

**Crosby Independent School District**

**Request for Proposals**

**Photographer**

**RFP # 2015-0004**

**706 Runneburg Road, Crosby, Texas 77532**

Phone: 281-328-9200 Fax: 281-328-9226 Website: [www.crosbyisd.org](http://www.crosbyisd.org)

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## General Information

Crosby Independent School District (hereafter referred to as school/District) is requesting proposals for 2016-2017 underclass portraits and senior portraits.

The following Proposal Questionnaire must be fully completed. Any deviations from the questionnaire need to be explained in writing along with any cost estimates for adding the service.

Crosby High School enrollment is approximately 1600.

All photos must be in high resolution for reproduction in the yearbook.

Photos will be given to the school for use in yearbook, newspaper and other school publications or websites as well as administrative software.

Please attach information about photographers' qualifications, including years of experience. Please highlight any experience with school or senior photography.

Also, remember to attach information on photo package pricing for underclassmen and seniors.

Proposers are expected to examine the complete the RFP document. Failure to do so will be at the Proposer's risk. Written questions about this RFP and requests for additional information shall be provided no later than July 28, 2016 at 2:00 p.m. to Meredith Nelson, via email [mnelson@crosbyisd.org](mailto:mnelson@crosbyisd.org) or fax 281-328-9226.

**Proposals will be received until 2:00 p.m. on August 4, 2016, at the District's office located at 706 Runneburg Road, Crosby, Texas 77532. Proposals sent via facsimile or email will not be accepted. Proposals must be plainly marked on the outside of the envelope: "SEALED PROPOSAL FOR PHOTOGRAPHER RFP #2015-0004".**

The District reserves the right to accept or reject any or all proposals, waive any formalities and/or technicalities in the proposal and award the contract to best serve the interests of the District. The District may negotiate with Proposers as deemed advisable or necessary.

It is not the policy of the District to purchase on the basis of low proposals alone. In evaluating proposals submitted, the following considerations will be taken into account to determine the best value for the District.

- a. Purchase Price.
- b. The reputation of the vendor and of the vendor's goods and services.
- c. The quality of the vendor's goods or services.
- d. The extent to which the goods or services meet the District's needs.

- e. The vendor's past relationship with the District.
- f.

**Note: Confidentiality and Texas Public Information Act.** All proposals become the property of the District upon receipt and will not be returned. Any information deemed to be confidential by Proposer should be clearly noted on the page(s) where confidential information is contained; however, the District cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Proposer may not be considered confidential under Texas Law, or pursuant to a Court order. Proposer including information it considers confidential in its proposal is encouraged to consult its attorney regarding protection of this information.

All Proposals must be submitted on the Proposal Forms attached hereto, in accordance with all specified conditions.

Due care and diligence have been used in the preparation of these specifications and the information contained herein is believed to be substantially correct. However, the responsibility for determining the full extent of the exposure and the verification of all information presented herein shall rest solely on the Proposer.

The District and its representatives will not be responsible for any errors and omissions in the specifications nor for the failure on the part of the Proposer to determine the full extent of the exposures.

## Proposal Questionnaire

1. Company will provide a variety of photo packages at affordable pricing. Please attach list of package options and prices.
2. Photos will be available for viewing and ordering online.
3. A CD will be provided to school administration with all photos. This CD must be able to be imported into the school's software. Photos should be named with the student's ID number. Other requirements should be verified by district technology personnel.
4. A CD will be provided to the yearbook adviser with all photos. This CD must be able to be imported into the yearbook software. Requirements or specifications will be provided by the yearbook adviser.
5. Plastic school IDs will be provided for all students and faculty using a school designed template.
6. Faculty and staff should receive a free photo package.
7. Company will provide advertising materials for all students at least two weeks prior to photo day.
8. For underclassmen, photos will be taken at the high school on two days in September, with a makeup day in October. Photos must be available for online viewing at least one week prior to the makeup day.
9. At least three qualified photographers and camera stations will be provided for the underclassmen photo day, and two for makeup day (one for underclassmen and one for seniors).
10. For seniors, photos will be taken at a nearby studio and will include a variety of options. The standard yearbook pose will be free. Any seniors who do not get their photos taken at the studio will be photographed at the school on the makeup day in October.
11. For senior photos, photographer will provide red caps and gowns in a variety of sizes, along with a white sash. For males, the photographer should provide white shirts and black ties in a variety of sizes.
12. The photographer will handle all scheduling of senior portraits. A variety of dates in July, August and September should be available.
13. The photographer should provide a price incentive for seniors who take their portrait before September.
14. Photographer should provide a method for seniors to choose the photo they want in the yearbook.
15. All photos should be provided to the school by the end of November.
16. The photographer will provide the school with at least 20% commission on all photos sold.
17. The photographer will take club photos free of charge one day during the month of January at the high school.

