



***Each Scholar: A Voice. A Dream. A BRIGHT Future.***

**Issue date: February 23, 2022**

**Request for Proposal Title: Elementary, Middle and High School Individual Student Picture Packages**

**RFP Number: FWPS RFP 022322**

**RFP due Date and Time: March 10, 2022; 2:00PM**

**RFP Delivery Address: Federal Way Public Schools  
Attention: Lynn Shore, Buyer  
33330 8<sup>th</sup> Ave S  
Federal Way, WA 98003**

Federal Way Public Schools is requesting responses to our Request for Proposal for Individual Student Picture Packages for the 2022-23 school year, (August 1, 2022 – July 31, 2023). A one-year contract will be awarded with four consecutive one-year renewal options. Interested Contractors need to submit a single proposal to be considered for all Elementary, Middle and High Schools or select a specific category of schools (noted on the Proposal Certification form on page 3). The District is looking to create an approved Contractor list/pool for the described scope of work in Section 3, Scope of Work starting on page 11. Each school will offer all extra photo opportunities to their awarded Contractor first.

Requesting proposals gives FWPS the opportunity for interested parties to participate for the individual student picture package business without having multiple Contractors approach each building individually. It also ensures that Contractors apply consistent pricing to FWPS parents and schools. In this process, the Contractor will acknowledge agreement to the FWPS requirements; provide pricing, submit samples and references, and list any other services which they may provide (inclusive with their quoted pricing). Contractors also have an opportunity to list any fee-based products and/or services not included in Section 3.

All proposals will be opened and verified at the time and date listed above. This will not be a public opening. Due to the volume of line items listed in this RFP, a matrix of Contractor responses will be made available upon request fourteen (14) working days from the RFP award date.

Each RFP is to be filed in a separate envelope and marked with the appropriate RFP name, date and time of opening. All RFPs must be at Federal Way Public Schools offices on or before the due date and time or they will not be accepted. Faxed, e-mail, or "postage due" RFPs will be not be accepted by Federal Way Public Schools.

**PROPOSAL CERTIFICATION:** The signature on this RFP certifies that the Contractor has read this Request for Proposal in its entirety, is authorized to bind the contract, and agrees to furnish the requested supplies or services in accordance with this Request for Proposal. All signatures must be in ink.

**Purchasing Official:** Lynn Shore, Buyer  
**Phone:** 253-945-2051  
**Email:** RFP@FWPS.ORG

FIRM NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_

AUTHORIZED SIGNATURE \_\_\_\_\_

NAME (TYPE OR PRINT) \_\_\_\_\_

TITLE \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

ADDENDUM(s) RECEIVED \_\_\_\_\_

CONTRACTOR IS SUBMITTING A PROPOSAL FOR: Circle All  
That Apply

Elementary Schools	Y	N
Middle Schools	Y	N
High Schools	Y	N

**Request for Proposal advertised in the Daily Journal of Commerce February 24, 2022 and March 3, 2022.**

**SECTION 1:  
INSTRUCTIONS FOR REQUEST FOR PROPOSAL**

1. **REQUEST FOR PROPOSAL REVIEW:** Carefully review this RFP for defects or objectionable material. RFP comments concerning defects or objectionable material or any questions with regard to this RFP must be made in writing to the address below and received by the purchasing authority-at least **five (5) days** before the RFP opening date. This will allow time for an amendment to be issued if one is required. It will also help prevent the opening of a defective RFP, upon which award cannot be made, and the resultant exposure of RFP prices. All questions or requests for clarification must be directed in writing to [rfp@fwps.org](mailto:rfp@fwps.org). The subject line of the mail must be labeled “FWPS RFP 022322 Question”.
2. **SUBMITTING REQUEST FOR PROPOSALS:** Envelopes containing RFPs must be sealed, marked, and addressed as shown in the example below. Put the RFP number and opening date on the envelope of the RFP information. Envelopes with RFP numbers annotated on the outside will not be opened until the scheduled date and time. Envelopes not containing this information may result in a rejected proposal. Contractors must submit four (4) copies of their RFP response. One of the four copies must be an original and designated as such.

