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REQUEST FOR PROPOSALS (RFP)- DISTRICT PHOTOGRAPHY SERVICES

Olmsted Falls City Schools (OFCS) is accepting proposals for exclusive rights to photograph the comprehensive school picture programs for all district schools and extracurricular activities. The successful bid will be able to provide all services contained within this RFP. All prospective bidders should carefully review each section of this RFP to ensure they can meet the requirements of the district. While vendors may bid on individual sections of the district's photography services, selection preference will be given to companies who are able to provide more robust coverage of all sections.

Section I: District School Picture Program (PreK-12)

The successful bidder will:

- Photograph all staff and students in the Fall, and Retake day for the purpose of yearbook images, service items and picture packages.
- Provide all necessary materials for a successful picture day.
- Provide IDs to staff and students from picture day. Staff IDs must be in portrait orientation with Mr., Miss, Ms., or Mrs. with the last name of the staff member listed on them. Student IDs must be in landscape orientation and have name, grade level, and the district school name on them.
- Provide a data file and/or CD with pictures to be provided to the Yearbook Advisor and each building secretary.
- Not keep any pictures for the photographer's own personal use, nor shall the pictures be used for promotions unless specific permission from the district is granted.

Section II: Olmsted Falls High School Senior Photos

The successful bidder will:

- Provide a minimum of 2 photographers for 5 hours each, during a September photo shoot. An on-site makeup day may be scheduled. The company shall include a quote for the additional day of services. Company will accept student in-studio appointments for students unable to attend on-site sessions.
- Provide proofs to the district by February 15th.
- Be responsible for retouching all senior photographs.
- Plan posed portraits in advance with the Yearbook Advisor.
- Provide a disc with or online access to pictures to the yearbook advisor. Photos will be accompanied with the full name and jpeg# to identify each photo. The disc or online access becomes the property of The District and will be used for school purposes only.
- Attend graduation and provide the yearbook advisor a CD/online access of action shots.
- Attend graduation and take an individual shot of each senior graduating and mail a school purchased 4x6 picture to each student.
- Be required to take a group senior photo on graduation day prior to the ceremony.
- Not be allowed to keep senior photo pictures, nor shall they use photos for promotions unless given specific permission from the district.

Section III: Extracurricular Photography Services

The successful bidder will:

- Work with the Olmsted Falls High School Athletic Director.
- Provide Memory Mates for Fall, Winter, and Spring.
- Furnish a digital 8x10 team photo to each head coach.
- Furnish team pictures and photos of all senior participants on a CD to the Athletic Director and yearbook advisor.
- Take senior night athlete/parent night photos for all high school sports and provide one 5x7 to each senior athlete.
- Take individual and team photos for each Olmsted Falls High School sport. A CD and/or digital file must be provided to the Athletic Director and Yearbook Advisor.

Section IV: Student Clubs/Activities and Candid Photography

The successful bidder will:

- Conduct a group photo day for all school clubs and activities. This will be scheduled in advance with the yearbook advisor.
- Cover up to 36 school events, determined by and scheduled in advance with the High School Yearbook Advisor. An advanced calendar will be provided by August 1st, of each school year of the contract.
- Provide a CD and/or digital file with the pictures to the High School Yearbook Advisor.

Section V: Band

The successful bidder will:

- Photograph the marching band individual and group photos and supply a CD and/or digital file to the Yearbook Advisor and Athletic Department by the third week of August for each year of the contract.
- Photograph band/auxiliary members during two home football games, one of which must be Senior Night.

Section VI: Agreement Declarations

- The agreement will be for three (3) years, covering the 2023-2024, 2024-2025, and 2025-2026 school years. This is a supplemental agreement only. The successful bid company must supply their own accident and medical insurance, workman's compensation, local, state and federal taxes, and personal transportation.
- The successful company will assume all responsibility for injuries sustained by oneself, its agents, and agrees to not hold the Olmsted Falls City Schools District liable for any accidents that may occur while in the performance of this agreement.
- The chosen photography company must work with the High School Yearbook Advisor. A background check will be required at the expense of the photographer. Photographer will have defined provision for school usage and all rights will remain with the schools.
- This is NOT a low-bid proposal.
- The Olmsted Falls City School District will rate all proposals and award a three year service contract to the firm submitting the best proposal as determined by the school administration.
- Sealed proposals will be opened at **11:00 AM on April 6, 2023**. No proposals will be accepted after this time.

I have read and understand the above stated declarations and will abide by them. I attest that the information provided within our Company's bid proposal is true to the best of my knowledge.

Date: _____

Company Name: _____

Address: _____

City, State, & Zip: _____

Contact Person: _____

Name of Authorizing Agent for the Company (Print):

Name of Authorizing Agent for the Company Signature:
