, and worker's

compensation insurance coverages if requested by ISD 279. The automobile coverage and general liability coverage will name Osseo Areas Schools as additional insured. The Vendor shall also provide other documentation as requested by ISD 279 such as equipment insurance coverage. Vendor shall notify ISD 279 of any changes in insurance coverage by Vendor or Subcontractor. All indemnification and insurance terms and conditions in this section apply unless waived.

worker's compensation	state statutory employer's liability	$500,000/$500,00/$500,000	n/a
comprehensive general liability (including premises-operations; independent vendor's protective; products and completed operations; broad-form property damage)	bodily injury; property damage; combined single limit	$1,500,000 each occurrence	$3,000,000 aggregate
blanket contractual liability	bodily injury; property damage; combined single limit	$1,500,000 each occurrence	$3,000,000 aggregate
	personal injury, with employment exclusion deleted	$1,500,000 each occurrence	$3,000,000 aggregate
comprehensive automobile liability	bodily injury; property damage; combined single limit	$1,500,000 each occurrence	$3,000,000 aggregate
umbrella liability	bodily injury; property damage; combined single limit	$5,000,000 each occurrence	$5,000,000 aggregate

4.8 Bond
MN Statute 471.345 and 574.26. requires a performance and payment bond (PPB) from a vendor for Contracts over $175,000 that include labor and installation. If applicable, Vendor shall provide ISD 279 a PPB equal to the amount of the Contract within 15 days of receipt of the Purchase Order. The PPB cost must be itemized on the proposal, not included as part of materials or labor.

4.9 Records Disclosure and Retention
Vendor's books, records, documents, papers, accounting procedures and practices and other evidence of the disbursement of public funds under this Contract are subject to the examination, duplication, transcriptions and audit by Osseo Area Schools and the Minnesota State Auditor, in accordance with Minn. Stat. § 16C.05, subd. 5. Such evidence is subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract. Vendor agrees to maintain such evidence for a period of six (6) years from the date of service or payment last provided or made, or longer if any audit in progress requires a longer retention period.

4.10 Data Practices
Vendor shall administer any information classified by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as private data on individuals as if Vendor were a government entity. Vendor is subject to the remedies provided individual data subjects in Minn. Stat. § 13.08.

Generally, information and documentation received by ISD 279 becomes public information and then subject to disclosure upon public data request. The Vendor must identify confidential or proprietary information within their submission; this information could be exempt from disclosure if cited and in compliance with an exempting statute.

4.11 Independent Contractor
Vendor shall perform its duties hereunder as an independent vendor and not as an employee of ISD 279. Neither Vendor nor any agent or employee of the Vendor shall be deemed an employee of ISD 279. Vendor shall pay required employment taxes and income tax withholding, including all federal and state income tax on any monies paid pursuant to this Contract. Vendor acknowledges that Vendor and its employees are not entitled to tax withholding,

worker's compensation, unemployment compensation, or any employee benefits, statutory or otherwise. Vendor shall have no authorization, express or implied, to bind ISD 279 to any agreements, liability, or understanding except as expressly set forth herein. Vendor shall be solely responsible for the acts of Vendor, its employees and agents.

4.12 Subcontractors
Vendor shall neither assign nor assign any rights or obligations under this Contract without prior written consent of ISD 279.

4.13 Criminal Background Check
Vendor must have and keep a criminal background screening on file for all Vendor employees and/or subcontractor that have access to ISD 279 property and/or facilities. Vendor will ensure that no Vendor employee or subcontractor that has a record of a background check crime defined in Minn. Stat. § 299C.61, Subd.2., a felony, or any other theft, as defined in Minn. Stat § 609.52, Subd.2., will have access to ISD 279 property and/or facilities.

Vendor employees and subcontractors will maintain professional and courteous dialogue with ISD 279 staff. ISD 279 reserves the right to request a change in Vendor employees and subcontractor during the Contract period due to unsatisfactory performance or unprofessional behavior.

4.14 Return of ISD 279 Property
Within ten (10) days of the completion or termination of this Contract, or upon request of ISD 279, whichever occurs first; Vendor shall return all documents, data and other information provided by ISD 279 to Vendor, or Vendor's employees or agents, in connection with this Contract. Or, Vendor, upon the request of ISD 279, shall destroy all copies of such ISD 279 provided data, documents, or information in Vendor's possession or control, and provide ISD 279 with proof of such destruction.

4.15 Tax Exempt Status
ISD 279 is exempt from paying Minnesota sales and use tax on certain purchases, as provided in Minn. Stat. § 297A.70. Vendor shall not charge ISD 279 for such sales and use tax. Alternatively, Vendor shall be responsible for the payment sales tax to the Minnesota Department of Revenue. This Contract **does not** appoint the Vendor as purchasing agent.

4.16 Tabacco and Chemicals
Vendor employees or Subcontractors shall not possess or use tobacco or other chemicals prohibited by policy 921 and 922 while on ISD 279 property. These substances may include, but not be limited to, alcohol, tobacco, cannabis, vaping, and illicit drugs.

4.17 Branding and Logos
All uses of branding/logos must be approved by a ISD 279 appointed designee before production. The vendor will not produce ISD 279 branded products for individuals, businesses, or nonprofits without ISD 279 consent.

4.18 Authorized Signature
Documents that require signature must be in the firm name or corporate name of the Vendor and must be fully and properly executed and signed by an officer or other authorized representative.

4.19 Prohibited Substances
Vendor shall not provide any goods containing triclosan, coal tar, or polybrominated diphenyl ether to the State. Amara's Law (Minn. Stat. § 116.943) will take effect in Minnesota January 1, 2025, and applies all products sold or distributed under the contract; it prohibits the sale or distribution of some products with intentionally added PFAS within Minnesota.

5.0 TERMINATION OF CONTRACT

5.1 Termination Without Cause
ISD 279 and/or Vendor may terminate this Contract at any time without cause, upon thirty (30) days written notice to the other Party. In the event of such termination, Vendor shall be entitled to payment, calculated on a pro rata or other

equitable basis, determined by ISD 279 in its sole discretion, for work or services satisfactorily performed. In no event shall Vendor be paid for work performed or costs incurred after termination, or for costs incurred by suppliers or subcontractors which reasonably could have been avoided.

5.2 Termination with Cause
ISD 279 may terminate this Contract in whole or in part with cause upon seven (7) days written notice if Vendor is unable to perform under the terms of this Contract, fails to comply with any material term or condition of this Contract, becomes insolvent or files for bankruptcy protection.

5.3 Suspension and Debarment
Vendor represents that it is not currently debarred or suspended by any federal agency from doing business with the federal or state government, per the System for Award Management (SAM) website. Vendor shall notify ISD 279 if it becomes debarred or suspended during the term of this Contract. ISD 279 may immediately terminate this Contract in the event of such termination or suspension and Vendor shall be responsible for any costs incurred by ISD 279 in connection therewith.

5.4 ISD 279 Reservation of Rights Upon Termination
Nothing in this section shall be construed as a waiver of any right, remedy, liability limit or immunity of ISD 279 under law.

6.0 NOTICE AND ADMINISTRATION OF CONTRACT
Except as otherwise provided in this Contract, all notices, requests and other communications that a party is required or elects to deliver shall be in writing and shall be delivered personally, or by facsimile or electronic mail (provided such delivery is confirmed), or by a recognized overnight courier service or by United States mail, first-class, certified or registered, postage prepaid, return receipt requested.

7.0 CHOICE OF LAW AND FORUM SELECTION
This Contract shall be construed under Minnesota law. Any action arising out of this Contract shall be heard by a state court in Minnesota in the Fourth Judicial ISD 279 (Hennepin County). For this purpose, Vendor specifically consents to jurisdiction in Minnesota. The parties, by signing, warrant that they have reviewed and agree to all terms incorporated in this Contract and they are duly authorized by law to execute this Contract, intending to be legally bound thereon.

SECTION II – DETAILED CONDITIONS AND SPECIFICATIONS

8.0 Scope of Work/Specifications

8.1 PURPOSE

ISD 279 is seeking proposals from qualified companies to provide photography services, as outlined in the subsequent sections of this RFP. Vendors must thoroughly review and comply with all terms and conditions specified in the RFP.

8.2 EQUIPMENT & MATERIALS

Specify the type of equipment and materials that will be used, such as paper and a camera. Premium photographic paper must be used. The photographer must use equipment that centers the subject and adjusts for head size, skin, and hair tone.