Purchasing Department  
Federal Way Public Schools No. 210  
33330 8<sup>th</sup> Ave S  
Federal Way WA 98003

RFP title/number: FWPS RFP 022322  
Elementary, Middle and High School  
Individual Student Picture Packages  
Due Date and Time: March 10, 2022; 2:00PM

Responders to this request for proposal shall use this and any attached forms in submitting proposals. No other forms will be accepted.

3. **PRODUCTS:** Price proposals shall include all handling and packaging costs.
4. **PRICES:** The RFP shall state prices in the units of issue. Prices quoted must be inclusive of federal, state and local taxes. All pricing has been determined independently, without consultation, communication or agreement with others for the purpose of restricting this RFP.
5. **ADDENDUMS:** List all addendum(s) received by name and addendum number on the first page of this RFP.
6. **SPECIFICATIONS/ALTERNATIVES AND EQUALS:** The District often uses manufacturer’s brand and model designations as a specification standard. In some cases, special brands are designated for compatibility with existing facilities or equipment. Offerings of alternate quality of features will, at the District’s discretion, be considered on an “alternate” basis. Brands of equal specification,

quality, performance, and use may be considered on an “equal” basis; however, the District reserves the sole right in qualifying an “equal”.

7. **CONTRACTOR’S CERTIFICATION:** By signature on their proposal, Contractors certify that: they have read this Request for Proposal; are authorized to bind *as* the Contractor; and agree to furnish the requested supplies, equipment or services in accordance with this RFP.
8. **MISCELLANEOUS:** Any Illegible proposals will be rejected. Retain a copy of your submitted proposal for your records. All proposals and other materials submitted become the property of the District. Public records are open to reasonable inspection by the public.
9. **RFP PROPOSAL EVALUATION CRITERIA:** Awards, if any, will be made to the most responsive and responsible proposer/s whose proposal is judged by the District to best fulfill the District’s requirements, as described in this RFP document. All valid Contractor proposals will be evaluated according to the following weighted methodology:

Photographic Services Assessment	40%
Experience (includes three references)	20%
Cost	<u>40%</u>
	100%

A District evaluation team will judge written submissions against these criteria. The evaluation team may invite supplementation of the written submissions via interviews or discussions with the top-rated Contractor/s. The District is looking for Contractors which meet a 90% or above evaluation score.

**SECTION 2:**  
**GENERAL TERMS AND CONDITIONS**

1. **AUTHORITY:** This RFP is written in accordance with R.C.W. 28A.335.190 and the applicable policies of Federal Way Public Schools.
2. **COMPLIANCE:** In the performance of a contract that results from this RFP the Contractor must comply with all federal, state, and court regulations, codes, and laws; and be liable for all required insurance, licenses, permits and bonds; and pay all applicable taxes.
3. **TAXES:** Federal Way Public Schools is exempt from Federal Excise Tax. The District is required to remit Washington State Sales Tax including purchases outside of Washington where no sales tax is collected.
4. **DELIVERY:** Proposal prices are to be FOB Destination and shipping is to be prepaid and included. All items ordered may not be delivered to the same address within the District. All merchandise is subject to inspection and acceptance by District personnel.
5. **PAYMENT:** Federal Way Public Schools’ payment terms are NET 30. Invoices should be reviewed for accuracy to reflect information and pricing as quoted. At the discretion of the District, partial payments will be made for partial deliveries.

Credit Card payments must meet PCI (Payment Card Industry) Data Security Standards. Please reference: <https://www.pcisecuritystandards.org>

