

Request for Proposal Photography Services Windham High School, Windham, NH

Windham School District is receiving proposals for student and school photography services for the Windham High School 2019-2022 School Years. This proposal is for two separate packages. Vendors are asked to submit their proposals for General School Photography Services and/or for Sports Photography Services. A summary of services is listed below.

Vendors are required to submit their completed Request for Proposal no later than **1:00 pm January 8, 2019**. Proposals are to be submitted in writing with the outside envelope clearly marked School Photography and are to be submitted to:

Windham School District
SAU #95
Attn: William Hickey
19 Haverhill Road
Windham, NH 03087

Inquiries are to be directed to Julie Lichtmann or Bill Raycraft in writing via fax (603-845-1558) or email (jllichtmann@windhamsd.org or braycraft@windhamsd.org).

Summary of Services

<i>School and Student Photography Proposal Summary of Services</i>	<i>Sports Photography Proposal Summary of Services</i>
Senior Pictures-affordable packages available and quality photos provided	Team Pictures
Freshman, Sophomores, Junior Pictures and electronic copy of properly identified images of all students provided to yearbook advisor. (quick turnaround)-2week at most	Individual Pictures
Staff and Student photos for ID's and schedule a follow-up makeup date for retakes and absences. Provide plastic covering for all ID's, downloadable pictures for PowerSchool, Yearbook and Destiny	Team Pictures with copy provided for each coach.
Electronic Reproduction of all pictures provided. Provide downloadable link to upload & Binder with photos to main office-reprints free within reason	Team Action Shots for Yearbook Photos taken off site (i.e.: ski team-mountain)
Group Photos of all Clubs/Organizations	Team Posters available for purchase

Candid Photos of Clubs/Organizations Experience working with Yearbook staff and knowledge of deadlines	Electronic copies of varsity team pictures for NHIAA and candid photos for awards
Prom/Semi-Formal – Candid Shots	
Prom – King, Queen, and Court and provide cost of packages for formal picture purchased by students.	
Graduation group and individual candid's- Class of ...photo	
Landscape photos of each school level, external and internal photos	
Candid photos at each school level of students interacting in the classroom	

All photographs/digital images for use by school district for school purposes including but not limited to: yearbook(s), newspaper, newsletters, awards night, website, and social media etc.

School and Student Photography Terms

1. The photographer, will be required to take pictures of seniors on several dates prior to start of school but not beyond September 1 of the school year. All dates to be coordinated in cooperation with the yearbook advisor and approved by the Windham High School Administration. The contractor shall provide the School District with a Downloadable Link formatted for the yearbook publisher and the school newspaper/website with color pictures. The contractor is also required to provide the school with a deluxe wall composite of the seniors. The contractor shall provide the above at no charge.
2. The photographer will attempt to provide their own location for senior pictures to be taken or the high school may be used during the summer and after school. Once school begins seniors who still need color pictures for the yearbook will be photographed during non-school hours as arranged with the yearbook advisor. All sittings shall be completed before 30 days prior to the yearbook deadline each year. Proofs will be sent home to the students if requested. If for unusual reasons as determined by the school, the senior has been unable to have his or her picture taken by the deadline, the school reserves the right to ask the photographer to take a picture of him/her at no charge. This picture would be for the yearbook only and would not require proofs.
3. Prior to sitting, price lists are to be furnished to each senior. No high pressure selling is to be used by any agent or representative of the photographer. Students are under no obligation to purchase portraits from the senior photographer. A copy of price lists and all information shall be made available to the school prior to distribution to seniors. A deposit for proofs may be charged, but is to be subtracted from the cost of the package selected. If no package is purchased and proofs are returned, the deposit is to be fully refunded. No charge is to be made for studio re-sitting if there is no change in hairstyle or change in clothing. Studio re-sitting will also be made at no charge if the production is faulty as a result of production methods. If a student indicates at the time of the initial sitting that he/she is not going to purchase a package, the photographer will be required to take only two proofs.