8.3 GUARANTEE

All photographs must come with an unconditional guarantee. Parents or guardians may reject any photos of unsatisfactory quality, and the vendor will provide retakes at no additional cost. Refunds must be managed directly by the contractor, including providing necessary forms or online links with instructions.

8.4 COMMUNICATIONS

The vendor must provide written notices to parent/guardians at least two weeks before picture day.
The notices will include:

A. The school's name, picture date, retake date, picture packages and ala carte prices.
B. A statement with helpful tips for families to prepare for picture day.
C. Online ordering and payment instructions (online ordering and payment is preferred but not mandatory). Sufficient time to be provided for families to order.
D. A payment envelope to be provided for parents/guardians choosing to pay with a check or cash.
E. Information on how to reorder photos.
F. A customer service phone number (local or toll-free) displayed on all communications and photo packages.
G. An electronic reminder file that can be emailed out to families.
H. Detailed ordering processes for families.

8.5 PACKAGE OPTIONS AND PRICES

All students must be photographed on picture day, regardless of whether they purchase photo packages. The images will be used to create student IDs, integrated into the Student Information System, and included in the school yearbook.

Bidders provide package options and should offer a variety of picture sizes and price points to accommodate diverse needs. Proposals must include a minimum of five distinct package options. Proposers are encouraged to submit their most competitive package offers, catering to the broad demographic and financial needs of the student population.

Provide your proposal package options and annual prices for each fiscal year beginning July 1, 2025, and ending June 30, 2029. Bidders must indicate list pricing, discounts for each product level, and net pricing. Bidders must indicate shipping costs, minimum orders, setup fees, rush order fees, or other fees accessed.

8.6 EXTRACURRICULAR ACTIVITIES

The bidder must provide pricing on the following packages for extracurricular activities, such as sports, prom and homecoming, at the request of the building principals. Minor variations in the number of pictures included are allowed but must be noted on the quotation form. Pricing should be annual prices for each fiscal year beginning July 1, 2025, and ending June 30, 2029.

The photographer selection for extracurricular teams, groups, clubs, etc. for group and/or individual photos will be at the discretion of each building's activities director and/or principal. No exclusive rights will be granted to any vendor through this proposal. The activities director and/or principal in each building will be given the option to choose from the proposals submitted under this alternate section or obtain services elsewhere. Additional requests may include photography for groups, clubs, yearbook and graduation photography.

8.7 SAFETY & PANDEMIC PROTOCOLS

Safety protocols are to be in place and are to follow the guidelines and recommendations of the Center for Disease Control (CDC), U.S. Department of Health & Human Services (HHS), and Occupational Safety and Health Administration (OSHA) standards.

8.8 FEE COLLECTION

All sealed payment envelopes must remain unopened on site. These envelopes will be returned to the vendor and opened under secure conditions. The vendor is responsible for paying Minnesota state sales tax.

8.9 PHOTO RETAKES

The vendor must schedule a return date for retakes at each site at no additional cost. Retake photos will be for students dissatisfied for any reason with the original take photos as well as for students absent on the original take day. Retake photos must be uniform with similar head sizes, centering, and background as the original takes. An alphabetical listing of students who go through the retake process shall be furnished to the school by the photographer.

8.10 PHOTO REORDERS

Reorders will be sent directly to the photographer by the parents. Reorders will not be handled through the school.

8.11 INCORRECTLY FILLED OR UNDELIVERED PACKAGES

The vendor will work directly with parents of students receiving incorrectly filled packages or those not receiving a package that was ordered and paid for. If necessary, students will have their pictures retaken on retake day.

8.12 PACKAGE DELIVERY

All photos, both originals and retakes must be delivered within one (1) month from the date the photos were taken. Pictures are to be sorted as specified by school. Vendors must outline packaging methods, delivery timelines, and unique delivery features.

8.13 SPECIAL PROGRAM PHOTO OPTION

The school may opt to include pre-kindergarten students and those in other special programs. These students will have their pictures taken and offered the same packages and pricing as outlined in the specifications of this RFP *(Reference Section 8.5)*

8.14 TEACHER AND STAFF PACKAGES

All teachers and school staff will be provided with a complimentary photo package. Bidders must specify what package teachers and staff will receive.

8.15 COMPANY LOGO AND BACKGROUNDS

Photographs must not display the company name or logo on the front. Photographers must provide a variety of background shades on both the original picture day and retake day to complement different skin and hair tones.