## Felony Conviction Notice

State of Texas Legislative Senate Bill No. 1, Section 44.034, Notification of Criminal History, Subsection (a), states "a person or business entity that enters into a contract with a school district must give advance notice to the district if the person or an owner or operator of the business entity has been convicted of a felony. The notice must include a general description of the conduct resulting in the conviction of a felony."

Subsection (b) states "a school district may terminate a contract with a person or business entity if the district determines that the person or business entity failed to give notice as required by Subsection (a) or misrepresented the conduct resulting in the conviction. The district must compensate the person or business entity for services performed before the termination of the contract."

**THIS NOTICE IS NOT REQUIRED OF A PUBLICLY-HELD CORPORATION**

I, the undersigned agent for the firm named below, certify that the information concerning notification of felony convictions has been reviewed by me and the following information furnished is true to the best of my knowledge.

VENDOR'S NAME: \_\_\_\_\_

AUTHORIZED COMPANY OFFICIAL'S NAME (PRINTED): \_\_\_\_\_

- A. My firm is a publicly held corporation; therefore, this reporting requirement is not applicable.  
Signature of Company Official: \_\_\_\_\_
- B. My firm is neither owned nor operated by anyone who has been convicted of a felony:  
Signature of Company Official: \_\_\_\_\_
- C. My firm is owned or operated by the following individual(s) who has/have been convicted of a felony:  
Name of Felon(s): \_\_\_\_\_  
Detail of Conviction(s): \_\_\_\_\_  
Signature of Company Official: \_\_\_\_\_

<b>Conflict Of Interest Questionnaire</b> For vendor or other person doing business with local governmental entity	<b>FORM CIQ</b>
<b>This questionnaire reflects changes made to the law by H.B. 1491, 80<sup>th</sup> Leg., Regular Session.</b>  This questionnaire is being filed in accordance with Chapter 176, Local Government Code by a person who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the person meets requirements under Section 176.006(a).  By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7 <sup>th</sup> business day after the date the person becomes aware of facts that require the statement to be filed. See Section 176.006, Local Governmental Code.	<b>OFFICE USE ONLY</b>  Date Received
<b>1. Name of person who has a business relationship with local governmental entity.</b>	
<b>2. <input type="checkbox"/> Check this box if you are filing an update to a previously filed questionnaire.</b>  The law requires that you file an updated completed questionnaire with the appropriate filing authority not later than the 7 <sup>th</sup> business day after the date the originally filed questionnaire becomes incomplete or inaccurate.	
<b>3. Name of local government officer with whom filer has employment or business relationship.</b>  <div style="text-align: center; margin: 10px 0;"> <hr style="width: 30%; margin: 0 auto;"/>         Name of Officer       </div> <p>This section (item 3 including subparts A, B, C &amp; D) must be completed for each officer with whom the filer has an employment or other business relationship as defined by Section 176.001(1-a), Local Government Code. Attach additional pages to this Form CIQ as necessary.</p> <p>A. Is the local government officer named in this section receiving or likely to receive taxable income, other than investment income, from the filer of the questionnaire?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> NA     </p> <p>B. Is the filer of the questionnaire receiving or likely to receive taxable income, other than investment income, from or at the direction of the local government officer named in this section AND the taxable income is not received from the local governmental entity?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> NA     </p> <p>C. Is the filer of this questionnaire employed by a corporation or other business entity with respect to which the local government officer serves as an officer or director, or holds an ownership of 10 percent or more?</p> <p style="text-align: center;"> <input type="checkbox"/> Yes                      <input type="checkbox"/> No                      <input type="checkbox"/> NA     </p> <p>D. Describe each employment or business relationship with the local government officer named in this section.</p>	
<b>4.</b>  <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="width: 60%; text-align: center;"> <hr style="width: 90%; margin: 0 auto;"/>           Signature of person doing business with the governmental entity         </div> <div style="width: 30%; text-align: center;"> <hr style="width: 90%; margin: 0 auto;"/>           Date         </div> </div>	

CROSBY ISD  
706 RUNNEBURG RD.  
CROSBY, TX 77532

VIII. AFFIDAVIT OF NON-COLLUSION

The undersigned certifies that the bid documents (including terms and conditions) contained in the proposal have been carefully checked and are submitted as correct and final. If proposal is accepted (within 90 days unless otherwise noted), vendor agrees to furnish any and/or all items upon which prices are offered and upon conditions contained in the general conditions and specifications.

