

# REQUEST FOR PROPOSAL

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

**RFP # 4053**

DATE: 24-Apr-20  
DATE DUE: **08-May-2020 2:00 P.M.**  
NAME OF PERSON REQUESTING QUOTE:  
Ken Marchand

**COMPANY NAME:** \_\_\_\_\_  
**Contact Name:** \_\_\_\_\_  
**Contact Phone Number:** \_\_\_\_\_  
**Local Office Address:** \_\_\_\_\_

**SCHOOL ADDRESS:**  
Basinview Drive Community School  
273 Basinview Drive  
Bedford, B4A 3X8

**THIS IS NOT AN ORDER**

**Due to school closure, submit proposals via email to [kmarchand@hrce.ca](mailto:kmarchand@hrce.ca)**

CONTACT PHONE NUMBER: 6561001

## REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

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

BASINVIEW DRIVE COMMUNITY SCHOOL (600+ 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.		
<b>EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN</b>	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.		
<b>THE SCHOOL RESERVES THE RIGHT TO REQUEST PRESENTATIONS FROM THREE OF THE TOP SCORING COMPANIES PRIOR TO AWARD. THE EVALUATION CRITERIA IS AS FOLLOWS:</b>		
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: Proposals (including samples) is required to be emailed to Ken Marchand - [kmarchand@hrce.ca](mailto:kmarchand@hrce.ca), Principal at Basinview Drive Community School by no later than Friday May 8th at 2:00:00 p.m.(AST) Proposals should be clearly titled as RFP#4053 Photography Services - Basinview Drive Community School. Faxed proposals will not be accepted.**