



INSPIRE • INNOVATE • ENGAGE

NORTH SHORE
SCHOOL DISTRICT 112

Request for Proposal

STUDENT PHOTOGRAPHY SERVICES

**North Shore School District #112
Highland Park, IL**

March 2026

Introduction

North Shore School District 112 (hereinafter referred to as the “District”) invites qualified vendors to submit proposals to provide Student Photography Services for the school years ending June 30, 2027, 2028, and 2029. Specifications and proposal documents can be obtained from the District’s website at: <https://www.nssd112.org/departments/business-services/bids-and-proposals>

Proposal must be received no later than 10:00 A.M., April 10, 2026, via email to photographyrfp@nssd112.org

Late proposals will not be accepted and will be returned to the sender.

RFP Questions

Any questions about this RFP must be raised prior to the submission of the proposals. All questions must be submitted via email to photographyrfp@nssd112.org no later than 2:00 p.m. on March 30, 2026. Please include in the subject line: Student Photography Services RFP Question(s). Submitted questions and written responses, if any, will be provided by written addendum. A copy of such an addendum will be emailed to each person who has provided his/her email address to the District and requested that they receive a copy. Failure on the part of the Proposer to receive a written addendum prior to the time of the opening of proposals will not be grounds for withdrawal of its proposal. Proposers are not to contact other district administrators or employees directly. Oral explanations or representations will not be binding.

Background

The mission of North Shore School District 112, a community partnership committed to a world-class education, is to nurture every child to become an inspired learner, a well-rounded individual, and contributing member of a global community by striving for excellence within an environment that fosters innovation, respect, engagement and intellectual inquiry.

North Shore School District 112 is an elementary district, serving students from preschool through eighth grade. There are approximately 3,673 students enrolled in the District. There are 9 schools in the District, including seven elementary schools and two middle schools. A list of the school building and addresses is attached hereto as **Exhibit A**. The total number of employees is approximately 548 consisting of certified and non-certified staff, each part of their own union, and administrative staff.

The District consists of three district communities: the City of Highland Park, the City of Highwood and the community of Ft. Sheridan. The majority of the residents are considered, from a financial perspective, middle to upper class. Approximately 17% of the students, however, qualify under Federal Standards for subsidized meals.

District parents and community members are generally supportive of District initiatives and activities.

Process

The selection process will consist of an initial administrative screening of proposals. From the initial screening, selected vendors may be invited to send representatives in March for a personal interview by a committee consisting of District Administrators and possibly members of the Board of Education. Selected candidates may be requested to return for a second and/or Board interview. The committee will be responsible for screening applicants and presenting a recommendation to the Superintendent of Schools, who will present the finalist to the full Board of Education for consideration in April 2026. The final selection of the vendors by the Board is planned for the month of May 2026 Regular Board of Education meeting.

Thank you for your participation in the proposal process. The District looks forward to establishing a standing professional relationship with the successful candidate.

Proposal Documents

To provide comparable proposal information, please provide pricing information based on the specifications provided, in the RFP even though an alternative approach may be thought to be preferable. Use the “Other Considerations” selection of the Pricing Proposal Form if you believe alternative specification and pricing should be considered.

Proposal Schedule

The following is the anticipated schedule of events for this project. The schedule may change in the District’s discretion.

Release RFP & add to District’s Website	-	March 13, 2026
Questions Due from Vendors	-	March 30, 2026 – 2:00 p.m.
Issue Addendum to the FAQ, if necessary	-	April 2, 2026 – 2:00 p.m.
Proposals Due	-	April 10, 2026 – 10:00 a.m.
Presentation of Finalist	-	April 21, 2026
Award of Contract	-	May 19, 2026

Services Required:

Student Photos

Based on the terms of existing vendor contracts, the successful bidder may be restricted from providing services to certain schools until the terms of the existing contracts expire

1. Provide group staff photo and/or individual teacher photos
2. Provide class picture with teacher
3. Provide individual student pictures
4. Provide pictures of new staff including preparation of plastic ID badges per
5. District design standards.
6. Provide digital images for the use of the student information system and for yearbook purposes
7. Provide graduate composites
8. Provide a 24x28 graduate picture with frame
9. Provide 8th-grade pictures for a graduation wall
10. Provide a “sticker” picture for student files
11. Provide class pictures in a photo book for principal
12. Provide advertising posters – “Picture Day is Coming” etc.
13. Provide order forms – Best if done in two languages (English/Spanish) and handle all the money
14. Provide two cameras so picture taking moves along smoothly
15. Provide make-up day for students in both AM and PM classes
16. Provide appropriate background checks, fingerprinting and proof of insurance

This is not intended to be an exclusive arrangement. The District reserves the right to engage other photographers and to allow its parent and student groups to take photos for fundraising purposes.

