

**RFP**  
**School District of La Crosse**  
**School Photography Contract**

**Advertisement for Proposals:**

Notice is hereby given the School District of La Crosse (SDLAX) will accept proposals until **2:00 p.m., Friday, October 14, 2022**, for the following project: **School Photography Contract**

Please submit one (1) original proposal to:

**School District of La Crosse**

**ATTN: Kelly Galvan**

**807 East Ave S**

**La Crosse, WI 54601**

There is no charge to submit a proposal. Faxed or e-mailed responses will not be accepted. Though you are welcome to email to confirm your proposal was received by the deadline. SDLAX shall be the sole judge of the proposal and the resulting agreement that is in its best interest and its decision shall be final.

**General Information and Requirements**

1. In accordance with Wisconsin Statutes, all proposals received, and all materials contained therein, once opened are **public record**, and subject to disclosure to any person, organization, or firm, including other firms responding to this request for proposals.
2. SDLAX reserves the right to accept or reject any or all proposals, or part thereof, to waive any informalities or technicalities, or to award contracts in the best interest of the SDLAX.
3. SDLAX is exempt from taxes imposed by the State and Federal Government. Proposals shall not include any taxes or fees.
4. Prospective vendors warrant by virtue of submission of proposals that all prices, terms, and conditions stated shall be honored for a period of three hundred sixty five (365) days after receiving the proposal. Any changes after a contract is signed may result in contract termination.
5. The original proposal shall be signed, in ink, by the authorized representative of the vendor.
6. Prospective vendors are hereby warned not to contact any SDLAX employee, official, board member, or on matters relating to this Request for Proposals, except as indicated herein. Any attempt to do so, or engaging in lobbying or any other activity interfering with the evaluation process may result in immediate disqualification of the vendor from any SDLAX business.
7. Prospective vendors hereby warrant by virtue of submission of proposals that any and all terms, conditions, and requirements as stated in this document are valid, enforceable, and binding upon the selected vendor.

**Specific Information and Requirements**

1. Questions regarding this Request for Proposals or the Project must be submitted in writing, via email. Answers will only be provided in writing, via email.
2. Please contact both:
  - a. Michael St. Pierre, Director of Technology, School District of La Crosse.  
Email: [mstpierr@lacrossesd.org](mailto:mstpierr@lacrossesd.org)
  - b. Kelly Galvan, Executive Assistant to the Superintendent, School District of La Crosse.  
Email: [kgalvan@lacrossesd.org](mailto:kgalvan@lacrossesd.org)
3. Proposals **will contain** a list of 3 business references with phone and email contact information, and a list of similar projects which the vendor has been involved with for the past three (3) years.
4. Proposals must additionally contain the vendor's proposed Agreement for Services or contract. SDLAX reserves the right to obtain legal review of the Agreement, and make changes to meet legal requirements, or as otherwise desired.
5. The selected vendor may not discriminate against any staff or students employed in the performance of services because of race, religion, color, handicap, national origin, age, gender, or marital status.
6. Any records maintained by the selected vendor in connection with the provision of services shall be maintained as a public record and made open for inspection in accordance with the requirements of Wisconsin Statutes.



***Required Services - at no additional cost to families or District:***

- ***Customer service phone number with immediate response between the hours of 7am-4pm, M-F.***
- ***Two+ cameras and 2+ photographers at each school for school photo days.***
- ***Online ordering and paper ordering options.***
- ***Staff photos.***
- ***Delivery of photo packages within 4 weeks of photo day.***
- ***All photos digitally available for District use within 4 weeks of photo day.***
- ***Portal access (data file integrate) for staff and student photos compatible with Skyward Student Information System and Follett Destiny Library Management system.***
- ***Custom design barcoded Student ID cards for all High School students***
- ***Photo packages in varying prices ranges (under \$10, \$11-\$17, \$18+)***
- ***A la carte package options, including digital image.***
- ***Multiple date and time options for photo day and retake day.***
- ***Sport team, Club and candid photos for yearbook.***

***Please list any additional services you would offer as part of your proposal (include cost to District or families):***

***Do you provide an Elementary/Middle School yearbook package with following minimum criteria?***

<b>Item</b>	<b>Yes/No</b>
8"x11" 40+ Page yearbook	
Can the yearbook be created via online program?	
Do you provide free assistance with design and layout of yearbooks?	
<b>Pricing: based on 40+ page yearbook (approx 330 copies for each building).</b>	<b>Cost</b>
Price per yearbook: Hardcover, Color	
Price per yearbook: Hardcover, B&W	
Price per yearbook: Softcover, Color	
Price per yearbook: Softcover, B&W	

***Service***

Vendor must supply any and all equipment, systems, supplies, and personnel to provide and maintain contracted services.

- The vendor is capable of scheduling and coordination of photography services in a manner that provides little or no disruption to scheduled school days in all buildings.
- The vendor is capable of providing same-level service for all locations.
- Established mechanism for resolution of complex or recurrent problems.
- A clearly defined chain of command from the service technician to a higher level service and support.
- Vendor must provide a minimum 2 hour or less response time to all time-sensitive service calls during daytime hours and 24 hour response time to all other requests for service.

***Support***

- Vendor must provide a dedicated team to support the business requirements. Names, titles, and phone numbers must be provided.
- Vendor must supply a complete list and description of all supporting business partners.
- Vendor must supply descriptive literature for the services being recommended.
- Vendor shall provide user training where applicable for services being provided.
- Vendor will provide monthly invoice.
- Vendor shall review implementation plan with Customer prior to installation.
- An established program for service and support as demonstrated by contracts with comparable educational entities.

***Evaluation criteria, timetables, who to contact***

All proposals submitted in response to this RFP will be evaluated by a team of SDLAX staff and administration.

Contract will be awarded to the vendor whose proposal, conforming to this RFP, will be the most advantageous. SDLAX will judge the merit of proposals received in accordance with the evaluation criteria described below:

1. Quality and performance of the services requested
2. Cost of services being provided to the District and District Families purchasing services
3. Experience of the vendor and demonstrated ability to provide requested products and services
4. References
5. Additional benefits to District and families

**Timeline:**

1. RFP posted: September 22, 2022
2. RFP Responses due: October 14, 2022 by 2:00pm (CST)
3. Evaluation of proposals by team of SDLAX staff and administration
4. Chosen vendor will be notified by October 28, 2022