

REQUEST FOR PROPOSAL

HALIFAX REGIONAL SCHOOL BOARD
 33 Spectacle Lake Drive, Dartmouth, NS B3B 1X7
 TEL: (902) 464-2000 #2011 FAX: (902) 464-0161



QUOTE # 3652

DATE: 11-Apr-14
 QUOTE DUE: **30-Apr-14**
 NAME OF PERSON REQUESTING QUOTE:
Shawn Marsh, Principal

SCHOOL ADDRESS:
 O'Connell Drive Elementary
 40 O'Connell Drive
 Porter's Lk., NS B3E 1E8

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

THIS IS NOT AN ORDER

PURCHASING CONTACT PHONE NUMBER: (902) 464-2000 #2011

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

THREE (3) YEAR TERM WITH TWO (2) ONE (1) YEAR OPTIONS FOR RENEWAL AT THE SOLE DISCRETION OF THE SCHOOL

O'CONNELL DRIVE ELEMENTARY (345+ STUDENTS) IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH STUDENTS AT THE SCHOOL DURING THE MONTH OF SEPTEMBER 2014. OUR PRIMARY GOAL IS TO PROVIDE AFFORDABLE QUALITY PACKAGES TO OUR FAMILIES.

RATED REQUIREMENTS

1. 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	
THREE (3) BINDERS CONTAINING PHOTOS AND NAMES OF STUDENTS SORTED BY HOME ROOM	SET	
CLASS GROUP PHOTO	EA	
2. STUDENT ID'S MUST BE PROVIDED AT NO COST		
3. THE SUCCESSFUL PROPONENT WILL BE REQUIRED TO PROVIDE A CD WITH ALL STUDENT PICTURES FOR POWER SCHOOL AT NO COST TO THE SCHOOL		
4. VALUE ADDED SERVICE/ITEMS (MUST BE PHOTOGRAPHY RELATED) E.G. BIRTHDAY CARD PHOTO FOR EACH STUDENT (HOMEROOM SHEETS), BOOKMARKS, TEACHERS GROUP PHOTO, ON-LINE ORDERING, ETC.		
5. ATTACH REFERENCES FROM 3 SCHOOLS WHERE YOU HAVE PROVIDED PHOTOGRAPHY SERVICE AND EXPLAIN THE PHOTOGRAPHY PROCESS YOU ARE PROPOSING FOR O'CONNELL DRIVE SCHOOL		
6. DISCOUNTS: FAMILY OR MULTIPLE PACKAGE ORDER DISCOUNT AVAILABLE:		
7. EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN	WKS	

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OTHER REQUIREMENTS:

1. PROOFS MUST BE PROVIDED TO STUDENTS IN INDIVIDUAL ENVELOPES FOR REVIEW. PACKAGE SELECTION WILL BE MADE WITHIN THREE (3) SCHOOL DAYS AND RETURNED TO THE SCHOOL WITH FULL PAYMENT OF THE ORDER.
2. 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. CARDBOARD SHOULD BE IN THE PACKAGE FOR PROTECTION.
3. SCHEDULING OF SESSIONS: PRIMARY TO GRADE 3 TO BE COMPLETED IN 1/2 DAY AND THE GRADE 4 TO GRADE 6 ALSO COMPLETED IN A 1/2 DAY

THE O'CONNELL DRIVE PTA RESERVES THE RIGHT TO REQUEST PRESENTATIONS FROM THREE OF THE TOP SCORING COMPANIES PRIOR TO AWARD.

EVALUATION CRITERIA

1. PRICE	45 points
2. QUALITY OF WORK (SAMPLES TO BE PROVIDED)	25 points
3. PAST EXPERIENCE / REFERENCES - PROVIDE REFERENCES ON SEPARATE SHEET	10 points
4. DELIVERY LEAD TIME	5 points
6. VALUE ADDED ITEMS	15 points

DO NOT INCLUDE HST IN YOUR PRICING

Instructions to Vendor: RETURN TWO HARD COPIES AND ONE DIGITAL COPY ON A USB DRIVE TO: 33 Spectacle Lake Drive, Dartmouth NS B3B 1X7