

REQUEST FOR PROPOSAL

RFP # 4223

HALIFAX REGIONAL CENTRE FOR EDUCATION

Email: dwalpola@hrce.ca

DATE: 19-Mar-24

DATE DUE: 04-Apr-24

Proposals to be submitted via Email Only

NAME OF PERSON REQUESTING QUOTE:

Stephen Corkcum

COMPANY NAME:

Contact Name:

Contact Phone Number:

Local Office Address:

SCHOOL ADDRESS:

141 Millwood Dr

Middle Sackville

B4E 0A1

THIS IS NOT AN ORDER

Submit proposals via email to scorkum@hrce.ca

CONTACT PHONE NUMBER: 902-864-7535

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE - MILLWOOD HIGH

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

CONTRACT TERM: SEPTEMBER 1, 2024 TILL JUNE 2026 WITH 1 OPTIONAL YEAR

MILLWOOD HIGH SCHOOL (800+ STUDENTS) GRADES 09-12 IS SEEKING THE SERVICES OF A PROFESSIONAL PHOTOGRAPHER TO PHOTOGRAPH THE FOLLOWING: SCHOOL PHOTOS, GRAD PORTRAITS AND GRAD CEREMONY / PROM.

- 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/SPORT TEAMS, SCHOOL-WIDE EVENTS, STAFF COMPOSITE PICTURES, ETC, IF REQUIRED. SCHOOL ID'S MUST BE PROVIDED TO THE SCHOOL WITHIN FIVE SCHOOL DAYS OF PHOTO TAKES.
- GRADUATION PORTRAITS ~ ALL GRADUATING STUDENTS (DAY DETERMINED BY SCHOOL IN THE FALL OR SPRING) PHOTOGRAPHERS MUST ALLOW RE-TAKES AND SCHEDULE THESE ACCORDINGLY WITH THE SCHOOL.
- GRADUATION CEREMONY / PROM - ALL GRADUATING STUDENTS (DAY(S) DETERMINED BY SCHOOL IN THE FALL OR SPRING).

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 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)

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.

GRAD PORTRAITS

PACKAGES MUST CONSIST OF THE FOLLOWING:

PACKAGE A: 1 - 11X14, 2 - 8X10, 4 - 5X7, 4 - 4X6, 4 WALLETS

SET

PACKAGE B: 1 - 11X14, 1 - 8X10, 2 - 5X7, 2 - 4X6, 2 WALLETS

SET

PACKAGE C: 1 - 8X10

SET

PACKAGE D: 1 - 11X14

EA

PACKAGE E: 1 - 16X20

EA

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.

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE - MILLWOOD HIGH

GRADUATION CEREMONY / PROM PORTRAITS

PACKAGES MUST CONSIST OF THE FOLLOWING:

PACKAGE A: 1 - 11X14, 2 - 8X10, 4 - 5X7, 4 - 4X6, 4 WALLETS

PACKAGE B: 1 - 11X14, 1 - 8X10, 2 - 5X7, 2 - 4X6, 2 WALLETS

PACKAGE C: 1 - 8X10

PACKAGE D: 1 - 11X14

PACKAGE E: 1 - 16X20

SET

SET

SET

EA

EA

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:

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: Proposal (including samples) is required to be emailed to Stephen Corkum-scorkum@hrce.ca, Principal at Millwood High School by no later than Thursday April 4th at 2:00:00 p.m.(AST) Proposals should be clearly titled as Photography Services - Millwood High School. Faxed proposals will not be accepted.