

REQUEST FOR PROPOSAL

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



RFP # 3746

DATE: 15-Apr-15
 DATE DUE: 29-APR-2015 4:00:00 P.M.
 NAME OF PERSON REQUESTING QUOTE:
 John Miller or Joe MacDonald

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

SCHOOL ADDRESS:
 Sackville High School
 1 Kingfisher Way
 Lower Sackville, B4C 2Y9

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 864-6700 EXT 1 OR 2

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

3 YEAR TERM WITH TWO ONE YEAR OPTIONS FOR RENEWAL AT THE SOLE DISCRETION OF THE SCHOOL

SACKVILLE HIGH SCHOOL (900+ STUDENTS) GRADES 9-12 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH ALL STUDENTS AT THE BEGINNING OF THE YEAR (FIRST SCHOOL DAY FOR ALL STUDENTS). PHOTOGRAPHERS MUST ALLOW RE-TAKES AND PROVIDE A LIST OF STUDENTS THAT MISSED PHOTO TAKES TO ADMINISTRATION ON THE DAY OF RE-TAKES. THE SUCCESSFUL PHOTOGRAPHER MUST SET ASIDE ENOUGH TIME FOR GRAD PICTURES IN CONSULTATION WITH THE SCHOOL AT A TIME TO BE DETERMINED IN SEPTEMBER. SCHOOL ID'S MUST BE PROVIDED TO THE SCHOOL WITHIN TEN 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 (30 POINTS)		
2) QUALITY OF WORK (SAMPLES/REFERENCES) (25 POINTS)		
3) GUARANTEED RESPONSE TIME (25 POINTS)		
4) LOCAL REPRESENTATION (10 POINTS)		
5) ADDED VALUE (10 POINTS)		

DO NOT INCLUDE HST IN YOUR PRICING

Instructions to Vendor: RETURN COMPLETED QUOTE TO FAX: (902) 464-0161 by WEDNESDAY, APRIL 29TH 4:00 P.M.