

Yakima School District No. 7
104 North Fourth Avenue
Yakima, WA 98902

**REQUEST FOR PROPOSAL
HIGH SCHOOL YEARBOOK SERVICES
2026-2027 SCHOOL YEAR**

PROPOSAL NUMBER: 03-2526

ISSUE DATE: May 08, 2026

CLOSING DATE: May 22, 2026

CLOSING TIME: 3:00 PM

PROPOSAL DISCRIPTION: The Yakima School District is seeking proposals from qualified Vendors for management and classroom support in the preparation of, and the printing the secondary school yearbooks. It is the intention of the District to award a contract based on the proposal system best meeting the needs of the school yearbook program relative to the award criteria listed in this Request for Proposal.

GENERAL TERMS & CONDITIONS

PROPOSAL COMPLETION: Proposal must be completed in so far as possible on the enclosed proposal document and signed by an authorized representative. Please include **Company's name** and proposal identification, "**Yearbook Proposal 03-2526**", on your envelope and provide three copies of the completed and signed proposal sealed therein to the Purchasing Office, Christi Kirk, Procurement Program Manager, at the above address. Proposer may retain the "terms and conditions" portions.

PROPOSAL QUOTATIONS: Unless otherwise specified, all prices shall be for new merchandise F.O.B. destination. Unless proposal is designated "all-or-none", proposer may bid on any or all Items. Tie-ins will be considered where advantageous. Prices quoted shall include all handling, shipping and packaging costs.

ALTERNATES: The District often uses manufacturer's brands, processes or model designations as a specifications standard. In some cases, special brands are designated for compatibility with existing facilities or equipment. Brands of equal specification, quality, performance and use will be considered on an "or equal" basis. Offerings of alternate quality or features will, at District discretion, be considered on an "alternate" basis. All "or equal" proposals or "alternate" proposals must include complete description and/or descriptive literature with proposal document.

PROPOSAL CHANGES OR WITHDRAWAL: All changes and erasures must be made before proposal opening time and initialed. Proposer may not withdraw his proposal after the proposal opening time or prior to the award of contract(s).

DELIVERY: Deliveries must be properly identified with packing list(s) or label(s) designating appropriate purchase order number. All merchandise is subject to inspection and acceptance by District No.7 personnel before final payment. At discretion of the District, partial payments may be made for partial deliveries.

ACCEPTANCE/REJECTION: District No.7 reserves the right to accept or reject proposals on each item separately or as a whole, to reject any or all proposals, to waive informalities or irregularities and to contract in the best interests of the District. Bids, proposals, and limited solicitation responses will be firm for 60 days. Successful Proposer shall enter into contract with the District within ten days from date of purchase authorization from the District No.7 Board of Directors.

SAMPLES: In some cases samples will be requested to be furnished by proposer at no charge to the District to determine acceptability of an item. Samples will be returned upon request by the proposer if a return-request is received with the sample(s).

TAXES: Please state the rate of sales tax that is charged on the proposal form.

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EQUAL EMPLOYMENT: Unless exempted by rules of the Secretary of Labor to appropriate sections of Executive Order 11246, as amended by 11375, the proposer agrees to supply District No.7 a completed "Equal Employment Opportunity Compliance Certificate" if such is requested.

STATEMENT OF NON-DISCRIMINATION: No person shall be denied or subjected to discrimination in receipt of the benefits of any services or activities made possible by, or resulting from, this Agreement on the grounds of sex, race, color, creed, or national origin. Any violation of this provision shall be considered a material violation of this Agreement and shall be grounds for cancellation, termination, or suspension in whole or in part of this Agreement. The Yakima School District is an Equal Opportunity Employer and complies with the requirements of ADA. Inquiries regarding compliance and/or grievance procedures may be directed to the District's Title IX/RCW 28A.640 compliance officer and ADA coordinator, Robert Noe, Chief Legal Counsel (509)573-7039.

INDEMNIFICATION: Each party shall indemnify and hold harmless the other party, its officers, agents, and employees, from all liability, loss or damage, including costs of defense they may suffer as a result of claims, demands, actions, damages, costs or judgments which result from the actions performed by the indemnifying party, its agents, employees, or subcontractors pursuant to this Agreement.

DEBARMENT: Service Provider certifies that its organization, its principals, or any lower tiered participant /sub-recipient of the contractor have not been suspended or debarred from federally funded grant related work. The Service Provider shall notify the District immediately if its organization, its principals, or any lower tiered participant/sub-recipient of the Service Provider become suspended or debarred from federally funded grant related work during the term of this agreement. Failure to notify will be considered a breach of the agreement.