Additional Services

Any additional services that the vendor believes would be of benefit to the District should be described in the proposal document. The District reserves the right to accept or separately ask for a proposal for these services with the vendors that respond and submit this proposal and related pricing.

Qualifications

The minimum qualification of the vendor shall include:

1. References of five school districts where the vendor provides services described above.

2. Produce quality portraits/photos. Please attach a sample of the product the District will receive.
3. Commitment to the delivery of timely and rescheduled service and delivery of the product. Please describe how your company would meet this commitment. Non-performance of this commitment and expectation would be a cause for termination of service.
4. Please describe any other qualifications that your organization may have that are believed to be of benefit to the District.

Fees

Complete in summary form the information requested on the attached “Fee Proposal Form”. The vendor should provide a price list for all services for each year of the proposed term. A Student Enrollment list is attached hereto as **Exhibit B**, for your reference. In this regard, the vendor should provide a proposal as to how to provide the opportunity for families that are entitled by Federal income standards to free or reduced meals and a waiver from paying District fees, to obtain a picture of their child. The District has approximately 639 children in this situation.

The vendor should also describe how the money for the picture taking process would be handled, including the way and at what rate, depending on who coordinates with the vendor, the school or the school’s PTO/A will be paid. The “rate” does not suggest a different pricing structure for a District school versus a PTO/A. The price should be the same regardless of who pays the fee. In addition, no fundraising activity or pricing is intended or requested.

The vendor shall pay the District a commission of the program’s total net revenue, payable to the District on an annual basis. This should be broken down by school. Commission proceeds will be distributed to individual District buildings for use by student groups. For purposes of calculating this fee, the net revenue shall include all net revenues received by the vendor as a result of the services provided, after reduction for any discounts or scholarships provided by the vendor. If an alternative method of commission is preferred, please provide details along with an estimate of the amount.

It should be noted that the District, following 30 days of written notice, may terminate its agreement with the school picture services vendor. In addition, the District reserves the right to extend the service period of the vendor for two additional and individual one-year periods.

Evaluation of Proposals

Vendor approval will be based upon the following criteria:

- Service
- Product Quality
- Cost
- References

The Board reserves the right to reject any and all proposals submitted and to request additional information from all Vendors. The award will be made to the Vendor that, in the opinion of the District, best meets the specifications of the RFP. If any vendor fails to meet the expectations set forth above and/or the quality of the product is deemed to be less than satisfactory, the District will have the right to discontinue the business agreement and the contract shall be considered null and void. The following factors will be considered in evaluating the responses to decide the award of the Agreement.

The following items must be included in your proposal:

- Company Resume
- Student Individual Picture Package Samples
- References
- Fee Proposal Forms: Student Photography Services

General Conditions

Non-Discrimination

The Vendor must be in full compliance with all applicable laws, rules and regulations regarding discrimination, including, but not limited to the Illinois Human Rights Act (775 ILCS § 5/1 et seq.), and the Equal Employment Opportunity Act (42 U.S.C. § 2000e), the Americans With Disabilities Act (42 U.S.C. § 12101 et seq.), and their rules and regulations.

Indemnification

The Vendor shall indemnify and hold harmless the Board and its individual board members, officers, employees, agents, volunteers, successors, and assigns (“Indemnitees”), from any and all costs, damages, losses, judgments, liabilities and expenses (including reasonable attorneys’ fees and litigation costs) (collectively, “Claims”) brought against or incurred by the Indemnitees arising out of, in connection with, or related to (1) any acts or omissions of the Vendor and its officers, subcontractors, employees and agents; and (2) any breach of the Agreement.

