

REQUEST FOR PROPOSAL

RFP # 4226

HALIFAX REGIONAL CENTRE FOR EDUCATION

Email: dwalpola@hrce.ca

DATE: 20-Mar-24
DATE DUE: 08-Apr-24

Proposals to be submitted via Email Only

NAME OF PERSON REQUESTING QUOTE:
Shawn Marsh

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

SCHOOL ADDRESS:
4 Bell Street
Dartmouth
B2W 2P3

THIS IS NOT AN ORDER

Submit proposals via email to smarsh@hrce.ca

CONTACT PHONE NUMBER: 902-435-8452

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE - Bel Ayr Elementary School

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

CONTRACT TERM: SEPTEMBER 1, 2024 TILL JUNE 2025 WITH 2 OPTIONAL YEARS

Bel Ayr Elementary School (Approximately 200 STUDENTS) GRADES PP-6 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH THE FOLLOWING:

- SCHOOL PHOTOS ~ 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 5 SETS OF PHOTO DIRECTORIES PROVIDED, BOTH ALPHABETIC BY GRADE. MUST BE WILLING TO DO ANY AND ALL PHOTOGRAPHIC JOBS, WHICH INCLUDE BUT NOT LIMITED TO, CLUBS SCHOOL-WIDE EVENTS (SPRING FAIR, HALLOWEEN DANCE), AND CLOSE-UPS OF ALL STUDENT FACES FOR THE SCHOOL'S MAIN BULLETIN BOARD EACH FALL.
- THE SUCCESSFUL APPLICANT WILL BE EXPECTED TO SUBMIT THREE COPIES OF A BOOKLET CONTAINING PHOTOS OF ALL STUDENTS SORTED BY HOMEROOM NAME TO THE MAIN OFFICE EACH FALL. THEY WILL ALSO BE EXPECTED TO PROVIDE DIGITAL PHOTOS FOR THE SCHOOL'S POWERSCHOOL DATABASE.

SCHOOL PHOTOS

PACKAGES MUST CONSIST OF THE FOLLOWING:

PACKAGE A: 1 - 8X10, 2 - 5X7, 4 - 4X6, 4 WALLETS

SET

PACKAGE B: 2 - 5X7, 4 - 4X6, 4 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 FOR THE PURCHASE OF DIGITAL COPIES ONLY

EA

COST TO ADD CLASS COMPOSITE WITHOUT STUDENT NAMES

SET

COST TO ADD 8 WALLETS TO ANY ABOVE PACKAGE FOR ONLY

COST OF RETAKE

EA

ATTACHED EXPLANATION OF VALUE ADDED SERVICE (MUST BE PHOTOGRAPHY RELATED)

EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN

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.

PLEASE PROVIDE REFERENCES FROM 3 SCHOOLS WHERE YOU HAVE PROVIDED PHOTOGRAPHY SERVICE AND EXPLAIN THE PHOTOGRAPHY PROCESS.

THE SCHOOL RESERVES THE RIGHT TO REQUEST PRESENTATIONS FROM THREE OF THE TOP SCORING COMPANIES PRIOR TO AWARD. THE EVALUATION CRITERIA IS AS FOLLOWS:

- PRICE (30 POINTS)
- QUALITY OF WORK (SAMPLES/REFERENCES) (25 POINTS)
- GUARANTEED RESPONSE TIME (25 POINTS)
- LOCAL REPRESENTATION (10 POINTS)
- ADDED VALUE (10 POINTS)

DO NOT INCLUDE HST IN YOUR PRICING

INSTRUCTIONS TO VENDOR: Proposal (including samples) is required to be emailed to Shawn Marsh, smarsh@hrce.ca, Principal at Bel Ayr Elementary by no later than Monday April 8th at 2:00:00 p.m.(Atlantic Time) Proposals should be clearly titled as Photography Services - Bel Ayr. Faxed proposals will not be accepted.