6. **CONTINUING OBLIGATION OF CONTRACTOR:** Notwithstanding the expiration date of a contract resulting from this RFP, the Contractor is obligated to fulfill its responsibilities until contracted requirements have completely expired.
7. **RIGHT OF INSPECTION:** The Contractor shall provide right of access to its facilities to Federal Way Public Schools, or any of its officers, authorized agent or official, at reasonable times, in order to monitor and evaluate performance, compliance and/or quality assurance under this contract.
8. **SUITABLE MATERIALS:** Unless otherwise specified, all materials, supplies or equipment offered in the RFP shall be new, unused, of the latest edition, version, model or crop and of recent manufacture. All products offered shall meet or exceed the applicable requirements of OSHA and WISHA.
9. **FIRM OFFER:** For the purpose of award, offers made in accordance with this RFP must be good and firm for a period of ninety (90) days from the date of the RFP opening.
10. **EXTENSION OF PRICES:** In case of error in the extension of prices in the RFP, the unit prices will govern.
11. **RFP PREPARATION COSTS:** Federal Way Public Schools is not liable for any costs incurred by the RFP preparation.
12. **RFP REJECTION:** Federal Way Public Schools reserves the right to reject any or all proposals, and to waive informalities or irregularities in any RFP or in the response. No faxed, e-mailed, or “postage due” RFPs will be accepted.
13. **ADDENDUMS:** If it is necessary for Federal Way Public Schools to issue an addendum to this RFP it will be promptly mailed to all interested parties registered with the Purchasing Department. If mandatory pre-request for proposal meetings are held, the addendum may only be sent to those who attended. All official clarifications or interpretations of the RFP documents will be by written addendum. Clarification given in any other form will be unofficial. It is the Contractor’s responsibility to be aware of addendum(s) associated with an RFP.
14. **ASSIGNMENT (RFP):** Assignment of the rights and duties under a contract or Purchase Order resulting from this RFP is not permitted unless authorized in writing by Federal Way Public Schools Purchasing Department.
15. **FORCE MAJEURE:** (Impossibility to perform) The contractor is not liable for the consequences of any failure to perform, or default in performing any of its obligations under this agreement, if that failure default is caused by any unforeseeable Force Majeure, beyond the control of and without the fault or negligence of the contractor. For the purposes of this RFP, Force Majeure will mean war (whether declared or not); revolution; invasion; insurrection; riot; civil commotion; sabotage; military or usurped power; lightning; explosion; fire; storm; drought; flood; earthquake; epidemic; quarantine; strikes; acts or restraints of governmental authorities affecting the project or directly or indirectly prohibiting or restricting the furnishing or use of materials or labor required;

- inability to secure materials, machinery, equipment or labor because of priority, allocation or other regulations of any governmental authorities.
16. **LATE RFP'S:** Late RFPs are those received after the date and time set for the receipt of the RFPs **AND WILL BE REJECTED.**
  17. **RENEWAL OPTIONS:** At the sole discretion of Federal Way Public Schools, this contract may be renewed for (4) four consecutive (1) one-year periods. Renewal considerations will use service and product quality criteria factors provided from Federal Way Public Schools end of the school surveys in determining renewal options. All Contractors under a current contract award will receive a letter prior to March 31<sup>st</sup> of the pending renewal year outlining the Districts decision to exercise the renewal option.
  18. **CONTRACT EXTENSION:** Unless otherwise provided in the RFP, Federal Way Public Schools and the successful Contractor agree: (1) any holding over of the contract excluding any exercised renewal options will be considered as a month-to-month extension with all other terms and conditions remaining in effect and (2) to provide written notice to the other party of intent to cancel the month to month extension at least thirty (30) days before the desired date of cancellation.
  19. **DEFAULT:** In case of default by the Contractor, for any reason whatsoever, Federal Way Public Schools may procure the goods or services from another source and hold the contractor responsible for any resulting excess cost and may seek other remedies under law or equity.
  20. **HOLD HARMLESS:** The Contractor will indemnify, hold harmless and defend the school district, its officers and employees from all liability, including costs and expenses, for all actions or claims resulting from injuries or damages sustained by any person or property arising directly or indirectly as a result of any error, omission or negligent act of the Contractor, subcontractor or anyone directly or indirectly employed by them in the performance of this contract.
  21. **JURISDICTION:** This RFP has been and shall be construed as having been made and delivered within the State of Washington, and it is agreed by each party hereto that this request for proposal shall be governed by the laws of the State of Washington, King County, both as to interpretation and performance. Any action of law, suit in equity, or judicial proceeding for the enforcement of this RFP or any provisions thereof shall be instituted and maintained and venue shall be only in the courts of competent jurisdiction in King County, Washington.
  22. **ORDER DOCUMENTS:** Federal Way Public Schools is not bound by a Contractor contract signed by a person who is not specifically authorized to sign for Federal Way Public Schools.
  23. **BILLING INSTRUCTIONS:** Invoices for service and/or products *purchased by the District* must be billed to the invoicing address shown on the Purchase Order and not to the Purchasing Department. Federal Way Public Schools will make payment after it receives the merchandise or service and the invoice. Questions concerning payment must be addressed to Federal Way Public Schools, Accounts Payable Department.
  24. **COPYRIGHT PROVISIONS:** Unless otherwise provided, all Materials produced under this contract shall be considered "works for hire" as defined by the U.S. Copyright Act and shall be owned by Federal Way Public Schools.