EMPLOYMENT PROHIBITION: In accordance with Title 28A RCW: The Contractor shall prohibit any employee of Contractor from working at a public school who has contact with children at the school during the course of his or her employment who has pled guilty to or been convicted of any felony crime involving the physical neglect of a child under Chapter 9A.42 RCW, the physical injury or death of a child under Chapter 9A.32 or 9A.36 RCW (except motor vehicle violations under Chapter 46.61 RCW), sexual exploitation of a child under Chapter 9.68A RCW, sexual offenses under Chapter 9A.44 RCW where a minor is the victim, promoting prostitution of a minor under Chapter 9A.88 RCW, the sale or purchase of a minor child under RCW 9A.64.030, or violation of similar laws of another jurisdiction. Any failure by Contractor to comply with this section shall be grounds for Yakima School District to terminate the contract.

BACKGROUND CHECKS: The Service Provider certifies that all employees who will or may have unsupervised access to children under sixteen years of age or developmentally disabled persons or vulnerable adults during the course of providing services to the District have had the required criminal records checked through Washington State Patrol criminal identification system pursuant to RCW 43.43.830 through 43.43.834, 10.97.030 and 10.97.050 and through the Federal Bureau of Investigation. The Service Provider certifies the record check included a fingerprint check using a complete Washington state criminal identification fingerprint card.

The Service Provider certifies that all employees providing services to the District have no criminal conviction record which would preclude the individual from providing services to the District, and that the Service Provider has a sworn statement from all employees providing services to the District that the employee has not been found in a civil adjudication to have sexually assaulted, exploited any minor, or physically abused any minor, or developmentally disabled person in accordance with RCW 43.43.834.

VENUE: This solicitation is governed by the laws of Washington. The parties agree that any litigation concerning this bid, request for proposal, limited solicitation, or subsequent contract, must be brought in the Yakima County District Court in and for the County of Yakima, State of Washington, and the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees.

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AWARDS: Successful proposer will be notified by the district following purchase approval by the Yakima School District Board of Directors.

MINORITY OWNED AND WOMEN OWNED BUSINESS ENTERPRISES: The District encourages the participation of Minority Owned and Women Owned Business Enterprises in this Request for Proposal.

TOBACCO/DRUG/WEAPON PROHIBITION: District property is a tobacco free, drug free, and weapon free environment. Contractor personnel shall conform to this policy at all times while on District premises.

ACCESS AND RETENTION OF RECORDS: The Service Provider agrees to provide the district, state auditor, federal representative, or their authorized agents, access to any records/reports necessary to determine contract compliance. The contractor agrees to create and retain records supporting the services rendered or supplies delivered for a period of three years after either the completion date of the contract or the conclusion of any claim, litigation, or exception relating to the contract taken by the Yakima School District or third party.

LITIGATION COSTS AND EXPENSES: In the event of litigation in connection with or concerning the subject matter of this Agreement, the prevailing party shall be entitled to recover all costs and expenses incurred by such party in connection therewith, including reasonable attorneys' fees.

IINSURANCE: Service Provider shall maintain the following insurance through a company authorized to do business in the State of Washington, and shall provide the District (ATTN: PURCHASING DEPT.) with proof of such insurance prior to the commencement of work:

- A. Liability insurance for bodily injury and property damage, with coverage of not less than one million dollars (\$1,000,000) for any one occurrence.
- B. The Owner shall be named as an additional insured on all certificates of insurance with the additional insured endorsement attached

COPYRIGHT LICENSE AND PATENT RIGHTS: Vendor acknowledges the District reserves a royalty-free, non-exclusive, unlimited, and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use for local, state, and federal government purposes: (1) the copyright in any work developed under this agreement; and (2) any rights of copyright to which vendor purchases ownership using funds under this agreement. Vendor must consult with the District regarding any patent rights that arise from, or are purchased with, funds under this agreement

TERMINATION: Either party may terminate this Agreement, with or without cause, by giving the other party thirty (30) days written notice of termination.

QUESTIONS: Questions regarding proposals or requests for additional information should be directed to Christi Kirk, Procurement Program Manager, at kirk.christi@ysd7.org.

