



**CAESAR RODNEY  
SCHOOL DISTRICT**

***District Office***

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**Instructions for submitting proposals**

Please complete the form below. Your proposal must be received on or before May 17, 2022 at 2:30 pm. This is an informal proposal and not a formal bid; the procedure used for soliciting sealed bids will not be followed.

Proposals must be submitted by completing this form. Please respond to each item that has space provided for additional information. Type "No additional information" if you have none to provide. A skipped response *will result in the proposal being rejected*. Feel free to enumerate each response and attach pages if you need more room to respond.

Samples submitted shall represent actual backdrops available in the basic packages listed in the specifications. If additional materials are submitted that are not included in the basic package, they must be clearly and distinctly marked.

Provide a minimum of 3 copies of your entire proposal.

Attention: Kimberly Judy

I/We propose to provide photographic services as presented in the described packages (please attach actual advertisement/order form):

\_\_\_\_\_  
Corporate Name

\_\_\_\_\_  
Authorized Agent (Typed or Printed)

\_\_\_\_\_  
Authorized Agent (Signature)

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date

**CAESAR RODNEY SCHOOL DISTRICT  
Camden, Delaware**

SPECIFICATIONS FOR SCHOOL PHOTOGRAPHIC SERVICES

1. Indicate the school year (SY) 2022-23 price of each package below in space provided.

BASIC PACKAGES

Package A - \$ \_\_\_\_\_  
Two - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 wallets  
Eight - 1 ½ x 2½ Exchanges

Package B - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 Wallets

Package C - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package D - \$ \_\_\_\_\_  
One - 8x10  
Eight - 2x3 Wallets

Package E - \$ \_\_\_\_\_  
One - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package F - \$ \_\_\_\_\_  
Two - 3x5  
Eight - 1 ½ x 2½ Exchanges

2. Each elementary student will receive a class picture whether they purchase a package or not. Provide additional information about the class picture in the space below.

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3. Picture packages sent to the school must be returned bundled by teacher or homeroom. The District will provide a file with student, teacher, and homeroom information included. Finished pictures must include the description of the package purchased and instructions for returning pictures for refunds. Provide additional information about the packaging and/or student file in the space below. (If finished pictures are mailed directly to the student's home, please provide additional information about procedures used to ensure the packages are received.)

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4. Written instructions to parents must be submitted to the principals of each school.

Provide additional information about the packaging in the space below.

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5. Additional package selections are permitted. Provide additional information about the additional packages in the space below.

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Photographs shall be made of approximately 6,000 school children in the following schools:

- |                                |  |
|--------------------------------|--|
| *Allen Frear Elementary        | *Dover Air Base Middle                     |
| *David E. Robinson Elementary  | *Fred Fifer Middle                         |
| *Nellie H. Stokes Elementary   | *F. Neil Postlethwait Middle               |
| *Star Hill Elementary          | *Magnolia Middle                           |
| *W. B. Simpson Elementary      | *John S. Charlton School                   |
| *W. Reily Brown Elementary     | *J. Ralph McIlvaine Early Childhood Center |
| *Major George Welch Elementary |  |

6. Provide information about the number of photographers that will be used for individual and group pictures in the space below.

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7. Provide information about the availability of backup equipment in the event an equipment failure occurs.

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8. Provisions must be made for one makeup/retake session at each school. The price must be the same as the original price, and there will be no retake fee. Provide additional

information about makeup/retakes in the space below.

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9. Sample photographs shall be submitted with each proposal. Such samples shall be taken by actual photographers who will be working in our schools and on same type equipment and lighting to be used in our school. Please indicate what you can offer in the way of backdrops (standard, scenic, double image, etc.) Samples submitted shall represent actual backdrops available in the basic packages listed in the specifications. If additional materials are submitted that are not included in the basic package, they must be clearly and distinctly marked. Provide additional information about additional materials submitted in the space below. (Include a short description and quote for each additional item included in your proposal.)

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10. Include a quote for the cost of preparing ID cards for all students. Cards must have the student ID number in bar code format and printed on the card. The District will provide a file with student ID numbers included. In addition to the quote, provide additional information about the ID cards in the space below.