Federal Way Public Schools shall be considered the author of such Materials. In the event the Materials are not considered “works for hire” under the U.S. Copyright Laws, Contractor hereby irrevocably assigns all right, title and interest in Materials, including all intellectual property rights, to Federal Way Public Schools effective from the moment of creation of such Materials. Materials means all terms in any format and includes, but is not limited to, data, reports, documents, pamphlets, advertisements, books, magazines, surveys, studies, computer programs, films tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, register and the ability to transfer these rights.

- 25. **SAMPLES:** In some cases, samples are requested to be furnished by the Contractor at no charge to the District to determine acceptability of any item. All samples must be labeled with Contractor’s Name and Proposal Number. Samples not picked up will be recycled after sixty (60) days.
- 26. **REQUEST FOR PROPOSAL CHANGES OR WITHDRAWAL:** All changes and erasures must be made before request for proposal opening date and time, and initialed. Vendor may not withdraw their proposal after the proposal opening.
- 27. **REQUEST FOR PROPOSAL BOND:** A request for proposal bond is not required.
- 28. **PERFORMANCE BOND:** A performance bond is not required.
- 29. **INSURANCE:** The following insurance is required and must be kept in force during the term of the contract. All required insurance must be in place prior to the start of any work. Federal Way Public Schools shall be given thirty (30) days prior written notice of any cancellation, suspension or material change in coverage. **Federal Way Public Schools must be named additional insured with endorsement provided.**

**Commercial General Liability**

- a. Written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and
- b. \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include but not limited to: blanket contractual, products/completed operations, broad form property damage, explosion, collapse and underground (XCU) if applicable and employer’s liability.

**Professional Liability Insurance**

Limits no less than \$1,000,000.00 per occurrence.

- 30. **CONFIDENTIALITY / SAFEGUARDING OF INFORMATION:** The Contractor shall not use or disclose any information concerning Federal Way Public Schools, or information which may be classified as confidential, for any purpose not directly connected with the administration of this contract, except with prior written consent of Federal Way Public Schools, or as required by law, during the term of this contract and beyond.



31. **SEVERABILITY:** The provisions of this contract are intended to be severable. If any term or provision is illegal or invalid for any reason whatsoever, such illegality or invalidity shall not affect the validity of the remainder of this contract.
32. **CONTRACTOR EMPLOYEES-ACCESS TO CHILDREN:** The contractor is prohibited from employing any person who may have contact with children at public schools during completion of this contract who has pled guilty to or been convicted of crimes listed in R.C.W. 28A.400.330. Failure to comply with this section shall be grounds for immediate termination of this contract.
33. **SCHOOL BOARD APPROVAL:** No contract will be issued until approved by the School Board.
34. **COVID-19 CONTRACTOR VACCINATION VERIFICATION PLAN.**  
 Contractor represents and warrants that Contractor has a current COVID-19 Contractor Vaccination Verification Plan to ensure that Contractor’s personnel (including subcontractors) who perform this Contract on-site at Agency premises, unless properly excepted or exempted by the Proclamation, are fully vaccinated for COVID-19 as of October 18, 2021 as set forth in the Governor’s Proclamation, Proclamation 21-14 -COVID-19 Vaccination Requirement (dated August 9, 2021) as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021). Contractor further represents it:
- Has reviewed and understands Contractor’s obligations as set forth in Proclamation 21-14 – COVID-19 Vaccination Requirement (dated August 9, 2021), as amended by Proclamation 21-14.1 – COVID-19 Vaccination Requirement (dated August 20, 2021);
1. Has developed a COVID-19 Vaccination Verification Plan for Contractor’s personnel (including subcontractors) that complies with the above- referenced Proclamation;
  2. Has obtained a copy or visually observed proof of full vaccination against COVID-19 for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
  3. Complies with the requirements for granting disability and religious accommodations for Contractor personnel (including subcontractors) who are subject to the vaccination requirement in the above-referenced Proclamation;
  4. Has operational procedures in place to ensure that any contract activities that occur on-site at District premises (other than only for a short period of time during a given day and where any moments of close proximity to others on-site will be fleeting – e.g., a few minutes for deliveries) that are performed by Contractor personnel (including subcontractors) will be performed by personnel who are fully vaccinated or properly excepted or exempted as required by the above-referenced