8.16 BEREVEMENT PACKAGE

At the request of a school official, in the event of a student's passing, the highest-tier package will be provided at no cost, along with secure access to digital images for a minimum of one year.

8.17 PERSONNEL, EMPLOYMENT PRACTICES AND STAFFING

All personnel employed by the vendor under this contract shall wear a vendor issued security badge identifying them as vendor employees. Vendor personnel must stop at the Administrative Office at each site and sign in before proceeding.

The vendor shall not utilize, in the performance of this contract, any laborer or employee who has been convicted of a such nature (such as child-related offenses) or that can be categorized as being unsuitable for working around school children or has engaged in such conduct as to be similarly categorized.

Employees must be friendly, helpful to all students and staff, and accommodating to the diverse population of ISD 279. There must be fair and consistent treatment between schools and principals.

There must be fair and consistent treatment between schools and principals.

9.0 Technical Specifications

9.1 IDENTIFICATION CARDS ~~and~~ ~~STAFF ID CARDS~~

A. **Mass Printing:** Produce an initial batch of ID cards for all students. ~~and staff.~~
B. **Dual Printing Capability:** Provide the ability to print on both traditional plastic cards and RFID cards to meet future needs.
C. **Barcodes:** Ensure student ID cards can include printed barcodes.
D. **Elementary Student IDs:** Print elementary student ID cards in a horizontal orientation, ensuring they are delivered before the first day of school.
E. **Middle School Temporary IDs:** Print temporary Middle School ID cards with punched holes, ensuring they are delivered before the first day of school.
F. **Middle School Final IDs:** Print final Middle School ID cards after student photos are taken.
G. **High School Final IDs:** Print High School ID cards after student photos are taken, ensuring they are delivered before the first day of school.
H. **Bus Driver and ESP Bus Aid IDs**: The vendor will create, print, and deliver driver badges to the ESC within one week of the photo session.
I. **ID Card Printers:** Supply ID card printers for all sites listed in section 16.0, supporting small-scale printing needs at individual school sites for additional student enrollments.
    a. Include a timeline for delivery and installation based on the award date.
    b. Vendor will own, manage the printers and software, including technology support.

9.2 IMAGE FILE EXPORTS FOR INFORMATION SYSTEMS

- (Destiny) A zip file that contains
  ° Staff and student photo with filenames (student ID number).jpg
  ° An index file (.txt) with a line for each student/photo – (student ID), (photo filename) – the filename must be IDLINK.TXT
- (Google, Schoology, Synergy) A zip file that contains
  ° Student image in JPG and .PNG with a size of 100px by 125px
  ° Color format of 24-bit
- ISD 279 requires the sharing of a secure file transfer site (SFTP or similar) to transfer student information files to the vendor. ISD 279 has an SFTP site we can share with the vendor, or the vendor will need to provide ISD 279 with credentials to the vendor's secure site.

10.0 School-Level Specifications

10.1 ELEMENTARY SCHOOL SPECIFICATIONS

Pictures are to be taken in the fall of the year, on dates arranged with the principal of each school.

Minimum requirements to be provided at no additional cost:

A. For each student in the school provide one plastic identification card, with name, grade, and bar code.
B. ID Card Station
C. A complimentary class composite photo will be given to each teacher. An album of all class photos will be given to the school as a keepsake.
D. A staff group picture may be taken at the Principal's request.
E. A set (minimum of 4) of color sticker photos of each student for teacher use. Upon request, additional sets supplied at no cost.
F. Digital photos of each student for inclusion in any school picture book or yearbook.
G. A package verification list, listing each student photographed and their order.
H. Two color class directories for each school, to be delivered within three (3) weeks following the dates photos are taken. The directories shall include small color photographs and names of all students, listed alphabetically by grade. Supplemental attachments will be provided within three (3) weeks following photo retake date.
I. Soft-cover yearbook available to all students at a free or affordable cost.
J. Digital media containing photography images of all the students and staff will be provided and/or securely accessible.
K. The digital media provided for ISD 279 must be securely accessible or delivered and utilize a platform that is compatible ISD 279's Synergy student system. The digital media must have bar coding capability, allow export to non-proprietary picture formats (JPEG and TIFF or BMP) and be organized by last name, first name, grade, homeroom teacher and unique identifier numbers that the ISD 279 provides (student ID, person ID and/or patron ID. Please explain your delivery process and capacity to meet this requirement.
L. Assistance provided for each site to compile an elementary yearbook.
M. Fall portrait commission.