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11. An image CD must be provided to the District Office that supports the District's student information system (currently eSchool). The District will provide an electronic file with student information. Provide details about the format requirements of the electronic file in the space below.

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12. Arrangements for photographing students shall be made with the respective principals. Completion of the scheduling of photography should be accomplished on or before twenty (20) school days after awarding of the contract. Delivery of finished photographs

to the schools shall be made within four (4) weeks after they have been taken. Provide additional information about scheduling in the space below.

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13. No school personnel shall be required to handle any money at any time. All collection of monies, collection for bad checks and refunds must be accomplished by photographer or their representatives. Provide additional information about handling money in the space below.

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14. Are discounts provided for siblings? Circle one: Yes No  
Provide additional information about discounts in the space below.

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15. No gifts, awards or special considerations shall be offered to any employee of the Caesar Rodney School District or its Board of Education.

16. As a part of the proposal, the actual proposed advertisement must be submitted with this proposal. The prices quoted in the advertisement must not reflect a profit margin to the school.

17. Proposals must be submitted by completing this form. Please respond to each item that has space provided for additional information. Type "No additional information" if you have none to provide. The price quoted shall be the total price to the parent/guardian for the packages described.

Any proposal not submitted in strict accordance with these specifications will be rejected.

The District may extend the term of this agreement by written notice to the selected vendor. The total performance period of this agreement, including the exercise of any options under this clause, shall not exceed 5 years.

Option to Extend the Term - Prices

Indicate the price of each package for a one-year extension (SY 2023-24) of this contract in the space below.

BASIC PACKAGES

Package A - \$ \_\_\_\_\_  
Two - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 wallets  
Eight - 1 ½ x 2½ Exchanges

Package B - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 Wallets

Package C - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package D - \$ \_\_\_\_\_  
One - 8x10  
Eight - 2x3 Wallets

Package E - \$ \_\_\_\_\_  
One - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package F - \$ \_\_\_\_\_  
Two - 3x5  
Eight - 1 ½ x 2½ Exchanges

Indicate the price of each package for an additional one-year extension (SY 2024-25) of this contract in the space below.

BASIC PACKAGES

Package A - \$ \_\_\_\_\_  
Two - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 wallets  
Eight - 1 ½ x 2½ Exchanges

Package B - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 Wallets

Package C - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package D - \$ \_\_\_\_\_  
One - 8x10  
Eight - 2x3 Wallets

Package E - \$ \_\_\_\_\_  
One - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package F - \$ \_\_\_\_\_  
Two - 3x5  
Eight - 1 ½ x 2½ Exchanges

Option to Extend the Term - Prices

Indicate the price of each package for an additional one-year extension (SY 2025-26) of this contract in the space below.

BASIC PACKAGES

Package A - \$ \_\_\_\_\_  
Two - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 wallets  
Eight - 1 ½ x 2½ Exchanges

Package B - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 Wallets

Package C - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package D - \$ \_\_\_\_\_  
One - 8x10  
Eight - 2x3 Wallets

Package E - \$ \_\_\_\_\_  
One - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package F - \$ \_\_\_\_\_  
Two - 3x5  
Eight - 1 ½ x 2½ Exchanges

Indicate the price of each package for an additional one-year extension (SY 2026-2027) of this contract in the space below.

BASIC PACKAGES

Package A - \$ \_\_\_\_\_  
Two - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 wallets  
Eight - 1 ½ x 2½ Exchanges

Package B - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Two - 3x5  
Twelve - 2x3 Wallets

Package C - \$ \_\_\_\_\_  
One - 8x10  
Two - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package D - \$ \_\_\_\_\_  
One - 8x10  
Eight - 2x3 Wallets

Package E - \$ \_\_\_\_\_  
One - 5x7  
Four - 2x3 Wallets  
Eight - 1 ½ x 2½ Exchanges

Package F - \$ \_\_\_\_\_  
Two - 3x5  
Eight - 1 ½ x 2½ Exchanges