Proclamation;

5. Has operational procedures in place to enable Contractor personnel (including subcontractors) who perform contract activities on-site and at District premises to provide compliance documentation that such personnel are in compliance with the above-referenced Proclamation
6. Will provide to District, upon request, Contractor's COVID-19 Vaccination Verification Plan and related records, except as prohibited by law, and will cooperate with any investigation or inquiry pertaining to the same.

**SECTION 3:**  
**SCOPE OF WORK**

To be considered responsive to this request for proposal, all bid submittals must comply with the following specifications:

**3.1 GENERAL REQUIREMENTS ALL SCHOOLS:**

- A. The photographs covered by this proposal are for Federal Way Public Schools students, enrolled in kindergarten through twelfth grades, approximately 21,000 students in 38 schools. There are a few differences between the elementary school, middle school and high school requirements. Please pay special attention to these differences.
- B. Every student will be photographed for school records. Schools require August through October individual student photography services. Retakes may extend into November in extreme situations with approval of the building principal.
- C. Contractor must provide a website for pre-payment of pictures that details picture package options and pricing. Pictures must be available for purchase until June 1<sup>st</sup> of the current school year. Additional charges for late orders placed more than 2 business days after picture day are allowed. Late orders will be shipped directly to the customer. Information about the Contractor's ordering website will be communicated to each school prior to the end of the school year.
- D. Contractor must provide announcement fliers for each school with photo date specified for students to take home. At least fifty (50) additional fliers above the school enrollment must be provided. Fliers are to be bundled in groups of 30 and delivered to each respective school at least four (4) weeks prior to the scheduled picture date. Schools that will be mailing flyers may require more than 4 weeks lead-time. Flyers shall be available in both English and Spanish.
- E. Federal Way Public Schools will import the pictures into various software applications. Photos may be submitted in secure format digitally or submitted via CD/DVD media. This secure FTP website shall be password protected with a user name and password. The pictures must be in a PNG format. Photos must be in portrait layout in a 4X5 width/height ratio. Minimum dimensions are 100 pixels by 125 pixels. It is the district's preference for the contractor to provide a secure FTP website from where photos can be downloaded after picture day. See Attachment A for the complete submission requirements. CD/DVD media submissions will require a District form submitted with the media. This form will be provided to any awarded Contractors. Contractor submissions not meeting all the requirements noted in Attachment A will be rejected with an expected return date for compliance and corrections back to the District within five (5) business days (Monday through Friday).
- F. Contractor shall provide, upon request, a secure method to upload student roster and other data transfers to protect student privacy and Personally Identifiable Information (PII).

- G. Contractor shall provide a minimum of two (2) photographers and one (1) assistant for clerical/collection duties. The school will have the final approval of the Contractor proposed staffing model. Staffing will be discussed at the time of signing the Letter of Award Agreement. FWPS staff, parent volunteers or student helpers are not allowed to handle any collection of monies. If schools opt to provide volunteers to assist the photographers, photographers shall provide a complimentary picture package to each volunteer. The number of volunteers provided will be determined by the principal. Confirmation of ASB payments will be made by Contractor staff using school supplied student lists.
- H. All pictures shall have same neutral background selected by each school.
- I. In the event that the photo order is not delivered, or that the parent is not satisfied, the Contractor shall issue a full refund within a thirty (30) day calendar period. Retakes may be substituted for a refund at the parent's discretion.
- J. Retakes are to be allowed for non-satisfactory pictures at the request of the principal or parent. Student must return original photo order prior to retake sitting. Students absent on initial picture day or new students will also be photographed on retake day.
- K. Contractor must provide clean combs for student use that will become the property of the student.
- L. Picture packages must be delivered to the school within three (3) weeks of original picture day. Retakes are to be scheduled within a week after delivery of original pictures. Delivery of all packets, including originals, mugs, and retakes must be made no later than December 1<sup>st</sup> of the contract year.
- M. Payment: The District takes no responsibility for payment for pictures and or services rendered by the Photographer. All financial transactions will occur between the Photographer and the parent/guardian purchasing pictures. The District will not be responsible for non-payment or the collection of funds. Contractor shall assume responsibility for reimbursement of charges to parents for the undelivered or unsatisfactory pictures.
- N. Contractor shall take adequate time with each student being photographed for quality photos.
- O. There will be no Contractor or product advertising shown on the front of student or group pictures.
- P. A local representative must be assigned to the Federal Way Public Schools account. The District reserves the right to request different representation or photography staff at any time over the life of the contract for any reason deemed necessary by the District. Contractor must provide a dedicated customer service phone number for parent inquiries.
- Q. The attached Letter of Award Agreement will be the document used for Schools to select their Contractor from the approved vendor list. After the Letter of Award Agreement is signed, Contractor will meet with the school administrative staff to schedule picture date/s.

