

REQUEST FOR PROPOSAL

RFP # 4006

HALIFAX REGIONAL CENTRE FOR EDUCATION
33 Spectacle Lake Drive, Dartmouth NS B3B 1X7
TEL: (902) 464-2000 #2223

DATE: 14-May-19
DATE DUE: **29-May-2019 2:00 P.M.**
NAME OF PERSON REQUESTING QUOTE:
Jennifer Murray

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

SCHOOL ADDRESS:
Eastern Shore District High School
35 West Petpeswick Rd
Musquodoboit Harbour, B0J 2L0

THIS IS NOT AN ORDER

CONTACT PHONE NUMBER: (902) 889-4025

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

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

EASTERN SHORE DISTRICT HIGH SCHOOL (400+ STUDENTS) GRADES 10-12 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, DANCES (max 2), PROM, GRADUATION AND CLUBS/SPORT TEAMS, ETC, IF REQUIRED. THE SUCCESSFUL PHOTOGRAPHER MUST SET ASIDE ENOUGH TIME FOR GRAD PICTURES AND RE-TAKES IN CONSULTATION WITH THE SCHOOL AT A TIME TO BE DETERMINED IN SEPTEMBER. STUDENTS MUST BE ABLE TO SIGN UP FOR GRAD PHOTO AND RE-TAKES ONLINE. THERE MUST BE A GRADUATION CLASS COMPOSITE WITH FRAME INCLUDED. GRADUATES MUST BE ABLE TO HAVE A PICTURE, FREE OF CHARGE, TAKEN FOR THE COMPOSITE AND YEARBOOK ONLY. SCHOOL ID'S MUST BE PROVIDED TO THE SCHOOL WITHIN FIVE SCHOOL DAYS OF PHOTO TAKES. THERE MUST BE A BURSARY PROVIDED FOR ONE GRADUATE, CHOSEN BY SCHOOL. THERE MUST BE UP TO 5 FREE BASIC GRADUATE PACKAGES PROVIDED TO STUDENTS CHOSEN BY THE SCHOOL.

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 SCHOOL 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: Deliver sealed proposals (including samples) to Eastern Shore District High School by no later than Wednesday May 29th at 2:00:00 p.m. Proposals should be clearly marked RFP#4006 Photography Services - Eastern Shore District High School. Faxed/Emailed proposals will not be accepted.