4. The school district will provide a list of senior students' names and addresses to photographer no later than June 15th of each year, so that the photographer may make appointments for individual sittings with the students. The photographer is not permitted to release this list or the information therein to any other person, company, or source for any reason.
5. The photographer, on a date set by the schools, will photograph all staff members with each staff member identified by name and supply at no cost to the school a glossy print of each and a DOWNLOADABLE LINK formatted for the publisher. Faculty will be offered a basic picture package, free of charge, at this time. Each year, all glossy prints and DOWNLOADABLE LINK are to be delivered to yearbook sponsor no later than 30 days after sitting.
6. The photographer will photograph at the school all students individually, as directed by the school district and furnish at no cost to the respective schools three glossy head and shoulder prints and a DOWNLOADABLE LINK formatted for the yearbook publisher. Photographers will be provided for this purpose throughout the week of registration (or alternative dates set forth by the school) before school begins. All glossy prints or digital images on a DOWNLOADABLE LINK, compatible with the yearbook publisher, are to be delivered to the yearbook sponsor no later than 30 days after the sitting. The packages are to be alphabetized and available no later than one month from the sitting. The photographer will also provide personnel to take all monies and will be responsible for settling all complaints. A make-up day for retakes and absent students will be scheduled by the school in conjunction with the photographer.
7. The photographer will provide a DOWNLOADABLE LINK of student images to the principal at no charge for all underclass students, faculty and staff who had a picture taken. The DOWNLOADABLE LINK needs to be formatted for the software being used by the school.
8. The photographer will photograph all clubs, groups and activities (candid's) as requested by the school district (at no cost to the school). This to include club/group events and all other requested school activities. There is no limit to the number of candid requests the school could make. The photographer will provide the yearbook staff with a good variety of pictures to select from, in that particular Team/group/club/activity. Activities to be covered include nights and weekends. The school reserves the right, under unusual circumstances, to ask the photographer to cover a nonscheduled or rescheduled school event with advanced notice, provided that the request fits into the photographer's schedule.
9. The photographer will provide 16x20 enlargements of any requested club/team/activity and/or candid taken by the photographer at no charge. These photographs will be for school use.
10. The photographer will photograph dances sponsored by the school, providing pictures of the king and queen and the court and candid shots at no extra cost to the yearbook. Photographer will be responsible for collecting all monies and delivering pictures sold to students within three weeks of the dance.
11. The photographer shall unconditionally guarantee all photographs made as to workmanship and quality of materials used. Only studio type equipment (120mm or 70mm) with a minimum negative size of 2¼x2¾ inches shall be used for senior portraits. The photographer shall guarantee his work on underclass pictures. In the event of dissatisfaction on the part of any student, the photographer is responsible for settling all complains and providing such retakes as may be deemed necessary by the school at no cost. The photographer will pay the cost of any yearbook penalties incurred due to lateness by the photographer.
12. The photographers are to submit a description of any discount or incentives program in writing and said description will become part of this agreement.
13. The photographer chosen for Windham High School will be based on the total package as determined to be in the best interest of Windham High School and its students and staff. The following criteria will be used to evaluate the proposal: Photo Package Pricing, Prior Experience, Reference, Company Reputation, Incentives Program, and other information as may be deemed to be relevant.

14. As a means of reference, Photographers are to provide a list of three (3) public school districts currently being served by your company. The list is to include contact information including the name of the individual responsible for the program with his/her telephone number.
15. It is expected that the photographer will work closely and cooperatively with the yearbook staff, sponsor and Windham High School Principal and that the school personnel and yearbook staff will cooperate on scheduling and notifying the successful bidder of all scheduled activities per specifications.
16. The photographer shall submit with their proposal a copy of sales literature indicating prices and products with quantities provided for all sections in the proposal. The brochures/ads must be consistent with the prices and items in the proposal. All items must be clearly indicated in sales literature. Failure to submit sample fliers for all sections of this proposal will result in disqualification of your proposal. Prices and items in sample flyers must match your proposal or it will be disqualified.
17. The terms of this agreement will be in effect upon approval by Windham School Board, and expiring June 30, 2022. The contract can be renewed annually subject to acceptance by the Windham School District business administration of any package price changes, or incentive changes. Windham School District reserves the right to cancel the agreement without cause and subject to a thirty-day written notice.
18. The photographer is to submit in writing any deviations to the proposal, or additions services that the photographer will provide including any increase in photo packages. Upon approval by the Windham School District business administration, said deviations and/or additional services will become part of this agreement.
19. The photographer shall submit with their proposal an itemized estimate of the value of the products and services to be provided to Windham School District as described in this proposal outline.