10.2 MIDDLE SCHOOL SPECIFICATIONS

Pictures are to be taken in the fall of the year, on dates arranged with the principal of each school.
Minimum requirements to be provided at no additional cost:

A. For each student in the school, provide one plastic identification card, with a student picture, name, grade, student identification number and bar code.
B. ID Card Station
C. Digital photos of each student for inclusion in a yearbook.
D. A set (minimum of 4) of color sticker photos of each student for teacher use. Upon request, additional sets supplied at no cost.
E. A package verification list, listing each student photographed and their order.
F. The vendor will deliver/sort the portrait packages as requested by the site.
G. Four color class directories for each school, to be delivered within three (3) weeks following the dates photos are taken. The directories shall include small color photographs and names of all students, listed alphabetically by grade. Supplemental attachments will be provided within three (3) weeks following photo retake date.
H. Digital media containing photography images of all the students and staff will be provided and/or securely accessible.
I. The digital media provided for ISD 279 must be securely accessible or delivered and utilize a platform that is compatible with the ISD 279's Synergy student system. The digital media must have bar coding capability, allow export to non-proprietary picture formats (JPEG and TIFF or BMP) and be organized by last name, first name, grade, homeroom teacher and unique identifier numbers that the ISD 279 provides (student ID, person ID and/or patron ID. Please explain your delivery process and capacity to meet this requirement.
J. Fall portrait commission.

10.3 HIGH SCHOOL SPECIFICATIONS

Pictures are to be taken in the fall of the year, on dates arranged with the principal of each school.
Minimum requirements to be provided at no additional cost:

A. For each student in the school, provide one plastic identification card, with a student picture, name, grade, student identification number and barcode.
B. ID Card Station
C. Digital photos of each student for inclusion in a yearbook.
D. A set (minimum of 4) of color sticker photos of each student for teacher use. Upon request, additional sets supplied at no cost.
E. A package verification list, listing each student photographed and their order.
F. The vendor will deliver/sort the portrait packages as requested by the sites.
G. Four color class directories for each school, to be delivered within three (3) weeks following the dates photos are taken. The directories shall include small color photographs and names of all students, listed alphabetically by grade. Supplemental attachments will be provided within three (3) weeks following photo retake date.
H. Digital media containing photography images of all the students and staff will be provided and/or securely accessible.
I. The digital media provided for the ISD 279 must be securely delivered and the platform compatible with the ISD 279's Synergy student system. The digital media must have bar coding capability, allow export to non-proprietary picture formats (JPEG and TIFF or BMP) and be organized by last name, first name, grade, homeroom teacher and unique identifier numbers that the ISD 279 provides (student ID, person ID and/or patron ID). Please explain your delivery process and capacity to meet this requirement.
J. Fall portrait commission

10.4 DISTRICT-WIDE STAFF SPECIFICATIONS

Pictures are to be taken in the fall of the year, on dates arranged with the administration at each site. Staff pictures will be taken at school sites on existing student picture dates.

A. All teachers and school staff will be provided with a complimentary photo package, if they choose. Bidders must specify what package District-Wide staff will receive. *(Reference Section 8.14)*
B. Digital media containing photography images of all the students and staff will be provided and/or securely accessible.
C. The digital media must have bar coding capability, allow export to non-proprietary picture formats (JPEG and TIFF or BMP) and be organized by last name, first name, grade, homeroom teacher and unique identifier numbers that ISD 279 provides (student ID, person ID and/or patron ID). The platform must be compatible with ISD 279 software to include Google User Profile, Schoology, SeeSaw, Synergy and Destiney.
D. The vendor will provide an annual photo session for all Educational Service Center (ESC) staff, offering the option to have their picture taken along with access to a digital copy of their photo.

11.0 Value-add

Bidders must list value-added financing and/or services offered to ISD 279. Value-adds may include, but are not limited to, rebates, commissions, and/or free merchandise provided to ISD 279. ISD 279 is open to multiple compensation models, including the traditional per-student guaranteed fee for individual fall pictures, sales revenue sharing, scholarships for families, and/or inclusion of value-added products and services such as picture books, banner printing, or signage.

