

# REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD  
 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7  
 TEL: (902) 464-2000 #2223 FAX: (902) 464-2238



**RFP# 3823**

DATE: 26-Apr-16  
 DUE: 10-May-16

NAME OF PERSON REQUESTING QUOTE:  
 Belinda Oxner SAC Chair &  
 Jeff Lewis Principal

COMPANY NAME: \_\_\_\_\_  
 Contact Name: \_\_\_\_\_  
 Contact Phone Number: \_\_\_\_\_  
 Local Office Address: \_\_\_\_\_

SCHOOL ADDRESS:  
 Ellenvale Junior High School  
 88 Belle Vista Drive  
 Dartmouth NS

**THIS IS NOT AN ORDER**

CONTACT PHONE NUMBER: (902) 435-8420

**REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE**

Term: 1 Year Contract with four (4) one (1) year options for renewal at the sole discretion of the school.

ELLENVALE JUNIOR HIGH SCHOOL (380 + STUDENTS) GRADES 7-9 is seeking the services of a professional photographer to:  
 Photograph all students early in the school year and provide re-takes as required.  
 Photograph all Grade 9 students after the December break and provide re-takes as required.  
 The successful candidate *must* be able to provide the requirements listed as *Essential services*.

<u>Essential Services:</u>		
Provide Photo ID Cards for all students		
Photographs of school clubs & teams		
Ability to provide photos for use in PowerSchool in format acceptable to school administration		
Ability to provide Medical Alert/Allergy photo info sheets as requested by school administration		
Staff photo		
Packages delivered to the school individually labeled, sorted by class and alphabetically by student		
<u>Other details required:</u>		
Print package pricing (do not include HST in pricing)		
Print format (i.e.. Booklet, Multiple prints on one sheet, individual pictures, other)		
Digital options with pricing		
Multiple student discounting options		
Background options: digital vs. physical		
Class picture format, (class picture vs. composite)		
Proof format (photo paper quality, or other format, please specify)		
Where and how does print processing take place		
How are orders received? Is there an online ordering option?		
How are late orders handled?		
Timeline for delivery of completed photo package		
Indicate all payment options.		
1-2 References (preferably from a Junior High within HRSB)		
Indicate and detail any other value added services you are able to provide(special event photos, fundraising opportunities etc.)		
Samples of work to be included in sealed submission and delivered to the school (See instructions to vendor below)		

**THE SCHOOL RESERVES THE RIGHT TO REQUEST PRESENTATIONS FROM THREE OF THE TOP SCORING COMPANIES PRIOR TO AWARD. THE EVALUATION CRITERIA ARE AS FOLLOWS:**

1) PRICE (30 POINTS)		
2) QUALITY OF WORK (SAMPLES/REFERENCES) (25 POINTS)		
3) GUARANTEED RESPONSE TIME (20 POINTS)		
4) LOCAL REPRESENTATION (10 POINTS)		
5) ADDED VALUE (15 POINTS)		

**DO NOT INCLUDE HST IN YOUR PRICING**

**Instructions to Vendor:**  
 Submit sealed proposal (including samples) to the school - 88 Belle Vista Dr, Dartmouth, by no later than 2:00:00pm on Tuesday May 10th, 2016. Ensure your submission is clearly labelled #3823  
 Photography Services - Ellenvale Jr High