

REQUEST FOR PROPOSAL

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



**Halifax Regional
School Board**

QUOTE # 3893

DATE: 21-Apr-17
QUOTE DUE: 29-May-17
NAME OF PERSON REQUESTING QUOTE:
Craig Campbell

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

SCHOOL ADDRESS:
Prince Andrew High School
31 Woodlawn Rd Dartmouth NS
B2W 2R7

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 435-8452 ext. 4101003

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

1 YEAR TERM WITH 4 ONE YEAR OPTIONS FOR RENEWAL AT THE SOLE DISCRETION OF THE SCHOOL

Prince Andrew High School (800+ STUDENTS) GRADES 10 -12 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH ALL STUDENTS THE FIRST DAY OF SCHOOL, SEPTEMBER 6, 2017. 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 Prince Andrew 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 Prince Andrew High School by no later than Monday May 29th at 2:00:00 p.m. Proposals should be clearly marked RFP#3893 Photography Services - PA High School. Faxed proposals will not be accepted.