

School Photography Request for Proposal

Kirkwood School District | Kirkwood High School

Request Overview

The Kirkwood School District seeks proposals for an exclusive one-year school photography services for underclassmen and seniors' photographs at the Kirkwood High School. This is an initial one-year contract, with the option to renew for up to two additional one-year terms, covering the 2027–2028, 2028–2029, and 2029–2030 school years.

The contract may include underclassmen photography for grades 9, 10, and 11; senior portraits for grade 12; or both services.

Proposal Options

1. Option 1: Underclassmen photos only (grades 9, 10, and 11).
2. Option 2: Senior portraits only (grade 12).
3. Option 3: Both underclassmen photos and senior portraits. Vendors choosing Option 3 must provide pricing for underclassmen photos only, senior portraits only, and the combined services. If combined pricing is unchanged when applied to either individual option, state that clearly.

Separate contracts may be awarded. Awards will be based on review of qualifications, company history, ability to serve the school's entire photography needs, quality, industry performance, and pricing. Contracts will adhere to the requirements under each of the three options.

Proposal Delivery and Opening

Sealed proposals must be received at the Kirkwood School District Administrative Services Center by the following deadline:

Submission deadline		
Time: 11:00 a.m.	Day: Monday	Date: October 19, 2026

Proposals will be publicly opened to verify that all proposal requirements have been met.

Opening location: Kirkwood School District Administrative Services Center, Finance Office, Suite 260, 1099 Milwaukee Street, Kirkwood, Missouri 63122.

Clearly mark the outside of the sealed envelope: "KHS Photography."

Submit three (3) copies to:

Kirkwood School District
Attn: Scott Cook, Assistant Superintendent of Finance and Operations
Finance Suite 260
1099 Milwaukee Street
Kirkwood, MO 63122

The Kirkwood School District reserves the right to reject any or all bids, waive irregularities, and accept the bid most advantageous to Kirkwood School District R-7.

Qualification Requirements (All Options)

Each vendor must meet the following qualifications and provide a response and supporting documentation for each item.

1. All staff members must pass a national criminal background check before employment. Provide the name and contact information of the company that performs the checks.
2. Staff members must be company employees, not independent contract workers.
3. The company must have been in business for at least 10 years.
4. Provide qualified photographers with at least five years of school-photography experience. State the number of qualified photographers.
5. Currently hold contracts with at least 15 schools in St. Louis County. List those schools.
6. Have experience photographing high schools with enrollment of 1,700 or more. List those schools.
7. Complete all photography using digital cameras.
8. Offer digital background replacement, pose choice, and custom cropping for each photo to meet parent and yearbook needs.
9. Back all products and services with a 100% satisfaction guarantee, fulfilled by a retake or a full refund. Communicate this policy on all flyers.
10. Be able to provide a surety bond to guarantee the work.

Option 1: Underclassmen Photography (Grades 9–11)

1. Provide sufficient staffing to complete photography with minimal class interruption. Provide four cameras on photo day and one or two cameras on retake day.
2. Provide a link with photos and software compatible with PC and Mac platforms and workable with District information system and the high school's yearbook publisher.
3. Provide a variety of packages for parents to purchase.
4. Deliver finished packages within four weeks of photography.
5. Do not charge late fees for purchases made after the original picture day.
6. Describe other partnership opportunities offered by the photographer.
7. Provide an initial one-year contract, with the option to renew for up to two additional years.
8. Provide pricing for all parent packages for contract year 1 (refer to the pricing tables below).
9. Provide pricing for all parent packages for optional contract years 2 and 3 (refer to the pricing tables below).
10. Provide a donation to the KHS after-graduation party.
11. Provide a donation for teacher incentives at the end of each school year.
12. Identify any additional rebates, incentives, or services.

Option 2: Senior Portraits (Grade 12)

1. Provide a link with photos and software compatible with PC and Mac platforms and workable with the District information system and the high school's yearbook publisher.
2. Provide 24-hour, year-round access to all senior images (yearbook and personal) through a password-protected website.

3. Provide multiple studio locations to offer scheduling choices and convenience for all seniors.
4. Allow refunds for orders for up to one year after graduation.
5. Do not require up-front payment for sitting fees.
6. Provide a variety of packages for parents to purchase.
7. Do not charge late fees for purchases made after the original picture day.
8. Describe other partnership opportunities offered by the photographer.
9. Provide an initial one-year contract, with the option to renew for up to two additional years.
10. Provide pricing for all parent packages for contract year 1 (refer to the pricing tables below).
11. Provide pricing for all parent packages for optional contract years 2 and 3 (refer to the pricing tables below).
12. Provide a donation to the KHS after-graduation party.
13. Provide a donation for teacher incentives at the end of each school year.
14. Identify any additional rebates, incentives, or services.

