



REQUEST FOR PROPOSAL

RFP # 3808

DATE: 19-Nov-15

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, NS B4A3X8

Contact: Ken Marchand 902-832-8450

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE

TERM: One (1) year contract with three (3) optional one (1) year renewals at the sole discretion of the school.

Basinview Drive Elementary School (585+ STUDENTS) GRADES P - 6 is seeking the services of a professional photographer to photograph all students and provide re-takes at the school. The successful photographer must also be willing to do family photos on the school premises and provide individual class photos (not composite photos) as well as a CD for uploading to our Student Data System.

Please note that photopaper quality proofs must be provided to students for review. Packages must be delivered to the school labeled individually with the student's name and home room (Class).

PROPOSALS MUST CONTAIN THE FOLLOWING INFORMATION:

- 1 PRICING INFORMATION ON STANDARD ELEMENTARY PACKAGES
- 2 THREE REFERENCES FROM ELEMENTARY SCHOOLS (PREFERABLY HRSB SCHOOLS)
- 3 EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN ? WEEKS
- 4 DETAILS ON ITEMS (photos, cards, etc.) WILL BE ORGANIZED WHEN DELIVERED TO THE SCHOOL
- 5 PRICING FOR FAMILY PORTRAITS TAKEN AT THE SCHOOL

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 (20 POINTS)
- 2) QUALITY OF WORK (SAMPLES/REFERENCES) (30 POINTS)
- 3) ORGANIZATION (EASY ACCESS) OF MATERIAL DELIVERED (20 POINTS)
- 4) GUARANTEED RESPONSE TIME (20 POINTS)
- 5) LOCAL REPRESENTATION (5 POINTS)
- 6) ADDED VALUE (5 POINTS)

DO NOT INCLUDE HST IN YOUR PRICING

PROPOSALS MAY BE DELIVERED TO THE SCHOOL OR FAXED TO: (902) 832-8461

NO LATER THAN WEDNESDAY DECEMBER 2ND, 2015 AT 2:00:00 PM