**3.2 ELEMENTARY SCHOOL OFFICE ADDITIONAL REQUIREMENTS:**

- A. Contractor shall provide, at a minimum, four (4) picture ID “mug” books for each elementary school. Mug books must be separated by grade level and staff. Each student must be accurately and clearly labeled with grade level indicated on the page.
- B. Contractor shall provide student ID cards at the principal’s request. Picture size shall be 1-1/8” x 1-7/8” with two-color plastic laminated card. School shall be allowed to select design and color to match school preferences. List of student names and ID numbers shall be provided to Contractor.

**3.3 ELEMENTARY SCHOOL GROUP PHOTOS ADDITIONAL REQUIREMENTS**

- A. Minimum size of group photos shall be 8” x 6-1/2” size.
- B. Group photos must have school name and student names in bottom margin of photos, not included in photo area.
- C. These Group photographs may be sold on a prepaid basis.
- D. Contractor shall provide one (1) staff group photo for each individual school.
- E. Contractor shall provide one (1) book for each school of all class group photos.
- F. Group Photos may be scheduled in the fall at the same time as individual pictures or in the spring. Pictures shall be returned to the school within **three (3) weeks** of group photo picture day.

**3.4 MIDDLE SCHOOL OFFICE ADDITIONAL REQUIREMENTS:**

- A. Student picture packets must be delivered to school sorted alpha by homeroom teacher.
- B. Contractor shall provide student ID (ASB) card, picture size shall be 1-1/8” x 1-7/8”, with two-color plastic laminated card. School shall be allowed to select design and color to match school preferences. List of student names and ID numbers shall be provided to Contractor.
- C. Contractor shall provide blank ID cards for school to create new ID cards for lost cards and new students.
- D. Contractor shall embed an “ASB” designation on the ID card for students who have paid their ASB fees. Contractor shall supply extra ASB labels for future use.
- E. Contractor shall provide, at a minimum, six (6) picture ID “mug” books for each middle school. Mug books must be separated by grade level and staff. Each student must be accurately and clearly labeled with grade level indicated on the page.

**3.5 MIDDLE SCHOOL AND HIGH SCHOOL YEARBOOK ADDITIONAL REQUIREMENTS:**

- A. Federal Way Public Schools yearbook staff submit yearbook photos to their yearbook vendor via digital media. The school yearbook advisor must have the ability to download the pictures from a CD, DVD or secure FTP website with resolution up to 600x800. The secure FTP website shall be protected with a user name and password for security purposes. Student must be listed alphabetically by grade level. Staff photos must be separate from student photos.
- B. CD's or DVD's must be formatted for use with the current yearbook company and be PSPA (Professional School Photographers Association) compliant.
- C. Contractor must provide one (1) yearbook photo labeled with student name and be die cut. Size shall be minimum 1-1/2" x 1-7/8" or 1-5/8" x 1-3/4". Pictures must be sorted alpha by grade level.

