

SHERMAN PUBLIC SCHOOL

SHERMAN, CONNECTICUT



REQUEST FOR PROPOSALS #SPS-012

**School Picture Services
School-Wide**

April 8, 2026

SCHOOL PICTURE SERVICES

Request for Proposals #SPS-012

INTRODUCTION

Sherman Public Schools (herein referred to as SPS) is seeking proposals from qualified companies to school picture services in accordance with this Request for Proposal.

BACKGROUND AND GENERAL INFORMATION

Overview of organization – SPS is located in Sherman, CT and it includes one school with 230 students PK-8.

Current services being offered to SPS – One company provides services that yield our school yearbook. This photo company coordinates the school pictures with our families and our student information database, PowerSchool. There is a primary contact person that works with the company separately to set up school picture days and arrange for any other required services.

SCOPE OF WORK

SPS is currently working with a high-quality company; however, we are requesting proposals to be able to compare costs, quality of service, and quality of product. The services we would expect from the company are, but are not limited to:

- Working with our staff to schedule picture days and make up days
- Provide photos of all staff and students to be used for school database, yearbooks, school IDs, and other services as needed
- Share photographs of students and staff with the high school yearbook company
- Provide photographers for events at schools, as required

PROPOSAL PROCESS

Proposals must clearly articulate how those services identified in the scope of work will be provided, costs for services, and include vendor qualifications, experience, and references. The services provided, qualifications, experience, and reference portions of the proposals will be weighted more heavily than the costs. Proprietary data or trade secrets should be clearly identified as such in your proposal.

Proposals must include details related to the following topics:

- How student data privacy is protected throughout the entire process

Legal Issues/Conflicts of interest: Proposals should also include for your company:

- Any violations of Federal, state or local regulations/laws within the past 3 years
- Arrangements with other parties that could pose a conflict of interest including affiliation of the company or its main personnel with school personnel
- If none of the above applies, then a statement to that effect should be included.

Costs to Families: Proposals should include all costs associated with providing the services described in the Scope of Work. Cost proposals should be included in a separate, attached pdf document named “Dollar Cost Proposal” (refer to “Submission of Proposals” section below). Cost proposals should be the company’s best offer and be accurate based on the provided information about SPS.

Vendor Qualifications & Experience/References: Proposals must contain a statement as to qualifications of the proposing company, identify the company representative and other staff that will be assigned to work with SPS under this agreement, and provide resumes that fully describe their qualifications and experiences. This section should also include a list of a minimum of **3 (three)** references. Provide the names, phone number, contact person and mailing address.

EVALUATION OF PROPOSALS AND NEGOTIATIONS

The Administration from the school will review all proposals submitted and may select *up to* three proposals for further evaluation. The final companies may be invited to make a presentation to one or more of the Administration, at a location to be determined, at no cost to the district. Based upon this further evaluation, the Administration will select the proposal which best fulfills Sherman Public School's requirements. If needed, the Administration may negotiate with that company to determine final pricing, and contract form. There will be no public opening and reading of bids. Overall responsiveness to the Request for Proposals will be an important factor in the evaluation process.

Proposals will be reviewed and evaluated based upon the following factors, each of which has equal weight:

- A. Vendor experience
- B. Quality of product/services
- C. Quality of samples
- D. Competitiveness of price proposal
- E. Completeness of proposal package
- F. References

Sherman Public School (SPS) shall select the vendor whose proposal is determined by SPS to be best suited and most advantageous, and provides the greatest overall benefit to SPS on the basis of the criteria and/or factors of evaluation listed. All vendors will be notified by letter as to the results of the evaluation. The tabulation of these results will be available to any vendor upon request. SPS has the right to reject any and all proposals.

Sherman Public School retains the right to request any additional information pertaining to the ability, qualifications, and procedures used to accomplish all work under this contract, as it deems necessary to ensure that services are provided in a satisfactory manner.

