

REQUEST FOR PROPOSALS

NUMBER
RFP # MASD 17-01

February 2, 2017

MINERSVILLE AREA SCHOOL DISTRICT

School Portraits

SUPERINTENDENT'S OFFICE
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

Carl G. McBreen
Superintendent

REQUEST FOR PROPOSAL (RFP)

**School Portraits
RFP # MASD 17-01**

MINERSVILLE AREA SCHOOL DISTRICT

REQUEST FOR PROPOSALS FOR
SCHOOL PORTRAITS

RFP NO. MASD 17-01

ISSUE DATE: February 2, 2017

ISSUING DEPARTMENT: Superintendent's Office

PROPOSALS WILL BE RECEIVED UNTIL 11:00 A.M. EASTERN STANDARD TIME ON:
February 14, 2017.

DATE OF AWARD: TBD

One original and three (3) copies for a total of four (4) proposals must be returned in a SEALED ENVELOPE clearly marked RFP NO. MASD 17-01.

Direct all inquiries / questions to:

Jennifer C. Laudeman
Business Manager
(570) 544-1400 extension 1015
jlaudeman@battlinminers.com

Proposal should be mailed or hand delivered to:

Superintendent's Office
1 Battlin Miners Drive
P.O. Box 787
Minersville, PA 17954

All questions should be in writing and will be addressed in writing.

Any alterations to the document made by the Proposer may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Minersville Area School District.

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1.1 Purpose and Objective

The Minersville Area School District (MASD) is soliciting written proposals from a qualified contractor to provide school portrait services for a three-year contract starting July 1, 2017 and ending June 30, 2020 (In essence, starting with school year 2017-2018, 2018-2019, and ending with school year 2019-2020.). MASD intends to award a contract to the respondent deemed most qualified and responsive to this request and whose proposal best benefits MASD.

1.2 Background

MASD is a school system with a Pre K–12 student population of approximately 1,300 students. The students are educated in three (3) school buildings; which are made up of:

<u>School Building</u>	<u>Grades</u>	<u>School Day</u>
Early Childhood	Pre K to K	9:00 A.M. to 3:30 P.M.
Elementary Center	1st to 6th	8:50 A.M. to 3:20 P.M.
Jr./Sr. High School	7th to 12th	7:50 A.M. to 2:50 P.M.

MASD has approximately 150 staff members.

1.3 Scope of Services

The successful Contractor must at a minimum provide the following services. **For all areas, cropping and editing need to be included.** It is the Contractor's responsibility to insure that the facilities and grounds are maintained in an acceptable manner at all times (i.e.: how they found them).

A. Senior and Underclass Program (Service Items):

1. Minersville Area Junior Senior High School
Minersville Elementary Center
Early Childhood Education Center (Llewellyn, PA)
 - a.) School Office Calendars
 - b.) Color Portrait Strips
 - c.) Yearbook Service Item – CD or import to yearbook company.
 - d.) Customized Student and Staff ID Cards

B. Additional Portrait Programs:

1. Minersville Area Junior Senior High School
 - a.) Prom/Dance Portraits (Spring Prom and Winter Formal)
 - b.) Sports Portraits
 - Fall – Cross Country, Football, Jr./ High Girls Basketball, Volleyball
 - Winter – Girls/Boys Basketball, Wrestling
 - Spring – Baseball, Softball, Track

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- c.) Senior Portraits (includes Sports Candid Photography)
- d.) Candid Photography - Provide Candid photography for one game per sports team, as well as candid photography for Prom/Dance events. Burn images onto a disk for use in our school yearbook.

C. All Areas:

1. Include picture retakes.
2. Include picture cropping and editing for school purpose.
3. Include School Administration CD or software that enables the importing of images and data into the school administrative software. Include all students and faculty pictures.
4. Include listing of packages with corresponding pricing that will be offered to the parents/guardians.
5. Include any fees to the District.
6. Please do not include complimentary package to faculty and staff.

1.5 Projected Timetable

Use the following timetable as a guide for planning purposes. MASD reserves the right to adjust the timetable as necessary during the RFP process.

<u>Event</u>	<u>Date</u>
RFP Issued	February 2, 2017
Deadline for submitting questions	February 10, 2017 by 3:00 P.M. EST
Proposals Due at District Administration	February 14, 2017 by 11:00 P.M. EST
Board Decision	TBD

MASD Schools reserves the right to withdraw this RFP at any time and for any reason, and to issue such clarifications, modifications, and/or amendments, as it may deem appropriate.

MASD reserves the right to waive minor irregularities in response proposals, provided action is deemed in MASD best interests.