School Photography Request for Proposal

The Kirkwood School District seeks proposals for an exclusive one year portrait contract(s) with the Kirkwood High School with the option to renew for up to two additional years. Contract(s) will include Underclassmen Photos for grades 9, 10 & 11, and Senior Portraits for grade 12. This request for proposal pertains to the 2022-2023, 2023-2024, and 2024-2025 school years.

Please note, there are three options for the proposal:

- Option # 1: Bid on Underclassmen Photos (grades 9, 10, & 11) only.
- Option # 2: Bid on Senior Portraits (grade 12) only.
- Option # 3: Bid on both the Underclassmen Photos and the Senior Portraits. Provide pricing for all three options; the Underclassmen Photos only, the Senior Portraits only and the combined pricing. This allows the District to either choose the individual proposals or the combined proposal depending on the competing bids. If the combined pricing stays the same when applied to the individual options, please indicate accordingly.

Separate contracts may be awarded depending on the competing bids. Contract(s) will be awarded based on review of qualifications, company history, ability to serve entire school needs, quality, performance in industry and pricing.

Sealed proposals will be received at the Kirkwood School District Administrative Services Center until **11:30 A.M., Tuesday, February 15, 2022**, at which time and place the proposals will be publicly opened and read to verify that all proposal requirements have been met.

The opening will take place at the Kirkwood School District Administrative Services Center, Finance Office, 11289 Manchester Road, Kirkwood, Missouri.

Please indicate on the outside face of the sealed envelope: “KHS Photography”

Three (3) copies of the proposal should be submitted to:

Kirkwood School District
Attn: Michael Romay, CFO - Finance and Operations
11289 Manchester Road
Kirkwood, MO 63122

The Kirkwood School District reserves the right to reject any or all bids and to waive any irregularities therein, and accept the bid most advantageous to the Kirkwood School District R-7.

Qualification Requirements for all three options:

Each vendor submitting a bid must meet the following qualifications for consideration. Please provide response and documentation for each qualification.

1. All staff members must pass a national criminal background check prior to employment. Provide company name and contact information to confirm background checks are performed.
2. Staff members must be employees of company, not “contract” workers.
3. Minimum of 10 years in business.
4. Must have qualified photographers with at least five years experience photographing schools. Please list how many.
5. Must currently contract with at least 15 schools in St. Louis County. Please list.
6. Must have experience photographing High Schools with 1,700+ enrollment. Please list.
7. All photography will be completed using digital cameras.
8. Must be able to offer digital background replacement, pose choice and custom cropping on each photo to satisfy both parent and yearbook needs.
9. All products and services will be backed by a 100% satisfaction guarantee. Guarantee must be offered as a retake or 100% money back. This policy must be communicated on all flyers.
10. Must be able to provide a surety bond to guarantee work.

Option # 1 - Contract Specifications for Underclassmen Photography (grade 9, 10, & 11):

1. Provide adequate staffing to complete photography with minimal class interruption. This includes four cameras for photo day and 1-2 for retake day.
2. Provide Image CD with photos and software compatible with PC and Mac platforms and workable with district information systems.
3. Provide High School with publisher CD compatible with specific publisher.
4. Provide a variety of packages for sale to parents.
5. Finished package delivery within four weeks of photography.
6. No late fee charged for purchases after original picture day.
7. Other partnership opportunities as listed by photographer.
8. One year contract, with option to renew for up to two additional years.
9. Provide pricing for all packages for sale to parents for the first year of contract. (Refer to Pricing Spreadsheet.)
10. Provide pricing for all packages for sale to parents for the second year and third year of the optional renewal contract. (Refer to Pricing Spreadsheet.)
11. Donation to the KHS after graduation party.
12. Donation for teacher incentives at the end of each school year.
13. Any additional rebates/incentives/services not mentioned.

Option # 2 - Contract Specifications for Senior Portraits (grade 12):

1. Provide Image CD with photos and software compatible with PC and Mac platforms and workable with district information systems.
2. Provide High School with publisher CD compatible with specific publisher.
3. Provide access to all seniors images (yearbook plus personal) 24/7/365 via a password protected website.
4. Multiple studio locations to benefit scheduling choices and convenience for all seniors.
5. Refunds for any orders must be allowed for up to one (1) year after graduation.
6. Photographer will not require up-front payment for sitting fees.
7. Provide a variety of packages for sale to parents.
8. No late fee charged for purchases after original picture day.
9. Other partnership opportunities as listed by photographer.
10. One year contract, with option to renew for up to two additional years.
11. Provide pricing for all packages for sale to parents for the first year of contract. (Refer to Pricing Spreadsheet.)
12. Provide pricing for all packages for sale to parents for the second year and third year of the optional renewal contract. (Refer to Pricing Spreadsheet.)
13. Donation to the KHS after graduation party.
14. Donation for teacher incentives at the end of each school year.
15. Any additional rebates/incentives/services not mentioned.

Option # 3 Contract Specifications:

Refer to Option # 1 and Option # 2 specifications.

Pricing Spreadsheet to be completed:

		PRICING SPREADSHEET		
Provide pricing for all three years or indicate any percentage increases for the additional two years.				
OPTION # 1: Underclassmen Photos				
Individual Pricing				
	Parent Packages:	Price year 1	Price year 2	Price year 3
	A.			
	B.			
	C.			
	D.			
	E.			
	F.			
	G.			
	H.			
	I.			
	Add- ons:			
	Donations/Rebates/Incentives:			
OPTION # 2: Senior Portraits				
Individual Pricing				
	Parent Packages:	Price year 1	Price year 2	Price year 3
	A.			
	B.			
	C.			
	D.			
	E.			
	F.			
	G.			
	H.			
	I.			
	Add- ons:			
	Donations/Rebates/Incentives:			

OPTION # 3: Underclassmen Photos and Senior Portraits Combined				
Option # 3 also requires the individual prices to be shown in Option # 1 and Option # 2. (If the same pricing applies to first two options, you may just write "Same Pricing" in those sections.)				
Combined Pricing for Underclassmen Photos				
	Parent Packages:	Price year 1	Price year 2	Price year 3
	A.			
	B.			
	C.			
	D.			
	E.			
	F.			
	G.			
	H.			
	I.			
	Add- ons:			
	Donations/Rebates/Incentives:			
Combined Pricing for Senior Portraits				
	Parent Packages:	Price year 1	Price year 2	Price year 3
	A.			
	B.			
	C.			
	D.			
	E.			
	F.			
	G.			
	H.			
	I.			
	Add- ons:			
	Donations/Rebates/Incentives:			

Proposal Submission

Your proposal should include answers and documentation for the contract qualification requirements and photography specifications, samples of your work, and product offerings for the students. It also should include the completed Pricing Spreadsheet. Questions may be directed to #314-213-6107.