

REQUEST FOR PROPOSAL

HALIFAX REGIONAL CENTRE FOR EDUCATION
33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
Email: dwalpola@hrce.ca

RFP # 4055

DATE: 5-Jun-20
DATE DUE: **17-June-2020 2:00 P.M.**
NAME OF PERSON REQUESTING QUOTE:
Mary Jane Scott

COMPANY NAME: _____
Contact Name: _____
Contact Phone Number: _____
Local Office Address: _____

SCHOOL ADDRESS:
15 Christopher Avenue
Dartmouth B2W 3G2

THIS IS NOT AN ORDER

Due to school closure, submit proposals via email to mjscott@hrce.ca

CONTACT PHONE NUMBER: 902-435-8318

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

2 YEAR TERM WITH 1 YEAR OPTION FOR RENEWAL AT THE SOLE DISCRETION OF THE SCHOOL

BROOKHOUSE ELEMENTARY SCHOOL (400+ STUDENTS) GRADES 1-5 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH ALL STUDENTS AT THE BEGINNING OF THE YEAR (DAY DETERMINED BY SCHOOL FOR ALL STUDENTS). PHOTOGRAPHERS MUST ALLOW RE-TAKES AND PROVIDE A LIST OF STUDENTS WHO MISSED PHOTO TAKES TO ADMINISTRATION ON THE DAY OF RE-TAKES. THERE MUST BE 4 SETS OF ROLLADEX PROVIDED, BOTH ALPHABETIC BY GRADE AND ALPHABETIC BY STUDENT BODY. MUST BE WILLING TO DO ANY AND ALL PHOTOGRAPHIC JOBS, WHICH INCLUDE BUT NOT LIMITED TO, CLUBS/SPORT TEAMS, SCHOOL-WIDE EVENTS, ETC, IF REQUIRED. SCHOOL ID'S MUST BE PROVIDED TO THE SCHOOL WITHIN FIVE SCHOOL DAYS OF PHOTO TAKES.

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	
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 TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN	WKS	
PROOFS MUST BE PROVIDED TO STUDENTS IN INDIVIDUAL ENVELOPES FOR REVIEW. PACKAGE SELECTION MUST BE MADE WITHIN 10 SCHOOLS DAYS AND RETURNED TO THE SCHOOL WITH FULL PAYMENT OF THE ORDER.		
PACKAGES MUST BE DELIVERED TO THE SCHOOL LABELLED INDIVIDUALLY WITH THE STUDENT'S NAME, PACKAGE PURCHASED AND A MINI-PORTRAIT ON THE PACKAGE LABEL, SORTED ALPHABETICALLY BY HOMEROOM CLASS NUMBER.		
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 (25 POINTS)		
2) QUALITY OF WORK (SAMPLES/REFERENCES) (25 POINTS)		
3) GUARANTEED RESPONSE TIME (20 POINTS)		
4) LOCAL REPRESENTATION (15 POINTS)		
5) ADDED VALUE (15 POINTS)		

DO NOT INCLUDE HST IN YOUR PRICING

INSTRUCTIONS TO VENDOR: Proposals (including samples) is required to be emailed to Mary Jane Scott - mjscott@hrce.ca, Principal at Brookhouse Elementary School by no later than Wednesday June 17th at 2:00:00 p.m.(AST) Proposals should be clearly titled as RFP#4055 Photography Services - Brookhouse Elementary School. Faxed proposals will not be accepted.