**3.6 HIGH SCHOOL OFFICE ADDITIONAL REQUIREMENTS:**

- A. Student picture packets must be delivered to school sorted alpha by homeroom teacher.
- B. Contractor shall provide student ID (ASB) card, picture size shall be 1-1/8" x 1-7/8", with two-color plastic laminated card. School shall be allowed to select design and color to match school preferences. List of student names and ID numbers shall be provided to Contractor.
- C. Contractor shall provide blank ID cards for school to create new ID cards for lost cards and new students.
- D. Contractor shall embed an "ASB" designation on the ID card for students who have paid their ASB fees. Contractor shall supply extra ASB labels for future use.
- E. Contractor shall provide, at a minimum, eight (8) picture ID "mug" books for each high school. Mug books must be separated by grade level and staff. Each student must be accurately and clearly labeled with grade level indicated on the page.
- F. Contractors that are selected at the high school level will provide one (1) ASB ID Card making machine for each signing high school. This machine will be brought to the school on picture day for Contractor use and left at the school at the end of picture day for use during the term of the contract.

**SECTION 4:****PROPOSAL REQUIREMENTS**

A District team will evaluate proposal responses to determine contract awards. In arriving at its determination, the evaluators will assess the photographic services expertise, experience and cost as described in Contractor responses to the following sections. Be sure to clearly label your responses (PS A; PS B; PS C; etc.) so the evaluators can easily find them. Responses must be presented in the order as written below with no cross references to binders, flyers or other materials. If proposing for more than one school level, Elementary, Middle and High Schools, Contractor must list any differences in service and processes if differences exist.

**PHOTOGRAPHIC SERVICE ASSESSMENT**

(SCORING WEIGHT 40%)

(Limit Three (3) Single Sided Written Pages; Not Including Requested Samples)

- PS A: Describe your staffing plan for managing an account of this size. Provide a description of your firm and how long you have been in the practice of student school photography, training provided to your photographers (especially on working with children), if your photographers have been background checked and fingerprinted, etc.
- PS B: Describe any issues or obstacles associated with selecting picture dates this fall if this contract is awarded in April.
- PS C: Describe how you would run a school picture day, to include staffing and any requirement for schools to provide volunteers. Also address the issue of staffing relative to the size of the school student population.
- PS D: List the three top complaints that you believe schools would have about photography services. Describe how you would mitigate, prevent or eliminate each of these complaints.
- PS E. How your company will work to support the yearbook staff at our Elementary, Middle and High Schools.
- PS F. What tangible benefits will the District receive if your company is selected for this contract? List the options for providing parking passes, dance posters, mug books, free packages for low income families, etc.
- PS G. Provide sample mock-ups of the typical fliers and forms you would provide for students/parents before and after picture day. (Limit 3)
- PS H. Submit one (1) picture package with 1 8X10, 2 5X7, 3 4x5 photos and delivery envelope.

**EXPERIENCE (INCLUDING (3) REFERENCES****(SCORING WEIGHT – 20%)****Experience**

Proposers should provide an overview of their experience in photographing students. This overview is not to exceed one (1) single sided page in length. Direct experience with K-12 school photography will be given higher consideration.

**Contractor Professional References**

The information required must be entered on the Contractor Professional References form included on the next page of this RFP. The District reserves the right to check Contractor references with additional customers not listed as a reference by the Contractor and use these additional references in the evaluation process.

- A minimum of 3 references are required, two (2) references must be non-Federal Way Schools. Contractor must show evidence of completion within the last two years of at least three contracts involving work with school districts similar to that described in the proposal documents. FWPS student populations equate to approximately 21,000 students with a total of 38 schools. All references listed must be within the State of Washington. Contractor must list at least one school for each school population which they are proposing. Example: A Contractor is proposing for Elementary only, all references must be Elementary Schools. Example 2: A Contractor is proposing for each level, Elementary, Middle and High Schools, one reference for each level must be listed.

FWPS Elementary Schools Average Population: 445

FWPS Middle Schools Average Population: 739

FWPS High Schools Average Population: 1,467



**CONTRACTOR PROFESSIONAL REFERENCE FORM**

**Vendor Name** \_\_\_\_\_

**Reference #1:**

School Name: \_\_\_\_\_

District Name / City: \_\_\_\_\_ / \_\_\_\_\_

Term of Contract: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: REQUIRED \_\_\_\_\_

**Reference #2:**

School Name: \_\_\_\_\_

District Name / City: \_\_\_\_\_ / \_\_\_\_\_

Term of Contract: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: REQUIRED \_\_\_\_\_

**Reference #3:**

School Name: \_\_\_\_\_

District Name / City: \_\_\_\_\_ / \_\_\_\_\_

Term of Contract: \_\_\_\_\_

Contact Name and Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: REQUIRED \_\_\_\_\_