Sports Photography Terms

1. The photographer agrees to be the sole provider of all team photos, individual photos, and action photos for athletic activities at Windham High School excluding hobbyist that may provide photos free of charge.
2. The photographer shall take group shots of teams and individuals wishing to purchase picture packages. Photographer will be responsible for collecting all monies and delivering pictures sold to students within thirty days. The photographer will provide 8" x 10" copies of team pictures to the coaching staff at no charge. Two 5" x 7" photos of each team will be provided to the yearbook advisor. (or other prearranged copies as needed) A copy of all action shots (candid's) or a digital alternative (DOWNLOADABLE LINK) will be given to the athletic department. Location of pictures is at site of sport.
3. The photographer will photograph all sports activities as requested by the school district. There is no limit to the number of candid request the school can make. The photographer will photograph as least one contest of each varsity athletic team and will provide the yearbook staff with a sufficient number of photos for each particular sport. Activities to be covered include nights and weekends. The school reserves the right, under unusual circumstances, to ask the photographer to cover a non-scheduled or rescheduled school event with advanced notice, provided that the request fits into the photographer's schedule.
4. The photographer will provide 16x20 enlargements of any requested team and/or candid taken by the photographer at no charge. These photographs will be limited to school use only.

5. The photographer is to organize and submit as part of the proposal, an incentives program to Windham High School. At a minimum, the incentives program is to include a percentage as defined by the photographer of the gross sales or donated services. Photographers are to submit a description of the incentives program in writing and said description will become a part of this agreement.
6. The Windham School District administration will choose a photographer based on the total package as determined to be in the best interest of Windham High School. The following criteria will be used to evaluate the Proposal: Photo Package Pricing, Prior Experience, Reference, Company Reputation, Incentives Program, Quality of photos and other information as may be deemed to be relevant.
7. As a means of reference, Photographers are to provide a list of three (3) public school districts currently being served by your company. The list is to include contact information included the name of the individual responsible for the program with his/her telephone number/email.
8. It is expected that the photographer will work closely and cooperatively with the Athletic Director, coaches, yearbook staff, newspaper staff, and Windham High School Principal and that the school personnel and yearbook staff will cooperate on scheduling and notifying the photographer of all scheduled activities per specifications.
9. The photographer shall submit with their proposal a copy of sales literature indicating the firm prices over the term of the contract and products with quantities provided for all sections in the proposal. The brochures/ads must be consistent with the prices and items in the proposal. All items must be clearly indicated in sales literature. Failure to submit sample fliers for all sections of this proposal will result in disqualification of your proposal. Prices and items in sample flyers must match your proposal or it will be disqualified.
10. The terms of this agreement will be in effect upon approval by the School Board, and expiring June 30, 2022. The contract can be renewed annually subject to acceptance by the Windham School District administration of any package price changes, or incentive changes. Windham School District reserves the right to cancel the agreement without cause and subject to a thirty-day written notice.
11. The photographer is to submit in writing any deviations to the proposal, or additions services that the photographer will provide. Upon approval by the Windham School District administration, said deviations and/or additional services will become a part of this agreement
12. The photographer shall submit with proposal an itemized estimate of the value of the products and services to be provided to Windham High School as described in this proposal outline.

Terms and Agreement for Both School and Student Photography Proposal and Sports Photography Proposal

TERMS OF AGREEMENT

The initial term of the contract shall be from July 1, 2019 to June 30, 2022.

