Corinth School District
1204 North Harper • Corinth, MS 38834 • 662-287-2425

John Barnett, Ed.D., Interim Superintendent

Request for Proposal
For Photography Services (2025-2026)

Statement of Need

The Corinth School District is requesting proposals for Photography Services, including individual school day student portrait packages, photos for extracurricular activities, staff photos and headshots, and other school or district related functions throughout the year. The district reserves the right to extend the contract each year for a period of three years beyond the original contract period (36 months total). Proposal prices must be firm between July 1, 2025 through June 30, 2026 and cannot be withdrawn during that period. Successful proposals will maintain price quotes until all orders are completed.

General Information

The Corinth School District invites interested parties to submit proposals for photography services as outlined in the proposal requirements. The proposal consists of two parts, and the district reserves the right to award each part to either the same photographer or separate photographers. Dependent upon satisfactory performance of the contractor to meet the needs of the district, the renewal will be made yearly up to three years.

Omissions in the proposal of any provision herein described shall not be construed as to relieve the vendor of any responsibility or obligations to the complete and satisfactory delivery, operation and support of any services.

Should the vendor have questions or find discrepancies in, or omissions from this RFP, or shall be in doubt to its meaning, the vendor shall at once notify the Corinth School District. All questions should be emailed to bid@corinth.k12.ms.us with the subject line "2025-2026 Photography Services RFP Question." Any response will be uploaded as an addendum on https://www.corinth.k12.ms.us/about-us/public-bid-information.

It is the sole responsibility of the vendor to visit https://www.corinth.k12.ms.us/about-us/public-bid-information prior to bid submission to ensure they have the latest information.

Bid Submission Instructions

Proposals will be opened on June 13, 2025 and close on June 27, 2025. Any proposals received after June 27, 2025 will not be considered. Bids should be submitted electronically to bid@corinth.k12.ms.us or in a sealed envelope clearly marked as follows:
"2025-2026 Photography Services RFP" delivered to the Corinth School District Central Office, 1204 North Harper Road, Corinth, MS 38834. Envelopes not marked will remain sealed.

The Corinth School District reserves the right to reject any and/or all proposals and waive any informalities.

It is the sole responsibility of the respondents to ensure their responses arrive in a timely manner. Late arrivals will be rejected. The Corinth School District is not responsible for delays of any commercial carrier or delays incurred by the respondents.

Proposal Requirements
All proposals should address the statements below. Any other information that the vendor wishes to provide may be included in the proposal. Please make sure the proposal is signed, dated, and contains firm pricing by an authorized representative.

Vendors can submit a proposal for one section or both sections.

Part A: School Day and Staff Pictures

1. Individual pictures of students shall be taken at each school with a definite system for identification of pictures. A list of all student collections for each school location must be maintained including the student's name, grade, teacher's name and amount collected per student. Scheduling and conducting at least one make-up day for pictures is required at each school.
2. The picture packages are to be delivered to each school, grouped according to teacher and/or homeroom. Each packet will be identified with the student's name clearly marked on the front of the packet.
3. Each finished picture packet is required to have a reorder form and a quality guarantee form that instructs the parents on how to place a reorder for portraits and also how to resolve any problem they may have with their picture packet, without having to contact the school. This form can be printed on the back of the picture envelope or it can be printed on a separate form and inserted into the picture packet. Please enclose a sample of this form with your quote for review.
4. **Please include a sample picture packet and portfolio or a website link containing samples.**
5. Photos of each student photographed containing digital photo files capable of being imported into the school's student database shall be furnished for each school. In addition, yearbook photos of all students and staff is required for all Corinth School District schools that will be compatible with the yearbook publishing company requirements.
6. Please list your timelines for delivery of photo packages to students.
7. What commission structure do you propose for school pictures and how and when will it be paid?
8. What provisions will you make for providing pictures of seniors who are not financially able to purchase pictures?
9. Staff photos shall be taken for the yearbook and district website.

Part B: Sports and Event Photography

1. Team sports pictures

2. School-sponsored events including but not limited to Homecoming, Beauty Revue and Graduation. Please note that the award of this contract does not grant exclusive photography rights at district events; other individuals may also take photographs at these events.
3. What commission structure do you propose for sports and event photography and how and when will it be paid?

Additionally, all images will be shared with the school district for publication in the yearbook and for district use on the website, social media and print publications at no cost.

Evaluation Methodology
A contract shall be awarded based on the vendor submission that best meets the needs of the school district.

The following factors will be considered when evaluating proposals:
• Price of goods and/or services;
• The quality of the vendor's goods or services;
• The extent to which the goods/services meet the district's needs;
• Be able to supply all products and/or services;
• Flexibility and customer service.

The Corinth School District will look at all proposals and determine what is in the best interest of the school district. The Corinth School District reserves the right to accept or reject all proposals or sections thereof when the rejection is in the best interest of the school district. The district reserves the right to award to other than the lowest bidder when, in the judgement of the district administration, it is in the best interest of the district to do so. The district reserves the right to award without further discussion.

The Corinth School District has the right to terminate this contract for convenience, without penalty, for non- appropriation or non-availability of funds by delivery to the offer or of a "Notice of Termination" specifying the extent to which performance hereunder is terminated and the date upon which such termination becomes effective.

_____ _____
Printed Name Date

_____
Signature