

REQUEST FOR PROPOSAL

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

RFP # 4057

DATE: 15-May-20
DATE DUE: **29-May-2020 2:00 P.M.**
NAME OF PERSON REQUESTING QUOTE:
Ken Macdonald

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

SCHOOL ADDRESS:
236 Astral Drive
Dartmouth B2V 1B8

THIS IS NOT AN ORDER

Due to school closure, submit proposals via email to kmacdonald@hrce.ca

Contact Email: kmacdonald@hrce.ca

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

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

ASTRAL DRIVE ELEMENTARY SCHOOL (400+ STUDENTS) GRADES pre-primary to 6 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. THE PHOTOGRAPHER SHOULD ENSURE THAT THE STUDENTS ARE APPROPRIATELY DRESSED AND READY BEFORE THE PHOTOS ARE TAKEN. 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 3 REFERENCES PREFERABLY FROM SCHOOLS WHERE YOU HAVE PROVIDED PHOTOGRAPHY SERVICES AND EXPLAIN THE PHOTOGRAPHY PROCESS INCLUDING BUT NOT LIMITED TO TIMELINES, POSING, BACKGROUNDS AND QUALITY		
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: Proposals (including samples) is required to be emailed to Ken Macdonald - kmacdoanld@hrce.ca, Principal at Astral Drive Elementary School by no later than Tuesday May 28th 2:00:00 p.m.(AST) Proposals should be clearly titled as RFP#4057 Photography Services - Astral Drive Elementary School. Faxed proposals will not be accepted.