**HIGH SCHOOL YEARBOOK SERVICES
YEARBOOK SPECIAL INSTRUCTIONS & INFORMATION**

PROPOSAL NUMBER: 03-2526

1. **PROPOSAL AWARDS:** Awards will be made on an individual basis by school.
2. **CONTRACT LENGTH AND PERFORMANCE:** This invitation for proposal is for the 2026-2027 school year. This contract may be renewed at the option of the District for three (3) additional years for the 2027-28, 2028-2029, and 2029-2030 school years. If the District does not wish to exercise this renewal option, the Vendor will be notified no later than July 31st of each year.
3. **DELIVERY:** All yearbooks are to be delivered F.O.B. Destination to the individual schools as shown below.
4. **BID DOCUMENTS & SPECIFICATIONS:** Each school has the same specifications and bidders may use the same bid document. Please note any of your exceptions to our specifications and complete the bid document in its entirety, including options. The final section is for the total of both bids and any discount for receiving both yearbooks.
5. **ADVANCE PAYMENT DISCOUNT:** If the District chooses to take advantage of any advance payment discount, a Performance Bond will be required of the successful bidder(s) at no additional cost of the District.
6. **DEADLINES:** All deadlines will be mutually agreed upon between each school and the successful bidder(s). Final deadlines shall be not less than five weeks prior to delivery. Specific dates shall be established in September for the various deadlines and postmark dates shall be used to determine compliance with established deadlines.
7. Advisors will determine other deadlines with the printer during the first month of school; five deadlines, to be spaced from January until the final deadline, are expected with no deadline closer than three school weeks. School may be penalized one day for each one day a deadline is missed; but schools will have the opportunity to make up time lost from missed deadlines by submitting copy prior to the next deadline in order to retain the final delivery as originally scheduled. School may, without penalty, submit spring sports pages after the final deadline in case that deadline occurs before state tournament dates and the school teams competing. In each event Advisor must notify company by the end of the regular season.
8. Should it appear that the meeting of the final delivery date is in jeopardy as a result of missed deadlines, the vendor is responsible to inform the yearbook advisor ten days prior to the final deadline that if such deadline is missed, late delivery may be implemented or an overtime charge may be levied; and the estimated amount of such overtime changes should be quoted.
9. Eisenhower High School yearbook staff consists of 14 student computers and one advisor computer. A.C. Davis High School yearbook staff consists of 10 student staff computers and one advisor computer.
10. The District is not liable for any costs incurred by the Proposer in the preparation and evaluation of Proposals submitted. Samples of items required must be submitted to the location and by the time specified. Unless otherwise specified, samples shall be submitted with no expense to the District. If not destroyed by testing, samples may be returned at the Proposer's request and expense within thirty (30) days of the Proposal opening.
11. The Proposer warrants by signing hereon that no gratuities (in the form of entertainment, gifts, or otherwise) were offered or given by the Proposer or any agent or representative of the Proposer, to any officer or employee

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of the District with a view toward securing the contract or securing favorable treatment with respect to any determinations concerning the performance of the contract. For breach or violation of this warranty, the District shall have the right to terminate the contract, either in whole or in part, and any loss or damage sustained by the District in procuring on the open market any items which Proposer agreed to supply, shall be borne and paid for by the Proposer.

The rights and remedies of the District provided in the clause shall not be exclusive and are in addition to any other rights and remedies provided by law or under the contract.

12. **VENDOR SELECTION CRITERIA:** Quality of product, attentive service, reputation of the vendor, as well as price will be considered in selecting yearbook provider. These criteria will also be factors when deciding whether to take advantage of renewal options.
13. An Evaluation Team will evaluate Proposals using the criteria set forth in this Proposal.
 - 40% Pricing
 - 20% Management Plan
 - 15% References
 - 15% Completeness and quality of proposal
 - 10% Samples

A review panel with experience in yearbooks and student relations will read and evaluate the proposals. The panel may request separate conferences with proposers to clarify proposals and/or ask for additional information. No commitment will be made to select a proposal solely on the basis of price or to select a proposal solely on the basis of information contained in this RFP. Low price determination shall be based upon the anticipated cost for each site over the initial term and three possible contract years (which include the renewal years).

During the evaluation process, the school may require proposers to formally present their products, processes, and capabilities. Should presentations be required, vendors agree to respond to requests of this nature within 24 hours of initial notification. Production samples may be required during the evaluation and, at the discretion of the school, the samples offered by the successful bidder may be retained for comparative purposes until satisfactory completion of the contract.

The District may conduct investigations, as it deems necessary to assist in the evaluation of any Proposal and to establish the responsibility, qualifications, and financial ability of the Proposer to supply materials and/or services to the District's satisfaction within the prescribed time. The District reserves the right to reject the Proposal of any Proposer who does not pass any such evaluation to the District's satisfaction.

