

PINE TREE INDEPENDENT SCHOOL DISTRICT



JUDY A. DOWNING, RTSBA, CPA
CHIEF FINANCIAL OFFICER
E-MAIL - jdowning@ptisd.org

DR. TERESA J. FARLER
SUPERINTENDENT OF SCHOOLS

December 13, 2016

To Whom It May Concern:

Pine Tree ISD is accepting proposals for photography services for the administration and grades 7-12. Please see the attached proposal. It is imperative that the proposals are submitted by the date listed in the proposal and all items are addressed as requested by the proposal.

The District would like to thank you in advance for considering submitting photography services proposals. If you have any questions, please feel free to email me at jdowning@ptisd.org.

Thank you,

A handwritten signature in blue ink that reads "J. Downing". The signature is stylized and overlaps the typed name below it.

Judy A. Downing, RTSBA, CPA
Assistant Superintendent for Business and Finance



**PROPOSALS FOR
PHOTOGRAPHY SERVICES**

2017-2018
(Yearly contract with 3-year option)

Deadline: Noon, February 15, 2017
Late proposals will not be considered
Pine Tree ISD administration and grades 7-12

REQUEST FOR PROPOSALS – PHOTOGRAPHY SERVICES

You are invited to submit a proposal for producing various school pictures and photography services for the Pine Tree Independent School District administration and grades 7-12. Please read and follow all instructions in this request.

General

We will consider previous service, convenience, references, and any other relevant information to make our decision as to the BEST proposal. This choice might not be made strictly on low price. Please note that the District knows of no legal requirement to formally bid this service. We request proposals as a service to our patrons who actually pay for the pictures and to develop a file of student pictures for yearbooks and district records. Further, the District may request to extend this agreement for another year following satisfactory delivery of services specified in the proposal.

You may address the subjective issues of service, convenience, quality, etc. in writing attached to your proposal. List any other product or service not specified but included in your proposal that you feel would benefit the school district. Quality of service is extremely important to the District. Failure to provide timely, friendly, helpful accurate service will be sufficient cause to reject future proposals.

The district will consider multi-year renewals.

Scheduling

Coordination of effort is extremely important. As there are limited hours available for instruction, it is most critical that the photographer work with each principal, principal's designee; yearbook and fine art sponsors; and athletic department on schedules, that appointments be organized for maximum use of the time available, and that students be returned to class as soon as possible.

It will be extremely important that the successful proposer work closely with the District's high school yearbook sponsor, Greg Collins. Mr. Collins will need to receive pictures for the yearbook on CD or online file and will be responsible for distributing to the various organizations. The same applies to working with the junior high yearbook sponsor.

Senior pictures are requested to be completed in August 2017 during the first week of school on two consecutive days with a make-up day in September 2017. The underclassmen pictures are requested to be taken in September 2017 with a make-up day in October 2017.

Deadline for Submittals

Proposals will be accepted until noon, Wednesday, February 15, 2017. Two copies of the proposal are to be submitted. You may mail the proposals to Pine Tree ISD, Attn: Assistant Superintendent for Business and Finance, P.O. Box 5878, Longview, TX 75608. If using a carrier such as FedEx or UPS, please send to Pine Tree ISD, Attn: Assistant Superintendent for Business and Finance, 1400 Silver Falls Rd., Longview, TX 75604. If hand delivered, please deliver to Pine Tree ISD, Attn: Assistant Superintendent for Business and Finance, 1701 Pine Tree Rd., Longview, TX 75604. All questions should be directed to Judy Downing by email, at jdowning@ptisd.org and copied to Salena Jackson, Director of Business Operations, at sjackson1@ptisd.org. No faxed or email proposals will be accepted. The District reserves the right to reject any or all of the proposals. No proposals will be accepted after the deadline. Please include copy of your contract with proposals.

Commissions/Reports

Commissions should be included in the price of each student packet or any packet that will be sold to students, parents or the public. No later than 30 days after the completion of the process on each campus, you must submit a report of sales to the Director of Business Operations and pay the commissions owed. Reports of commissions must be totaled by campus. Commissions are used to offset the cost of yearbooks and other supplies to students.

In exchange for the photographer's services, he/she will be provided the opportunity to sell extra-curricular packages to the individual participants of each group. Commissions should be included in the price. A partial list of the groups involved is included on each proposal form. This list is intended to be a guide only and the District reserves the right to amend the list as necessary.

Sales

Each successful proposer will be responsible for advertising the sales and collecting money. The District will assist by distributing information to students, but will not handle any of the money.

Taxes

Any applicable sales or other tax is the responsibility of the studio and/or vendor and should be included in the sale price.

Yearbook Photos

The company will provide the school with a CD containing all the images that were taken during school pictures and make-up days. The photographer will also provide a CD or online file that can be used with the Skyward student system to add photos to school records no later than 30 days after pictures are taken. Individual poses will be taken of all school employees who will receive a small package of photos at no charge.