12.0 Customer Service

There must be a dedicated sales representative that is responsive to ISD 279 needs. Vendor is to schedule a consultation at each school to set picture dates as dictated by each individual school site. Recognizing that successful performance of this contract is dependent on favorable response from the staff, students and parents, the vendor shall meet with applicable staff to adjust in operations and shall always cooperate to maintain maximum efficiency and good public relations with students, parents and staff. Special attention to customer service shall be of paramount consideration to the vendor during the contract period.

13.0 Proposal Evaluation and Award

ISD 279's intent is to award the proposal to one contractor. The award will be determined using numerical and narrative scoring techniques, based on the following criteria. The total score is weighted on a 100-point scale:

Ref	Category	Max Points
A	**Pricing** (includes add-odds) *Affordable pricing for all ISD 279 families*	15
B	**Delivery** (Ability to meet collection specifications and timelines.)	15
C	**Ability to provide necessary secure access to data/image files for:** • *ISD 279 information systems (Destiny, Google, Schoology, Synergy)* • *High School Yearbook Publishers (Balfour, Lifetouch)* • *School/Community Relations Department*	5
D	**Availability of picture dates for High School orientation days**	15
E	**Student/Staff ID solutions**	10
F	**Value-add** *(scholarships, yearbooks, quality of photos)*	15
G	**Customer Service** *(sites, students, staff and parents/guardians)*	10
H	**Reputation and References**	5
I	**Presentations** *(Clarity, relevance, and ability to address ISD 279 questions and requirements during in-person presentations.)*	10

14.0 Term

The initial contract will be a two-year contract July 1, 2025-June 30, 2027, with two (2) additional 1-year options, upon mutual agreement by both parties, to extend the agreement (2+1+1), after updated annual pricing is reviewed and upon mutual agreement of the contracting parties.

15.0 Presentation Requirements

A. Clarity and Organization
B. The presentation should be well-structured, easy to follow, and address all requested areas thoroughly.
C. Include visual aids such as slides, product samples, and videos to enhance understanding.
D. Tailor the presentation to the specific ISD 279's needs and demographics, referencing any previously shared requirements in RFP.

16.0 Schools (Sites): Required and Preferred Picture Days *

For the sites listed in **BOLD RED**, the Required ~~Preferred~~ Dates and are the school's open house. Being able to provide services that day for those sites will be a key consideration in the ISD 279's award. Dates provided are for the 2025-2026 school year. ~~Future required dates will be communicated no later than November 15th of the prior year.~~

While the sites will attempt to secure volunteers to assist, the vendor must provide a designated helper for each photographer. Employees must be helpful and engage in friendly interaction with all students and staff to ensure quality pictures. Sufficient photographers will be at each site to minimize time out of class.

Site	Level	Students Qty	Staff Qty	Date	Secondary Date
Arbor View Early Childhood	ECSE/ECFE	391	96		
Willow Lane Early Childhood	ECSE/ECFE	TBD	59		
Educational Services Center	Administrative		300		
Northwest Family Services Center	Community Ed				
Basswood	Elementary	830	74		
Birch Grove School for the Arts		439	67		
Cedar Island		485	51		
New Elementary Site 2026-2027		TBD	TBD		
Repurpose Site		TBD	TBD		
Edinbrook		850	115	10/22/2025	10/8/2025
Elm Creek		580	50	10/7/2025	10/8/2025
Fair Oaks		373	60		
Fernbrook		1079	69	10/8/2025	10/9/2025
Garden City		361	57		
Oak View		468	46		
Palmer Lake		472	70		
Park Brook		283	25		
Rice Lake		633	53		
Rush Creek		755	65		
Weaver Lake		661	58		
Woodland		643	52	9/23/2025	
Zanewood Community		328	56		
Brooklyn Middle	Middle	1000	117	9/16/2025	10/14/2025
Maple Grove Middle		1627	115		
North View Middle		598	71		
Osseo Middle		1165	77	9/16/2025	
Maple Grove Senior	Senior High	**2574**	**131**	**8/20/2025**	
Osseo Senior		**2248**	**143**	**8/20/2025**	
Park Center Senior		**2077**	**152**	**8/20/2025**	
Osseo Education Center		83			
Osseo Area Learning Center		155	28		
279 Online	**K-12**	**457**	**87**	**8/27/2025**	
Bus Driver and ESP Bus Aid	**Staff**		**50-200**	**8/19/2025**	

SECTION III – PROPOSAL INSTRUCTIONS

17.0 PROPOSAL PREPARATION

Bidders must thoroughly review the entire proposal packet. Bidders must be thorough in their response; unclear responses may impact evaluation or deem the proposal unresponsive.