All listed factors, including, but not limited to, price, technology, past performance, reputation, quality of service and printing, ability to provide service (including delivery and processing equipment) will be taken into consideration. If the proposer would like to provide additional information regarding these factors, please attach the data to the proposal.

14. **MANAGEMENT PLAN:** At a minimum, each proposal must contain the following items:
 1. Cover letter and company profile, including full legal name, address, phone, and fax number, and description of your company's background.
 2. Current resumes of local school representatives and plant representatives to be assigned to the District.

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3. A management plan to collaborate with each school's Yearbook Adviser and staff for the production and delivery of successful yearbooks. Your plan should include, at a minimum, the following:

- Communication guidelines and staff contacts and responsibilities
- Listing of services and support available to the district staff and students assigned to the yearbooks. Items should include any additional cost. List of services and support should include but not be limited to:
 1. Workshops for Students and Advisors
 2. Proposed Schedule for visiting High Schools and Training
 3. Educational Materials
 4. Budget Tracking and Support
 5. Computer programs and technical support
 6. Classroom Activities
 7. Promotional & Yearbook Sales Support
 8. General Troubleshooting
- Detailed description of company policy and method for handling adjustments for errors made in production of the yearbooks, including a return policy for damaged or imperfect books.
- A comprehensive list and cost sheet for yearbook production supplies, upgrades and extras available through your company.
- A complete list of any special offers (i.e. color offers), "extras" or savings opportunities you would like considered in your proposal.
- A list of all free fonts included in your bid.
- The completed price proposal sheet.

15. **EXPERIENCE:** Because of the size and scope of this proposal, the successful Proposer(s) must be prepared to show previous experience in school yearbook preparation (preferably within the State of Washington), as well as provide the Yearbook Adviser with samples of yearbooks which are similar in scope to yearbooks produced by the proposing school.

16. **PROMOTIONAL MATERIALS:** Promotional materials (i.e., posters, home mailers, dual language – Spanish, etc.) shall be provided to the schools at no additional charge. The successful Proposer must have sufficient quantity of materials for advertising in the schools with which they have contracts. Please include samples with this proposal.

17. **ASSIGNMENT OF CONTRACT:** The Proposer shall not assign this contract nor any part thereof, nor any moneys due or to become due there under, without the prior written approval of the District.

**HIGH SCHOOL YEARBOOK SERVICES
YEARBOOK SPECIAL INSTRUCTIONS & INFORMATION**

School:	Eisenhower High School	Davis High School Title
of Publication:	Reveille	Lolomi
Delivery:	Eisenhower: On or before May 26 th , of the current Yearbook contract in effect.	
	Davis: On or before May 26 th , of the current Yearbook contract in effect.	

BASIC BOOK CONSTRUCTION

1. Eisenhower: 2,000 copies, 184 school material pages with a 16 page supplement.
Davis: 1,800 copies, 184 school material pages with a 16 page supplement. Note:
These pages exclusive of cover end sheets and blank pages and to include index.
2. 8-1/2 X 11 trim sizes for both Eisenhower and Davis.
3. Offset Printing
4. Paper: 80# yearbook enamel, school's choice of gloss or matte surface.
5. Type: School's choice of typeface; (Supplier will send sample of company provided fonts)
6. Binding: Smythe-sewn, rounded, backed and pressure creased.
7. Cover: Book to be bound with stiff cover, 160 point, cross-laminated binder's board.
Choice of schools own design, screen cover (1 color applied) or company embossed design.
8. End Sheets: Solid color, school's choice of colors or choice from company stock end sheets.
9. Full page proofs, high resolution PDF's.
10. Cover Proof: If full color cover is used, printer to furnish a copy at no cost to purchaser.

STAFF PROCEDURES:

1. All pictures, including color and art work to be submitted digitally.
2. Copy to be submitted without regard to signature arrangement multiples or consecutive pages.
3. All necessary developmental supplies, instructional materials and staff preparation aids to be supplied by the printer not later than 30 days following award of bid.

CONDITIONS:

1. Eisenhower and Davis High Schools will not be responsible for charges for special services, handling or additions not covered in this bid unless specifically approved in writing by the school principals.
2. The yearbook printer agrees to pay to each high school a penalty of \$250.00 per day for each day they may be late in delivery of the book so long as the school meets all established deadlines. In the event of missed final deadline the printer shall have one-day leeway on the delivery date for each day of deadline delay from the school before such penalty is imposed.
3. Art Time Requirements – Included in this proposal will be 2 hours of Art Time for yearbook cover.