Yearbook photos should be delivered to the yearbook sponsor, Greg Collins, no later than 30 days after photos are taken.

Extra-Curricular/Sports Packets

The studio/vendor will provide images of all sports group shots and individual images as requested by the yearbook sponsor and athletic director. Scheduling will be done with the athletic secretary and coaches. The successful proposer must be able to work with coaches regarding the needs and schedules for pictures, as well as understand the relevance of time for certain groups or kids. The District is also requesting for the photographer to attend at least two sporting events and photograph student groups that receive accolades at the end of the school year. The District will attempt to schedule multiple groups at the same time for the convenience of the photographer and to maximize instructional time for the students. If scheduling multiple groups at one time is not possible, full cooperation will be expected. The following is a tentative list of extra-curricular/sports groups for high school:

Band/Majorettes/Flags	Track (Boys) - Varsity/JV
Cheerleaders - Varsity/JV	Track (Girls) - Varsity/JV
Choirs /PT Express	Swimming
Drill Team	Golf (Boys)
Bucs (Spirit Organization)	Golf (Girls)
Football- Varsity/JV	Volleyball - Varsity/JV
Basketball (Boys) Varsity/JV	Soccer (Boys) Varsity/JV
Basketball (Girls) Varsity/JV	Soccer (Girls) - Varsity/JV
Cross Country (Boys)	Baseball - Varsity/JV
Cross Country (Girls)	Softball (Girls)
National Honor Society	Student Council
Interact	Z-Club
Academic Decathlon	UIL academic groups
Art Clubs	Debate
Drama	PALS
Tex-Jets	DECA
Tennis	G-Tech
Gaming Club	Criminal Justice
NAHS	TAFE
Skills USA	Powerlifting
Leadership	Broadcasting
Student Council	Yearbook
Newspaper	FCCLA
Culinary Arts	Jazz Band
Stadium Audio Visual	Robotics
Fishing Club	

The district reserves the right to change these lists somewhat as needs arise.

Organizations/ Activities

The photographer will take organization group pictures and provide the images on CD or online file as determined by the principal or his designee for each campus. The yearbook sponsors at junior high and high school, with the approval of the principal, will set up an appointment date and a picture schedule that will minimize class disruption to get these photos taken.

The photographer will attend homecoming activities and photograph members of the homecoming court and events as requested by the yearbook sponsor. Packets of homecoming pictures may be offered for sale, and the yearbook sponsor will assist in contacting the students for the studio. Proofs and quality prints will be provided as requested.

Other Requests for Services

Other school-related activities (such as graduation activity pictures) or quasi-school related organizations may contact the successful proposer for pictures of their group or organization. These groups may be allowed to select a different vendor. Please remember the principle reason for taking these photos is for the students and the yearbook. Other groups should expect to pay for copies of their photos and if additional poses or other requests are made outside of these instructions, Pine Tree ISD will NOT be responsible for these extra charges unless accompanied by a signed, numbered purchase order.

Examples of outside groups might include certain booster organizations. If you make arrangements with any persons other than school employees for pictures outside this proposal, you will be on your own to collect any moneys due you. The school will always issue a signed, numbered purchase order for its authorized purchases. If there is any doubt as to which photos are for yearbook use, please contact yearbook sponsors.

Senior Pictures

For the convenience of high school students and parents, the photographer MUST take photos for 2-3 days in August and provide a senior make-up day on campus. The photographer must be available all day on the scheduled days so that seniors can come and go when available to exit classes. The District is requesting a day in the spring to be scheduled to give senior students one more chance to pose in caps and gowns.

The photographer will mail a newsletter with information regarding senior pictures for yearbook as soon as possible in both June 2017 and July 2017. The District will provide a list of seniors with addresses and phone numbers in May for the upcoming school year.

The photographer will make every effort to contact every senior concerning the yearbook deadline to insure maximum coverage in the yearbook.

The deadline for sittings will be determined by the photographer and yearbook sponsor as dictated by publication deadlines.

An alphabetical list denoting who had pictures made, who did not pick up proofs, and who did not return proofs will be provided to the District. The District will help facilitate the taking of senior pictures.

Photos will be provided to the yearbook staff on CD or through an online system.

Delivery

Student photos should be delivered within 30 days after they have been taken. Some special photos may require faster processing due to yearbook deadlines.

Enclose a samples of work and price lists

Please enclose samples of your senior work and school photos. Also include price lists for seniors and underclassmen.

General Information to include

1. What is your price range for packages for underclassmen?
Seniors?
2. What is your price per unit?
3. Address, contact numbers
4. Statement about why Pine Tree should choose your studio.
5. Commission list

Additional Information

If additional information is required to complete your proposal, you should contact Judy Downing, Assistant Superintendent for Business and Finance by email at jdowning@ptisd.org.