Windham School district and the vendor may renew the original agreement for two (2) one-year periods by mutual agreement. One Hundred – Eighty (180) days’ notice must be given to renew the contract for additional increments. A service agreement, prepared by Windham School District shall become the document that authorizes the work to commence. Each section

contained herein, any addenda and your response shall also be incorporated by reference into the resulting agreement.

No price escalation will be allowed during the initial term of the contract. If it is mutually decided to renew beyond the initial period and the Contractor requests a price increase or decrease, the contractor shall provide sufficient written certification and documentation to substantiate the request. Windham School District reserves the right to accept or reject price increases, to negotiate more favorable terms or to terminate without cost, the future performance of the contract.

ADDITIONS/DELETIONS OF SERVICE

Windham School District reserves the right to add and/or delete services during the term of this agreement. Should a service requirement be deleted, payment to the contractor will be reduced proportionally, in accordance with the proposal price to the amount of service reduced. Should additional services be required from this contract, prices for such additions will be negotiated between the contractor and Windham School District.

CRIMINAL BACKGROUND CHECKS

A fingerprint-based criminal background check, as stated in School Board GBDC Policy is required for each of the photographer's employees that will have direct contact with students. The photographer shall require all such employees to authorize such a background check, provide all necessary information, and be responsible for all fees incurred. No employee that will have direct contact with students shall have been convicted of the following offenses:

- Committing or attempting first degree murder or a class X felony;
 - Indecent solicitation of a child,
 - Public indecency,
 - Prostitution,
 - Soliciting for a prostitute,
 - Soliciting for a Juvenile Prostitute,
 - Pandering,
 - Keeping a Place of Prostitution,
 - Juvenile Pimping and aggravated juvenile pimping,
 - Exploitation of a child,
 - Obscenity,
 - Child pornography,
 - Harmful material,
 - Criminal Sexual Assault,
 - Aggravated Criminal Sexual Assault,
 - Predatory criminal sexual assault of a child,
 - Criminal sexual abuse,
 - Aggravated Criminal Sexual Abuse;

CONTRACTOR'S INSURANCE

Required insurance shall be documented in certificates of insurance, the district shall be named as additional insured.

Workers Compensation

Proof of enrollment for all persons whom they employ or may employ in carrying out the work. The insurance shall be in strict accordance with the requirements of the most current and applicable Workers' Compensation Law.

Comprehensive General Liability

Coverage for bodily injury and property damage. Must include "Windham School District SAU #95" as an "Additional Insured".

- a. The bodily injury portion shall include coverage for injury, sickness or disease, and death, arising directly or indirectly out of, or in connection, with the performance of work for Windham School District and shall provide for a limit or not less than one million dollars (\$1,000,000) per occurrence.
- b. The property damage portion shall provide for a limit no less than one million dollars (\$1,000,000) for all damages that arise out of injury to or destruction of property of others that are directly or indirectly out of, or in connection, with performance of work for the Windham School District.
- c. Any company who will have underground exposure must have explosive, collapsible underground exposure coverage listed on their certificate.

Automobile Liability and Property Damage Insurance

Coverage: in the use in connection with the performance of work for Windham School District of all owned, non-owned and hired vehicles bearing, or under the circumstances under which they are being used, required by the State Motor Vehicles laws to bear license plates.

The coverage under such policy shall not be less than the following limits:

Bodily Injury - Each Person \$1,000,000.00
Each Accident \$1,000,000.00
Property Damage - Each Accident \$1,000,000.00

This Proposal is submitted for (please check all that apply):

___ School and Student Photography Proposal

___ Sports Photography Proposal

Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Email Address: _____

Authorized Signature: _____

Vendors are required to submit their completed Request for Proposal no later than 1:00 pm Tuesday, January 8, 2019. Proposals are to be submitted in writing with the outside envelope clearly marked School Photography and are to be submitted to:

**Windham School District
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