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**HIGH SCHOOL YEARBOOK SERVICES
YEARBOOK SPECIAL INSTRUCTIONS & INFORMATION**

PROPOSAL

Basic Bid F.O.B.	Spring Delivery For 2,000 copies	Spring Delivery For 1,800 Copies
	Eisenhower \$ _____ All Color Book Eisenhower Eisenhower High School 702 S. 40 th Avenue Yakima, WA 98908	Davis \$ _____ All Color Book Davis High School 212 S. 6 th Avenue Yakima, WA 98902

	EISENHOWER	DAVIS
Discount for advance payment (if allowed)	\$ _____	\$ _____
Price	\$ _____	\$ _____
Show discount (if any) for meeting all deadlines	\$ _____	\$ _____
Show discount (if any) for submitting signatures on time for each deadline	\$ _____	\$ _____

**PROPOSAL FOR ADDITIONAL SCHOOL
YEAR 1 (2027-2028) YEAR 2 (2028-2029) AND YEAR 3 (2029-2030)**

	EISENHOWER	DAVIS
Price percentage increase for 1 st year	\$ _____	\$ _____
Price percentage increase for 2 nd year	\$ _____	\$ _____
Price percentage increase for 3 rd year	\$ _____	\$ _____

IT IS REQUIRED THAT YOU COMPLETE AND SUMIT WITH THIS FORM ALL SUBSEQUENT PAGES.

_____ COMPANY	_____ ADDRESS
------------------	------------------

_____ NAME OF AUTHORIZED REPRESENTATIVE	_____ PHONE NUMBER
--	-----------------------

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NOTE: ABSENCE OF AUTHORIZED SIGNATURE WILL INVALIDATE PROPOSAL!

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**HIGH SCHOOL YEARBOOK SERVICES
YEARBOOK SPECIAL INSTRUCTIONS & INFORMATION
OPTIONAL ITEM PRICE LIST**

PROPOSALS ARE REQUESTED ON ALL ITEMS ON THE OPTINAL PRICE LIST

IF ANY OPTIONAL ITEM IS NOT A FIRM PRICE, PLEASE NOTE

Each of the Yakima High Schools will have differing requirements as to number of books, types of print and color, and other specifications; these will be determined on the basis of cost factors shown in the following optional item prices. Each yearbook Advisor will review these Optimal Items to assist them in arriving at final specifications for the particular book. It is therefore requested that each bidder indicate his price, if any, on the Optional items. If there is no charge by your company for such items, please indicate "NC" or "NO Charge", do not leave such an item blank. Base all charges on 1,800 books for Davis and 2,000 books for Eisenhower for total number and also a per book price.

PAGE SUBMISSION: If there is a price differential for method of page submission, bidder is desired to indicate.

	EISENHOWER	DAVIS
PAPER STOCK: Specify type and submit samples		
Legend Gloss 100#	\$ _____	\$ _____
Matte finish	\$ _____	\$ _____
Colored stock in one signature	\$ _____	\$ _____
(Describe _____)	\$ _____	\$ _____
Other (Describe _____)	\$ _____	\$ _____

COVER: (Price per book)

A. Base price, Lithograph, one applied color	\$ _____	\$ _____
B. Base price, Silk Screen, one applied color	\$ _____	\$ _____
C. Base price, Embossed, one applied color	\$ _____	\$ _____
D. Base price, one applied color, other process (name of describe) _____	\$ _____	\$ _____
E. Base price, Foil stamped (included size limitation to stamped area)	\$ _____	\$ _____

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COVER, continued

EISENHOWER

DAVIS

F. 4 – process, if submitted by _____	\$ _____	\$ _____
if submitted by _____	\$ _____	\$ _____
if submitted by _____	\$ _____	\$ _____
G. Die cost for school-design Embossed cover	\$ _____	\$ _____
	\$ _____	
H. Graining (indicate if some are available NC)	\$ _____	\$ _____
I. Quarter binding (Prices per book, per color)	\$ _____	\$ _____
J. Additional applied color(s) on Silk Screen	\$ _____	\$ _____
K. Additional applied color(s) on Lithograph	\$ _____	\$ _____
L. Additional applied color(s) on Embossed	\$ _____	\$ _____
M. Metalay or similar metallic effect (describe if other than Metalay)	\$ _____	\$ _____
N. Any other cover _____	\$ _____	\$ _____
O. Print on Spine		
Silk Screen	\$ _____	\$ _____
Lithograph	\$ _____	\$ _____
Embossed	\$ _____	\$ _____
P. Per hour cost for a Virtual Session	\$ _____	\$ _____