Bid Rigging and Bid Rotating

As required by the Criminal Code, 720 ILCS § 5/33E-11, by submitting a proposal, the Vendor certifies that it is not barred from contracting with any unit of State of Local Government as a result of a violation of any criminal statute including, but not limited to, the bid-rigging (Section 33E-3) or bid rotating (Section 33E-4) provisions of the Criminal Code. The Vendor agrees that if this certification is false, the Board may declare the Agreement void. The Vendor further certifies

that it will provide a drug-free workplace as required by the Illinois Drug-Free Workplace Act, 30 ILCS §§ 580/1 et seq. If applicable, the Vendor shall collect and remit Illinois Use Tax on all sales of tangible personal property into the State of Illinois in accordance with the provisions of the Illinois Use Tax Act, 35 §§ ILCS 105/1 et seq., regardless of whether the Vendor is a retailer maintaining a place of business within this State” as defined in Section 2 of the Use Tax Act.

Compliance with Applicable Law

The Vendor shall at all times observe and comply with all applicable laws, rules, ordinances and regulations, including, but not limited to, the Equal Employment Opportunity Act (42 U.S.C. § 2000e), and the Illinois Criminal Code (720 ILCS 5/1 et seq.), and obtain all necessary licenses and approvals in performing under this RFP and its proposal. Further, the Vendor must comply with all licensing provisions, employee criminal background checks, state and federal disability and other non-discriminatory and accessibility requirements including the Americans With Disabilities Act, state and federal laws prohibiting smoking and consuming alcohol on school property, and state laws prohibiting the presence of sex offenders on school district property. The Vendor shall comply with the requirements of the Illinois Human Rights Act (775 ILCS 5/1 et seq.), including but not limited to the adoption of sexual harassment policies and procedures. The Vendor represents and warrants to the Board that none of its employees or any of the employees of its agents or contractors that provide any services on the Schools have been convicted of crimes that would prohibit their presence on public school property.

Presence of Child Sex Offenders on School Property

The Vendor acknowledges that pursuant to the Illinois Criminal Code (720 ILCS 5/11-9.3), it is unlawful for a child sex offender to knowingly be present on school property when persons under the age of 18 are present without the specific notification to and permission of the Superintendent or the Board of Education. Child sex offenders found to be present on school property without permission will be considered trespassers and will be prosecuted in accordance with Illinois law. The Vendor shall ascertain that its employees are notified of this law and that said employees are directed to notify the Vendor if they have been convicted of a sex offense restricting their presence on school property. The Vendor will then provide appropriate and immediate notification to the Board. The Board reserves the right to request the removal from the project of any persons, including, but not limited to, employees of the Vendor, who engage in conduct in violation of the law or a Board policy or in conduct otherwise disruptive to the education process or detrimental to students in the area. The costs related to such removal and substitution of personnel shall be borne solely by the Vendor.

The District may require that the vendor replace any individual providing services hereunder if, in the District’s sole discretion, the individual is detrimental to the District’s students or school environment.

Student Records

Vendor and the individuals performing services on its behalf shall have access to the District’s records (including, but not limited to student records) only to the extent necessary for performance of the Services. Vendor agrees that any information it receives from the District or otherwise in the performance of Services with respect to individual students in conjunction with services provided under the agreement shall remain the property of the District and shall be treated and

maintained by the Vendor as confidential information and used only for the identified purposes in conjunction with the services under the agreement.

Such records shall not be disclosed to third parties for any reason other than to law enforcement or medical personnel in the event of an emergency or as otherwise may be required by law, and will not be used for the Vendor's own personal or business purposes outside the performance of services under the agreement. All information that qualifies as a student record under Family and Educational Rights Privacy Act and the Illinois School Student Records Act shall be handled by the Vendor in accordance with those laws. If there is a breach of such information (i.e. disclosure to a third party by Contractor or agent of Vendor), Contractor shall, within two (2) calendar days of knowledge of the incident, inform the School District of the breach and the data affected. Contractor further agrees to comply with all state and federal laws, including, but not limited to, the *Illinois School Student Records Act*, the *Illinois Mental Health Act and Developmental Disabilities Confidentiality Act*, the federal *Family Educational Rights and Privacy Act*, the *Health Insurance Portability and Accountability Act of 1996* ("HIPAA") and all rules and regulations governing the release of student, personnel, and medical records.