**COST**

**(SCORING WEIGHT – 40%)**

**USING THE FORM BELOW**, the Contractor will provide the following picture package options for individual student photos. In addition to the mandatory package options listed below, additional packages and individual A La Carte picture products may be included at the time of sale. **Do not list additional priced items here.** Provide the following cost information for full color photos:

**Individual Student Photos for all District Schools 2022-23 Pricing**

Package Descriptions 2"x3", 3"x5", 5"x7", 8"x10" Dimensions below are in inches		Selling Price per Package (including: tax, shipping)
A	2 each 8 x 10      4 each 5 x 7 4 each 3 X 5      8 each 2 X 3	
B	1 each 8 x 10      2 each 5 x 7 4 each 3 X 5      4 each 2 X 3	
C	2 each 5 x 7      2 each 3 x 5 8 each 2 x 3	
D	4 each 3 x 5      8 each 2 x 3	
E	1 each 8 x 10	
F	2 each 5 x 7	
G	4 each 3 x 5	
H	16 each 2 x 3	
I	1 each Photo CD	
Retouching Charge		
Spring Group Picture (Elementary)		

Is the Contractor’s offer renewable for (4) four consecutive additional years?

Circle One: Yes or No

If yes, indicate optional renewal increase if any.

Renewal Options	% increase not to exceed the CPI Index
School year 2023-2024	
School year 2024-2025	
School year 2025-2026	
School year 2026-2027	

**FWPS RFP 022322 Attachment A:**Federal Way Public Schools Synergy™ Student Photo Submission Requirements

Photos may be submitted in secure format digitally or submitted via CD/DVD media. This secure FTP website shall be password protected with a user name and password. For the photos to be bulk imported into Synergy SIS, the digital media or CD/DVD from the photographer must follow the requirements below:

- **IMAGE SIZE:**  
Photos must be in portrait layout in a 4X5 width/height ration. Minimum dimensions are 100 pixels by 125 pixels.
- **COLOR FORMAT:**  
24-bit images are recommended, but 16-bit may be used, also.
- **FILE TYPE:**  
Photo files must be in the Portable Network Graphic (\*.png) format.
- **STORAGE MEDIA:**  
Photos may be submitted in secure format digitally or submitted via CD/DVD media.
- **FILE NAMING:**  
Photo files must be named by the District's Student ID Number, followed by a period (.), followed by the **png** three letter extension. The photo file name (everything before the period) may not contain any spaces or non-numeric characters. Photo file names (everything before the period) may not contain leading or trailing zeroes.  
Examples:  

<u>District Student ID Number</u>	<u>Valid Photo File Name</u>
987123	987123.png
<u>District Student ID Number</u>	<u>Invalid Photo File Names</u>
987123	987123.pngs
987123	00987123.png
987123	987123(1).png
- **STAFF PHOTOS:**  
If Staff Photos are included on the CD or DVD, they **MUST** be, at least, in a separate directory/folder from the Student Photos and/or clearly labeled as STAFF. Staff photos may be on separate media.
- **SUBMISSION COMPLIANCE:**  
CD/DVD media submissions will require a District form submitted with the media. This form will be provided to any awarded Contractors. All Contractor submissions, regardless of the media choice, not meeting all the requirements noted in this attachment will be rejected with an expected return date for compliance and corrections back to the District of five (5) business days (Monday through Friday).

**FWPS RFTP 022322 ATTACHMENT B**

Request for Proposal Title: Elementary, Middle and High School Individual Student  
Picture Packages

**AGREEMENT CONCERNING USE OF DATA**

For and in consideration of the current and continuing contract for school picture products and services between (Contractor) \_\_\_\_\_ and Federal Way Public Schools. Contractor hereby acknowledges that all data relating to students of the School District is confidential information and shall be at all times regarded, treated and protected as such.

The Contractor referenced above, promises and agrees that it will not reveal, report, publish, disclose, or transfer to any other person, other corporation, or organization, the data received from Federal Way Public Schools without prior authorized written permission from the School District. This confidentiality agreement shall survive the termination or expiration of FWPS RFP 022322 or any resulting contract.

X \_\_\_\_\_  
Authorized Representative Signature

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Date

