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“Achieving Excellence, Honoring Tradition”

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Request for Proposal (RFP)

Student & Staff Photography, Yearbooks, and District Visual Media Services

Delaware City Schools (DCS) in Delaware, Ohio, is seeking proposals from qualified vendors for comprehensive photography, yearbook, and visual media services. The selected partner will deliver professional portraits, event coverage, and end-to-end yearbook production to preserve memories and elevate the district’s visual brand across its campuses.

Objective

To secure a reliable, high-quality media partner capable of streamlining picture days, offering robust family purchasing options, and producing engaging, top-tier yearbooks for students and staff.

Scope of Services

The awarded vendor will provide services spanning three core areas:

- School Photography: Underclassman portraits, senior portraits, staff photos, and large group/class panoramas. Spring and fall sessions must include robust online proofing and ordering systems directly for parents.
- Yearbook Production: Page design software, printing, binding, and distribution. Proposals should include flexible templates, robust proofing processes, and varied options (softcover, hardcover, and custom senior covers). [\[1\]](#) [\[2\]](#)
- Visual Media Services: Event photography for graduations, academic banquets, and district-wide marketing or athletic events.

Key Requirements

- Experience & Scale: Proven track record of servicing K-12 school districts of comparable size and demographics.
- Timely Delivery: Guaranteed turnaround times for student ID generation, portrait packages, and yearbook deliveries in the spring.
- Family Convenience: Fully integrated, user-friendly digital ordering platforms with direct shipping to homes and tiered pricing options.
- Vendor Diligence: Strict adherence to student data privacy standards, ensuring secure handling of student information.
- District Support: Commission structures, complimentary staff photos, and support materials for yearbook advisors