I affirm that the foregoing proposal submitted by \_\_\_\_\_ hereinafter called "Bidder" is the duly authorized agent of said company and the person signing said bid has been duly authorized to execute the same. Bidder affirms that they are duly authorized to execute a contract with terms outlined in the RFP, that this company, corporation, firm, partnership, or individual has not prepared this proposal in collusion with any other Bidder, and that the contents of this proposal as to prices, terms and conditions of said proposal have been communicated by the undersigned nor by any employee or agent to any other person engaged in this type of business prior to the official opening of this proposal.

**Name and Address of Bidder:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ Telephone Number: \_\_\_\_\_  
\_\_\_\_\_ Fax Number: \_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name (typed/printed): \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ENVELOPES SHOULD BE PLAINLY MARKED: "SEALED PROPOSAL FOR PHOTOGRAPHER RFP #2015-0004".**



**SIGNATURE PAGE AND DECLARATION OF COMPLIANCE**

Check (✓) the box that indicates business structure of Proposer

Individual/Sole Proprietorship  Partnership or Joint Venture  Corporation  Other Entity  
(State Type) \_\_\_\_\_

The undersigned certifies that (s)he is (title) of the Proposer entity named below; that (s)he is authorized to sign this Proposal Form (if a Corporation then by resolution with Certified Copy of resolution attached) for and on behalf of the entity, if any, named below, and that (s)he is authorized to execute same for and on behalf of and bind said entity to the terms and conditions provided for in the Proposal as required by this RFP, and has the requisite authority to execute an Agreement on behalf of Proposer, if awarded, and that the 11-digit Comptroller's Taxpayer Number for the entity, if any, is:

\_\_\_\_\_  
11-digit Comptroller's Taxpayer Number

\_\_\_\_\_  
Employer Identification Number

\_\_\_\_\_  
Proposer Organization Name

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By: \_\_\_\_\_

(If Proposer is a Joint Venture, an authorized signature from a representative of each party is required)

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

By signing this Signature Page and Declaration of Compliance, I do hereby declare that I have read the Request for Proposal on which our Proposal is submitted with full knowledge of the requirements, and do hereby agree to furnish all services in full accordance with the requirements outlined in the Request for Proposal. By signing and executing this proposal, I further certify on behalf of my organization and represent to the Crosby Independent School District that Proposer has not offered, conferred or agreed to confer any pecuniary benefit, as defined by TEXAS PENAL CODE ANN.§ 218, or any other thing of value, as consideration for the receipt of information or any special treatment or advantage relating to this proposal; the Proposer also certifies and represents that Proposer has not offered, conferred or agreed to confer a pecuniary benefit or other things of value as consideration for the recipient's decision, opinion,

recommendation, vote or other exercise of discretion concerning this proposal; the Proposer certifies and represents that Proposer has neither coerced nor attempted to influence the exercise of discretion by any officer, trustee, agent or employee of the Crosby Independent School District concerning this proposal on the basis of any consideration not authorized by law; the Proposer also certifies and represents that Proposer has not received any information not available to other Proposer so as to give the undersigned a preferential advantage with respect to this proposal; the Proposer further certifies and represents that Proposer has not violated any state, federal or local law, regulation or ordinance relating to bribery, improper influence, collusion or the like and that Proposer will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Crosby Independent School District in return for the person having exercised the person's official discretion, power or duty with respect to this proposal; the Proposer certifies and represents that it has not nor and will not in the future offer, confer, or agree to confer a pecuniary benefit or other thing of value to any officer, trustee, agent or employee of the Crosby Independent School District in connection with information regarding this proposal, the submission of this proposal, the award of this proposal or the performance, delivery or sale pursuant to this proposal.

# Crosby Independent School District

Sign-in Sheet for Bid Opening of  
RFP # 2015-0004

Photography

August 4, 2016 at 2:00 P.M.

Date

Time

Bid Administrator Name (printed)

Bid Administrator Signature

Mercedith Nelson

Mercedith Nelson

Employee Name (printed)

Employee Signature

Laura Reid

Laura Reid

\_\_\_\_\_

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\_\_\_\_\_

Vendor Name (printed)

Vendor Signature

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Meeting Notes/Comments

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**Crosby ISD**

RFP# 2015-0004

Date/Time Opened: August 4, 2016 at 2:00 pm

VENDOR NAME	Page #	Proposal Questionnaire	Felony Conviction Notice	Form CIQ	Affidavit of Non-Collusion	Signature Page & DOC	
Life Touch		✓	✓	✓	✓	✓	
COMMENTS:							
StrawBridge		✓	✓	✓	✓	✓	
COMMENTS:							
COMMENTS:							
COMMENTS:							
COMMENTS:							

Person completing form \_\_\_\_\_