Vendor will implement administrative, physical and technical safeguards that reasonably and appropriately protect the security, confidentiality and accessibility of the District's employee and student records. Upon termination of the agreement with or without cause or upon expiration of its term, any School District employee or student record information in possession of Vendor or individuals performing services on its behalf shall be returned to the School District and all copies of such information in all formats destroyed in accordance with all applicable laws and U.S. Department of Education and Privacy Technical Assistance Center guidelines within 30 days of termination unless the Agreement provides for Contractor to maintain the records for a longer period of time.

Compliance with School District Rules and Policies

Vendor must adhere to and abide by all federal and state guidelines pertaining to providing the services. While on school property, the Vendor shall comply with all District policies, rules, procedures, and instructions, including related to health and safety precautions.

**North Shore School District 112
Student Photography Services
Fee Proposal Form**

1. **Basic Price Student Picture Packages (minimum of four (4) required):**

Package #1 Price \$

Please list picture sizes and quantities:

Package #2 Price \$

Please list picture sizes and quantities:

Package #3 Price \$

Please list picture sizes and quantities:

Package #4 Price \$

Please list picture sizes and quantities:

Vendor may submit additional student picture packages and pricing, if available: Please attach a separate form showing options and prices for any other packages you will be offering.

2. **Basic Price Student Picture Package Ala Carte Items (minimum of four (4) required):**

Package #1 Price \$

Please list picture sizes and quantities:

Package # 2

Price \$

Please list picture sizes and quantities:

Package #3

Price \$

Please list picture sizes and quantities:

Package #4

Price \$

Please list picture sizes and quantities:

Vendor may submit additional student picture packages and pricing, if available: Please attach a separate form showing options and prices for any other packages you will be offering.

3. Cost increase / decrease contract renewal options:

A. For the second year of the contract, 2027-2028, RFP prices shall:
VENDOR MUST CHECK ONE OF THE BOXES BELOW

- Remain unchanged from 2026-2027
- Be reduced by _____% from 2026-2027
- Be increase but not to exceed _____% from 2026-2027

B. For the third year of the contract, 2028-2029, RFP prices shall:
VENDOR MUST CHECK ONE OF THE BOXES BELOW

- Remain unchanged from 2027-2028
- Be reduced by _____% from 2027-2028
- Be increase but not to exceed _____% from 2027-2028

4. List all products and/or services that would be inclusive at no cost with the student picture package contract award.

5. List all products and /or services available, which would incur an additional cost to the student picture package contract award.

Submitted By:

Company Name: _____

Address: _____

Phone: _____

E-mail Address: _____

I, the undersigned, as the owner or legally authorized representative of the above-named company, by signing the following statement, agree that I have READ and UNDERSTAND all of the Instructions, Terms and Conditions contained herein and that if accepted by North Shore School District 112, all of the provisions are part of a binding contract between North Shore School District 112 Board of Education and our company. I also certify that this proposal is made without previous understanding, agreement, or connection with any person, firm or corporation making a proposal for the same contract, and is in all ways fair and without collusion of fraud.

Owner or Legally Authorized Representative: _____

Title: _____

Signature: _____

Date: _____

EXHIBIT A

School Building Addresses

Braeside School @ Green Bay	Edgewood Middle School	Indian Trail School
1936 Green Bay Road Highland Park, IL 60035 (Temporary Location)	929 Edgewood Road Highland Park, IL 60035	2075 St. Johns Avenue Highland Park, IL 60035
Northwood Middle School	Oak Terrace School	Ravinia School
945 North Avenue Highland Park, IL 60035	240 Prairie Avenue Highwood, IL 60040	763 Dean Avenue Highland Park, IL 60035
Red Oak School	Sherwood School @ Elm Place	Wayne Thomas School
530 Red Oak Lane Highland Park, IL 60035	2031 Sheridan Road Highland Park, IL 60035 (Temporary Location)	2939 Summit Avenue Highland Park, IL 60035

EXHIBIT B

Schedule 1 Enrollment Data	
School	Enrollment
Braeside School @ Green Bay School	252
Edgewood Middle School	671
Indian Trail School	451
Northwood Middle School	475
Oak Terrace School	481
Ravinia School	339
Red Oak School	201
Sherwood School @ Elm Place	382
Wayne Thomas School	421
Total Enrollment	3673