

REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD
33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
TEL: (902) 464-2000 #2223 FAX: (902) 464-0161



QUOTE # 3804

DATE: 31-May-16
QUOTE DUE: 13-Jun-16
NAME OF PERSON REQUESTING QUOTE:
Carla Christianson

COMPANY NAME: _____
Contact Name: _____
Contact Phone Number: _____
Email Address: _____

SCHOOL ADDRESS:
CHARLES P ALLEN HIGH
200 INNOVATION DRIVE
BEDFORD NS, B4B 0G4

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 832-8964 EXT 7551005

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

1 YEAR TERM WITH TWO ONE YEAR OPTIONS FOR RENEWAL AT THE SOLE DISCRETION OF THE SCHOOL

CHARLES P. ALLEN HIGH SCHOOL (1,300+ STUDENTS) GRADES 10 -12 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH ALL STUDENTS THE FIRST DAY OF SCHOOL, SEPTEMBER 8, 2016. MULTIPLE STATIONS NECESSARY. INSTANT SCHOOL ID'S ARE A MUST. We would also like to have the pdf's or the available media format of the student ID's as we would like to be able to make copies of the ID's for any student that loses their ID throughout the year.

PHOTOGRAPHERS MUST ALLOW RE-TAKES AND PROVIDE A LIST OF STUDENTS THAT MISSED PHOTO TAKES TO ADMINISTRATION ON THE DAY OF RE-TAKES (include plan for replacement IDs)

Delivery of Individual photos (School Photos and/or Graduation Photos)
All pictures taken at Charles P Allen High School are to be delivered to the family that has purchased the photos.

GRADUATION PICTURES - prices / sitting fees / delivery procedure / # days allotted / sign up procedure / outline of proposed days

Added Value to include: Staff composites, staff photos, student photo books

PACKAGES MUST CONSIST OF THE FOLLOWING:		
PACKAGE A: 1 - 8X10, 2 - 5X7, 4 - 4X6, 8 WALLETS	SET	
PACKAGE B: 2 - 5X7, 4 - 4X6, 8 WALLETS	SET	
PACKAGE C: 1 - 8X10	SET	
PACKAGE D: 1 - 11X14	SET	
PACKAGE E: 1 - 16X20	SET	
PACKAGE F: 1 - HIGH RESOLUTION IMAGE ON CD	SET	
COST TO ADD 1 - 8X10 TO ANY ABOVE PACKAGE FOR ONLY	EA	
COST TO ADD 2 - 5X7 TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST TO ADD 2 - 4X6 TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST TO ADD 16 WALLETS TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST TO ADD 8 WALLETS TO ANY ABOVE PACKAGE FOR ONLY	SET	
COST OF RETAKE	EA	
ATTACHED EXPLANATION OF VALUE ADDED SERVICE (MUST BE PHOTOGRAPHY RELATED)		
PLEASE PROVIDE REFERENCES FROM 3 SCHOOLS WHERE YOU HAVE PROVIDED PHOTOGRAPHY SERVICE AND EXPLAIN THE PHOTOGRAPHY PROCESS.		
EXPECTED DELIVERY DATE FOR PROOFS TO SCHOOL AFTER PHOTOGRAPHS TAKEN	WKS	
PROOFS MUST BE PROVIDED TO STUDENTS IN INDIVIDUAL ENVELOPES FOR REVIEW, SORTED ALPHABETICALLY BY UPDATED HOMEROOM AS INDICATED BY THE SCHOOL CONTACT AND PHOTOGRAPHERS MUST MAKE ARRANGEMENTS FOR HANDING OUT THE PHOTOS.		
THE SCHOOL RESERVES THE RIGHT TO REQUEST PRESENTATIONS FROM THREE OF THE TOP SCORING COMPANIES PRIOR TO AWARD. THE EVALUATION CRITERIA IS AS FOLLOWS:		
1) PRICE (10 POINTS)		
2) QUALITY OF WORK (SAMPLES/REFERENCES) (30 POINTS)		
3) GUARANTEED RESPONSE TIME (30 POINTS)		
5) ADDED VALUE (30 POINTS)		

DO NOT INCLUDE HST IN YOUR PRICING

INSTRUCTIONS TO VENDOR: Deliver sealed proposals (including samples) to Charles P. Allen High School by no later than Monday June 13th at 2:00:00 p.m. Proposals should be clearly marked RFP#3805 Photography Services - CP Allen. Faxed proposals will not be accepted.