A submitted proposal must be organize as outlined below.

1) Bidder Profile (Appendix A)
2) Non-Collusive Certification (Appendix B)
3) Acceptance of Proposal Conditions (Appendix C)
4) Detailed Conditions and Specifications (Appendix D)
5) Other items requested in the specifications.

18.0 PROPOSAL SUBMISSION

Submit a proposal in a sealed envelope and clearly mark as a sealed proposal on the outside of the envelope, as indicated below. Emailed submissions will not be accepted. Contents must include a jump/flash drive of the complete proposal and one printout of the proposal documents.

The bidder has sole responsibility to ensure the sealed proposal has been received by ISD 279 – Purchasing Department. Bidder assumes the risk of any delay in the mail or on the handling of mail by employees of ISD 279. Proposals received after 2:00 PM CST, Friday, February 20, 2025, will not be accepted or opened, NO EXCEPTIONS. All bidders participating will be notified of the recommendation to award or decline the proposal.

ISD 279 Osseo Area Schools
Jennifer Jerulle, Coordinator of Purchasing & Warehouse
11200 93rd Avenue North
Maple Grove, Minnesota 55369

Attn: Jennifer Jerulle, Purchasing Department
Sealed Proposal Enclosed – Photography Services
Do Not Open Until: 2:00 PM CST, Friday, February 20, 2025
[Bidder Name]

SECTION IV - APPENDICES A - D

APPENDIX A – BIDDER PROFILE

Business Contact Information	
Business Name	
Business Address	
Authorized Signer Name and Title	
Authorized Signer Email and Phone Number	
Account Executive Name, Email, Phone Number, Title	
Sales Manager/Director Name, Email, Phone Number, Title	
Representative2, if applicable Name and Title	
Representative3, if applicable Name and Title	
Business Demographics	
Is your business women-owned?	
Is your business veteran-owned?	
Is your business at least 51% BIPOC owned and operated (Black, Indigenous, and People of Color)?	
General Business Information	
Number of Employees	
Total # of Districts Served	
Years in Business	
Company References	
Reference #1 Name Contact Information (name, title, phone, email)	
Reference #2 Name Contact Information (name, title, phone, email)	

APPENDIX B – NON-COLLUSIVE CERTIFICATION

By submission of this bid/quote/proposal, the bidder certifies that:

1. The bid/quote/proposal has been independently arrived at without collusion with any other bidder, competitor, or Osseo Area Schools staff.

2. The bid/quote/proposal has not been knowingly disclosed by bidder, competitor, or Osseo Area Schools staff to any other bidder, competitor, or ISD 279 staff.

3. The bidder has not received information regarding competitor bids from another bidder, competitor, or ISD 279 staff.

4. This bidder has not been provided collusive information by others including Osseo Area Schools staff, which may discriminate against a competitor.

This signature certifies that I have first-hand knowledge that there have been no collusive actions or activities regarding this bid/quote/proposal with this bidder.

_____
Company Name

_____
Print Name of Authorized Signer

_____
Authorized Signature, Title

_____
Date

_____
BID/QUOTE/RFP NUMBER

APPENDIX C – ACCEPTANCE OF PROPOSAL CONDITIONS

I, as a duly authorized signer of the business listed below, understand and agree to all terms, conditions, and specifications/scope of work described herein. The undersigned is hereby submitting a proposal to Independent School District 279 – Osseo Area Schools. The undersigned has clearly cited deviations or exceptions within the submitted proposal and acknowledges that deviations and exceptions will be considered a conclusive and an official part of this proposal.