END SHEETS: (Price per Book)

Minimum of 65# Stock

A. One applied solid color, school choice	\$ _____	\$ _____
1. same front and back	\$ _____	\$ _____
2. one applied, one stock	\$ _____	\$ _____
B. One applied color		
1. same front and back	\$ _____	\$ _____
2. different front and back	\$ _____	\$ _____
3. second applied color	\$ _____	\$ _____
C. Four-color process		
1. same front and back	\$ _____	\$ _____
2. different front and back	\$ _____	\$ _____
D. Colored paper stock, same front and back	\$ _____	\$ _____
E. Company-design 4 –color stock		
1. same front and back	\$ _____	\$ _____
2. two company designs	\$ _____	\$ _____
3. one design, one stock color	\$ _____	\$ _____
F. Foil stamp	\$ _____	\$ _____
G. Other: (Describe) _____	\$ _____	\$ _____

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OPTIONAL ITEM PRICE LIST (Continued)

TYPEOGRAPHY

- A. Non Company Fonts
- B. Company Fonts
- C. School Supplied Fonts

EISENHOWER

\$ _____
\$ _____
\$ _____

DAVIS

\$ _____
\$ _____
\$ _____

D. SPOT COLOR:

Color Options

- 1. Custom
- 2. Metallic

\$ _____
\$ _____

\$ _____
\$ _____

GENERAL OPTIONS

- A. Cost per book for addition or reduction of number of copies
- B. Cost for addition or reduction of
 - 1. 4 pages
 - 2. 8 pages
 - 3. 16pages

\$ _____

\$ _____

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

- C. Cost of additional supplement
 - 1. 16 page with adhesive strip
 - 2. 24 page with adhesive strip
 - 3. 32 page with adhesive strip

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

- D. Buy Back Cost to keep original ship date due to missed deadline.

\$ _____

\$ _____

DEADLINES*

Include timeline for proofs

1st dead line

2nd deadline

3rd deadline

4th deadline

EISENHOWER

DAVIS

- A. Page number change if caught on proofs.
- B. Page number change after proof submission
- C. Correction charge after proof submission

\$ _____
\$ _____
\$ _____

\$ _____
\$ _____
\$ _____

***Deadlines will be mutually agreed upon by the advisor and sales representative**

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VENDOR'S SERVICE INFORMATION

Each bidder shall complete one "Vendor's Service Information" to cover all yearbook proposals for Yakima School District #7. If circumstances vary from one school to another, please note such variations.

1. Resident location of Company representative who will call at the schools.

NAME _____

ADDRESS _____

E-MAIL ADDRESS _____

PHONE NUMBER _____

2. Identify location of Company plant or plants that would be involved in the production of any phase of the yearbook.
3. Identify other service personnel who would be available to school and the area of their service expertise. How does that school contract these individuals?
4. Identify anticipated in-building service schedule and service assistance to be given.
5. Identify (or attach) any additional service-related information that may be of assistance in evaluating the total service of your firm.
6. What penalties are imposed for missed deadlines?
7. Attach a list of charges for pages needed to be re-released.
8. Are there computer generated proofs, which allow changes at no cost?

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9. What computer programs (software) are needed for your company? What are your system requirements for your software? Browsers, Etc.
10. What industry standard software is needed for your company?
11. What other technologies does your company employ for the production of yearbooks that you believe would be of value to the District? Please describe.
12. List computer program(s) available from your company and available training?
13. Does your company allow a full array of formulary colors at no charge?
14. Explain your companies On Line Sales Program, if any?

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REFERENCES

COMPANY _____

Please list the names, addresses and phone numbers of at least three high schools or other similar institutions your firm is doing/has done yearbook business with of similar size to the Yakima School District.

High School _____

Yearbook Name _____

Advisory Name _____

Advisor's School Phone Number _____

Advisor's School E-mail _____

School Street Address _____

School City/State/Zip _____

High school _____

Yearbook Name _____

Advisory Name _____

Advisor's School phone number _____

Advisor's School E-mail _____

School Street Address _____

School City/State/Zip _____

High school _____

Yearbook Name _____

Advisory Name _____

Advisor's School phone number _____

Advisor's School E-mail _____

School Street Address _____

School City/State/Zip _____