TENTATIVE SCHEDULE DEADLINES

Bid Posting	April 8, 2026
Questions Concerning RFP Submitted	April 15, 2026
Proposals Submitted	April 22, 2026
Bid Opening	April 23, 2026
Evaluations & Interviews Completed	April 29, 2026
Contract Awarded	May 4, 2026

Submission of Proposals: Proposals are to be submitted to:

Michelle Sanford, Director of Finance

2 RT 37 E

Sherman, CT 06784

Or

sanfordm@shermanschool.com (preferred method)

Proposals must be submitted no later than **2:00 pm on Wednesday April 22, 2026.**

Each proposal must be submitted in the prescribed format in a sealed envelope with the title "RFP SPS-012, Proposal for School Picture Services", the closing date and time listed on the outside. Cost proposals should be submitted in a separate, sealed envelope labeled "Dollar Cost Proposal – Sherman Public School - School Picture Services."

Sherman Public School will accept complete bids that meet all of the requirements listed above in electronic form. Bids will be submitted as pdfs and emailed to the Administration at sanfordm@shermanschool.com. This is the preferred method of submission of proposals. Only **one signed original copy** is required. Cost proposals should also be included as a separate pdf named "Dollar Cost Proposal" attached in the same email. The subject line of the email should read "RFP SPS-012, Proposal for School Picture Services".

Bid opening shall take place at Sherman School, 2 RT 37 E, Sherman, CT 06784, **at 10:00am on April 23, 2026.**

Information must be complete and in compliance with the terms, conditions, provisions and specifications of the Request for Proposal. The information requested and the manner of submission is essential to permit prompt evaluation of all proposals on a fair and uniform basis. Accordingly, the Administration reserve the right to declare as non-responsive and reject any proposal in which requested material information is not furnished or where indirect or incomplete answers or information is provided.

Proposals, modifications or corrections received after the specified date and time will not be considered. Proposals that are submitted by telephone or by facsimile will not be accepted.

Proposal Postponement and Addendum: Sherman Public School reserves the right to revise or amend the specifications or any other part of the proposal up to the time set for opening. Such revisions and amendments, if any, shall be announced by addendum to this solicitation. Copies of such addendums can be found on the Sherman School website www.shermanschool.com. In any case, the proposal opening shall be at least five working days after the last addendum; and the addendum shall include an announcement of the new date, if applicable, for the opening of proposals.

Company's Investigation: Before submitting a proposal, each company shall make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by Sherman Public School upon which the company will rely. If the company receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the company from its obligation to comply in every detail with all provisions and requirements of the contract, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the company for additional compensation.

Nondiscrimination: The successful company shall agree and warrant that it will not discriminate or permit discrimination against any person or group of persons on the grounds of sex, race, color, religion, age, marital status, ancestry, national origin, past history of mental disorder, mental disability, physical disability, or other basis in any manner prohibited by the laws of the United States, the State of Connecticut, or the Town of Sherman.

Award: Sherman Public School reserves the right to reject any and all proposals; to waive any informality in the proposals; and to accept the proposal that appears to be in the best interest of the school system.

In determining and evaluating the best proposal, prices will be a consideration, but quality, equality, efficiency, utility, general terms, delivery, suitability of the service offered, and the reputation of the service in general use will also be considered with any other relevant factors. Notice of contract award will be made no later than **May 4, 2026** to the company's representative, whose proposal complies with all the requirements in the Request for Proposals and is found to be the best value for Sherman Public School.

Non-Collusion Affidavit: The company declares, by signing and submitting a proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership company, association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the company has not directly or indirectly induced or solicited any other company to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any company or anyone else to put in a sham proposal, or that anyone shall refrain from bidding; that the company has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the company or any other bidder, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other company, or to secure any advantage against the public body awarding the contract of anyone interested in the proposed contract; that all statements contained in the proposal are true; and, further, that the company has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof to effectuate a collusive or sham proposal.