_____
Company Name

_____
Print Name of Authorized Signer

_____
Authorized Signature, Title

_____
Date

_____
BID/QUOTE/RFP NUMBER

APPENDIX D – DETAILED CONDITIONS AND SPECIFICATIONS

1. Product Samples *(Reference Sections 8.2, 8.4 and 9.1)*
2. Service Additions & Exclusions
    a. Clearly identify services requested in the RFP that your company does NOT provide.
    b. Outline any additional services your organization offers that may interest ISD 279 but were not explicitly requested.
3. Pre-Picture Day Communications: *(Reference Section 8.4)*
    a. Describe your timeline/action steps in communicating details for each site's picture day.
    b. Describe all tools and resources that will be provided to ensure clear and effective communication with ISD 279 families.
4. Staffing:
    a. Describe your staffing strategy including photographers and photographer helpers? *(Reference Section 16.0)*
    b. How do you assure your staff supports an open, friendly, and inclusive environment in working with a highly diverse staff and student population? *(Reference Section 12.0)*
    c. Please describe the experience level of your picture day staff working with a highly diverse staff and student population. *(Reference Section 12.0)*
5. Equipment, Tools, & Materials: *(Reference Section 8.2)*
    a. Share the specific equipment and materials that you will utilize to meet ISD 279's specifications described (camera, Student IDs, Photographic Paper and Image Editing Software/SaaS).
6. Describe Additional/Alternate Photography Services:
    a. Does the bidder provide candid/action photography for the sites?
        i. If so, please describe the extent of the candid/action photography services you offer.
        ii. If so, please describe the process for setting up candid/action photography for the sites?
        iii. What is the price of these additional sessions?
7. Order/Payment Management for ISD 279 Families: *(Reference Section 8.4)*
    a. Describe the process for electronic payment and steps taken to ensure payment security.
    b. Explain your process how ISD 279 families can pay for their orders using cash or check, including the payment process and the use of payment envelopes.
    c. Describe the process and timeline for ISD 279 families to return or cancel an order and receive a refund.
    d. Provide information about any photo packages or scholarships available for students in need. *(Reference Section 11.0)*
    e. Describe your approach to providing customer service after picture day, including turnaround times for issues.
8. Distribution:
    a. Describe delivery methods and your ability to accommodate individual site preferences.
    b. Explain how photo packages will be organized for efficient distribution.
    c. What is your standard expected delivery date of the final product?
    d. What is the process for RETAKES?
    e. Does the distribution of the retake pictures match the process and timelines described for the original picture day?
9. Yearbook Support:
    a. Detail the assistance offered to sites for compiling yearbooks.
    b. Describe the format and delivery process for yearbook images provided to ISD 279.

10. Student Data:
    a. Explain your method for securely transferring student data and images into Synergy or other ISD 279 systems. Include details on data privacy and security protocols.
11. Student and Staff ID Card: *(Reference Section 9.1)*
    a. Describe your proposed solution for meeting the ISD 279's identification card requirements.
    b. Can your solution print on multiple media types, including RFID-enabled cards? [Y/N]
    c. Are you able to handle the initial mass printing and distribution of identification cards as outlined in the RFP? [Y/N]
    d. Explain your delivery process on ISD 279 student and staff ID cards.
    e. Explain how your solution enables ISD 279 schools to print ID cards on-demand following the initial distribution.
    f. Does your barcode system support alphanumeric barcoding? [Y/N]
12. Packages and Itemized Pricing:
    a. Submit a detailed list of package options, including pricing, discounts, shipping costs, and fees for setup, rush orders, or minimum orders. *(Reference Section 8.5)*
    b. Ala Carte Pricing and Packages
    c. Alternate #1 Extracurricular Activities Packages *(Reference Section 8.6)*
    d. Alternate #1 Extracurricular Activities Ala Carte (Reference Section 8.6)
    e. State what package teacher and staff will receive for a complimentary photo package.
    f. Specify the complimentary photo package that will be provided to teachers and staff. *(Reference Section 8.14)*
13. Elementary Yearbooks:
    a. Provide detailed specifications for the elementary yearbooks, including features and format.
    b. Confirm whether yearbooks will be provided at no cost for all elementary students. [Y/N]
    c. If not, list costs for yearbooks for the following fiscal years (July 1st to June 30th).
        i. 2025-2026
        ii. 2026-2027
        iii. 2027-2028
        iv. 2028-2029
14. Value-add *(Reference Section 11.0)*
    a. Describe any other value-added financing and/or services offered to ISD 279.
15. ISD 279 Expenses:
    a. Describe any service or supply costs that ISD 279 would be responsible for.