Option 3: Combined Contract

Refer to the specifications for Option 1 and Option 2. Vendors must also complete the combined pricing tables below and provide the individual prices required under Options 1 and 2. If the same pricing applies to the first two options, write "Same pricing" in those sections.

Pricing Schedule

Provide pricing for all three contract years, or state the percentage increase, if any, for each of the two optional renewal years. Complete the applicable tables. Add package descriptions and any additional items in the spaces provided.

Option 1: Underclassmen Photos

Complete this schedule for underclassmen photography.

Parent package / description	Year 1 price	Year 2 price	Year 3 price
Package A: _____	\$ _____	\$ _____	\$ _____
Package B: _____	\$ _____	\$ _____	\$ _____
Package C: _____	\$ _____	\$ _____	\$ _____
Package D: _____	\$ _____	\$ _____	\$ _____
Package E: _____	\$ _____	\$ _____	\$ _____
Package F: _____	\$ _____	\$ _____	\$ _____
Package G: _____	\$ _____	\$ _____	\$ _____
Package H: _____	\$ _____	\$ _____	\$ _____

Individual item / description	Year 1	Year 2	Year 3
Individual pricing	\$ _____	\$ _____	\$ _____

Add-ons / description	Price	Year 2 price	Year 3 price
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Donations, rebates, incentives, or services	Year 1	Year 2	Year 3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Option 2: Senior Portraits

Complete this schedule for senior portrait photography.

Parent package / description	Year 1 price	Year 2 price	Year 3 price
Package A: _____	\$ _____	\$ _____	\$ _____
Package B: _____	\$ _____	\$ _____	\$ _____
Package C: _____	\$ _____	\$ _____	\$ _____
Package D: _____	\$ _____	\$ _____	\$ _____
Package E: _____	\$ _____	\$ _____	\$ _____
Package F: _____	\$ _____	\$ _____	\$ _____
Package G: _____	\$ _____	\$ _____	\$ _____
Package H: _____	\$ _____	\$ _____	\$ _____

Individual item / description	Year 1	Year 2	Year 3
Individual pricing	\$ _____	\$ _____	\$ _____

Add-ons / description	Price	Year 2 price	Year 3 price
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Donations, rebates, incentives, or services	Year 1	Year 2	Year 3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Option 3: Combined Pricing — Underclassmen Photos

Complete this schedule for underclassmen photos when awarded as part of the combined contract.

Parent package / description	Year 1 price	Year 2 price	Year 3 price
Package A: _____	\$ _____	\$ _____	\$ _____
Package B: _____	\$ _____	\$ _____	\$ _____
Package C: _____	\$ _____	\$ _____	\$ _____
Package D: _____	\$ _____	\$ _____	\$ _____
Package E: _____	\$ _____	\$ _____	\$ _____
Package F: _____	\$ _____	\$ _____	\$ _____
Package G: _____	\$ _____	\$ _____	\$ _____
Package H: _____	\$ _____	\$ _____	\$ _____

Individual item / description	Year 1	Year 2	Year 3
Individual pricing	\$ _____	\$ _____	\$ _____

Add-ons / description	Price	Year 2 price	Year 3 price
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Donations, rebates, incentives, or services	Year 1	Year 2	Year 3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Option 3: Combined Pricing — Senior Portraits

Complete this schedule for senior portraits when awarded as part of the combined contract.

Parent package / description	Year 1 price	Year 2 price	Year 3 price
Package A: _____	\$ _____	\$ _____	\$ _____
Package B: _____	\$ _____	\$ _____	\$ _____
Package C: _____	\$ _____	\$ _____	\$ _____
Package D: _____	\$ _____	\$ _____	\$ _____
Package E: _____	\$ _____	\$ _____	\$ _____
Package F: _____	\$ _____	\$ _____	\$ _____
Package G: _____	\$ _____	\$ _____	\$ _____
Package H: _____	\$ _____	\$ _____	\$ _____

Individual item / description	Year 1	Year 2	Year 3
Individual pricing	\$ _____	\$ _____	\$ _____

Add-ons / description	Price	Year 2 price	Year 3 price
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____

Donations, rebates, incentives, or services	Year 1	Year 2	Year 3
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Proposal Submission Checklist

- Responses and documentation for every qualification requirement.
- Responses to all specifications for each option bid.
- Samples of work.
- Product offerings for students.
- Completed pricing schedule.

Questions: 314-213-6107.