Questions: Questions regarding this proposal, Sherman Public School, or any matters relating to the school's picture services should be submitted no later than April 15, 2026 to: Michelle Sanford, Director of Finance, by email at: sanfordm@shermanschool.com

**Sherman Public School
2 RT 37 E
Sherman, CT 06784**

Reference Sheet

Name of Business	
Contact Person & Title	
Address	
Phone Number & Email	

Name of Business	
Contact Person & Title	
Address	
Phone Number & Email	

Name of Business	
Contact Person & Title	
Address	
Phone Number & Email	

**Sherman Public School
2 RT 37 E
Sherman, CT 06784**

Vendor Information

Legal name of vendor: _____
(Print Business, Partnership or Corporate Name)

Address: _____

Signature: _____ Date: _____
(Authorized Signature)

Name: _____ Title: _____
(Please Print)

Telephone: _____ Fax: _____

Federal Tax Identification Number (FEIN): _____

Contract Contact Person: _____

Title: _____

Email: _____ Telephone: _____

The vendor is _____ individual _____ partnership

_____ corporation, incorporated in _____, please affix seal.

Names and titles of other officers or partners are:

Sherman Public School
2 RT 37 E
Sherman, CT 06784

Affirmative Action Statement

TO: All Vendors

FROM: Michelle Sanford, Director of Finance

SUBJECT: Affirmative Action

Sherman Public School is an Equal Opportunity Employer, and will not transact business with firms which are not in compliance with all Federal and State Statutes and Executive Orders pertaining to non-discrimination.

In order to have your firm listed on our acceptable vendor's list and thereby be eligible for consideration as a source for goods and services, please complete and return the following Statement of Policy to:

Michelle Sanford
Director of Finance

Statement of Policy

It is the employment policy of _____
that there shall be no discrimination against anyone on the grounds of race, creed, national origin, sex, age or physical handicap in the hiring, upgrading, demotions, recruitment, termination and selections for training.

In addition, this firm is in full compliance with the letter and intent of the various Equal Opportunity and Civil Rights Statutes noted above.

Signature

Date

Name

Title

Telephone

Street Address

Fax

City/State/Zip Code

**Sherman Public School
2 RT 37 E
Sherman, CT 06784**

Vendor Indemnification

To the fullest extent permitted by law, the Contractor shall, defend, indemnify and hold harmless the School District and its respective officers, employees and agents from any and all loss, liability, damage, penalty, expense or fee, including attorneys' fees, arising from or relating to (i) the Contractor's breach of this Contract; (ii) strictly limited to the extent of negligence or willful misconduct of the Contractor and its officers, employees, and agents; or (iii) any other action or event arising out of or in any way connected with this Contract. The Contractor agrees that the School District shall have the right to participate in the defense of any such claim through counsel of its choosing. This indemnity shall not be affected by other portions of this Contract.

The existence of insurance shall in no way limit the scope of this indemnification. The Contractor further undertakes to reimburse SPS for damage to property of SPS caused by the Contractor, or its employees, agents, subcontractors or delivery persons, or by faulty, defective or unsuitable material or equipment used by him/her or them.

State of: _____

County of: _____

Signed by Vendor

Name

Legal Name of Vendor

Street

City/State/Zip Code

Date

Subscribed and sworn to before me on this

_____ day of _____ 20_____

Notary Public

**Sherman Public School
2 RT 37 E
Sherman, CT 06784**

Background Check Compliance Agreement

TO: All Vendors

FROM: Michelle Sanford, Director of Finance

SUBJECT: Background Check Compliance

Agreement Purpose

The Background Check compliance agreement is intended to ensure that the vendor, awarded this contract, has or will hire qualified employees/staff to provide and maintain a safe and secure environment.

Policy

Vendors shall comply with maintaining a policy and procedure in place for a background check and performing background checks, in accordance with any State and Federal laws for any person assigned to this contract.

Definition of a Background Check

A background check is a process in which the specifics of an individual's past history are verified for the purposes of determining qualifications for employment/work, and it is conducted in addition to a reference check. The type of background check conducted is dependent upon a position's responsibilities and required qualifications by the contract. When conducting background checks, it is the proposer's responsibility to comply with any State and Federal laws, including Public Act 16-67.

Compliance Agreement

The vendor hereby agrees that assigned personnel for this contract have been administered a background check. To the best of the proposer's knowledge, the employee has a satisfactory background check in accordance and in compliance with any State and Federal laws. The vendor and its employees release Sherman Public School, its officers and its employees from any and all liability arising out of or related in any way to such testing.

Legal Name of Vendor

Business Address

Name and Title of Authorized Signer

Signature

Date

Telephone

Fax

Email Address