

REQUEST FOR PROPOSAL

RFP # 4227

HALIFAX REGIONAL CENTRE FOR EDUCATION
Email: dwalpola@hrce.ca

DATE: 05-Apr-24
DATE DUE: 19-Apr-24

Proposals to be submitted via Email Only

NAME OF PERSON REQUESTING QUOTE:
Wayne Rodgers

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

SCHOOL ADDRESS:
200 Innovation Drive
Bedford
B4B 0G4

THIS IS NOT AN ORDER

Submit proposals via email to vincent.rodgers@hrce.ca

CONTACT PHONE NUMBER: 902-832-8964

REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE - CHARLES P. ALLEN HIGH

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

CONTRACT TERM: SEPTEMBER 1 2024 TILL JUNE 30 2025 WITH 2 OPTIONAL YEARS

CHARLES P. ALLEN HIGH SCHOOL (1800+ STUDENTS) GRADES 10-12 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/SPORT TEAMS, SCHOOL-WIDE EVENTS, STAFF COMPOSITE PICTURES, ETC, IF REQUIRED. LAMINATED 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).
- FRAMED STAFF COMPOSITE

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

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

EA

PACKAGE D: 1 - 11X14

EA

PACKAGE E: 1 - 16X20

EA

COST OF RETAKE

EA

ATTACHED EXPLANATION OF VALUE ADDED SERVICE

EXPECTED DELIVERY DATE TO SCHOOL AFTER PHOTOGRAPHS ARE TAKEN

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REQUEST FOR PROPOSAL - PHOTOGRAPHY SERVICE - CHARLES P. ALLEN HIGH

GRADUATION CEREMONY / PROM PORTRAITS		
PACKAGES MUST CONSIST OF THE FOLLOWING:	SET	
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	EA	
PACKAGE D: 1 - 11X14	EA	
PACKAGE E: 1 - 16X20	EA	
FRAMED STAFF COMPOSITE		
FRAMED STAFF COMPOSITE	EA	
ATTACHED EXPLANATION OF VALUE ADDED SERVICE		
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 INCLUDING BUT NOT LIMITED TO FINANCIAL RETURNS TO THE SCHOOL FROM BOTH SCHOOL PHOTOS AND GRAD PORTRAITS (10 POINTS)		
DO NOT INCLUDE HST IN YOUR PRICING		
<p align="center">INSTRUCTIONS TO VENDOR: Proposal (including samples) is required to be emailed to Wayne Rodgers - vincent.rodgers@hrce.ca, Principal at Charles P Allen High School by no later than Friday April 19th at 2:00:00 p.m.(ADT) Proposals should be clearly titled as Photography Services - Charles P Allen High School. Faxed proposals will not be accepted.</p>		
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