

**Request for Proposal
for
School Photography and Yearbook Services**

**For Groveport Madison Local School District
4400 Marketing Place, Suite B
Groveport, OH 43125**

Submission Due Date: July 12, 2021

The Groveport Madison Local School District invites proposals for student and school photography services and yearbook services for an initial three (3) year term for the 2021-2022 through the 2023-2024 school years with an option for extension of up to two (2) additional years. The Request for Proposal (RFP) will be released on or before June 25, 2021 and will be available upon request from the Groveport Madison Local School District's Communications Office or online at www.gocruisers.org/Vendors.aspx. Proposals may be delivered in person, by courier, or by USPS to the Groveport Madison School District's Communications Office located at 4400 Marketing Place, Suite B, Groveport, Ohio 43125.

All proposals must be received by 10:00 AM EDT, July 12, 2021. The Groveport Madison School District reserves the right to extend this deadline by providing a written addendum to the RFP.

Proposals submitted by facsimile or electronic mail will not be considered.

REQUEST FOR PROPOSAL (RFP) INVITATION

The Groveport Madison Local School District (herein referred to as the "Groveport Madison Schools") is soliciting proposals from qualified vendors to provide school pictures, event photography services, and yearbook services relative to school activities.

This RFP covers school pictures and photography services for all school levels – Pre-K, elementary, middle, and high school – as well as the administrative offices of Groveport Madison School District. The objective of this RFP is to appoint one vendor to provide services to all locations within Groveport Madison Schools, therefore, vendors must submit responses that address all school levels.

Groveport Madison Schools will accept proposals delivered in person, by courier, or by USPS to the District's Communications Office located at 4400 Marketing Place, Suite B, Groveport, OH 43125. **All proposals must be received by 10:00 AM EDT, July 12, 2021 to be considered a responsive proposal. Proposals submitted by fax or email will be considered non-responsive and will not be accepted.** Groveport Madison Schools reserves the right to allow a submitting vendor to cure any technical defects with its submission at the school district's sole discretion. Responsive proposals shall provide that the terms of the proposal shall be valid for at least 120 days.

Copies of the RFP are available at the Groveport Madison Schools Communications Office located at 4400 Marketing Place, Suite B, Groveport, OH 43125, or online at www.gocruisers.org/Vendors.aspx. The Communications Office is open to the public Monday through Friday from 8:00 AM to 4:30 PM.

Each proposal shall include costs for school pictures and photography services for each school and school level. Proposal evaluations and subsequent contract award will be based upon the best perceived value to Groveport Madison Schools. Three (3) copies of the proposal and one (1) signed original document must be submitted in a sealed envelope clearly marked on the outside with the name, address, contact person, phone number, and email address for the firm responsible for the proposal.

The envelope must be marked in the lower left-hand corner with the following notation:

RFP – SCHOOL PHOTOGRAPHY

Documents should be addressed to:

**Groveport Madison Local School District
Attn: Communications Director
4400 Marketing Place, Suite B
Groveport, OH 43125**

Any information provided in a proposal becomes available for public inspection and distribution as required under the Ohio public records laws. In submitting a responsive proposal, the submitter represents and warrants that any costs incurred in preparing its proposal shall be borne by the submitter alone.

This RFP is **not** a low-bid price competition. Instead, proposals will be evaluated in accordance with the submitter's responsiveness to the requirements set forth in the RFP, in the Groveport Madison School's sole discretion. Any contract awarded will be based upon the best perceived value to the Groveport Madison School District.

All proposals will become the property of the Groveport Madison School District at the time of submission.

QUESTIONS REGARDING THE RFP

Vendors interested in making a submittal are directed **not** to make personal contact with the Superintendent, Deputy Superintendent, or any member of the Groveport Madison Local School District, schools, and/or Board of Education members, or any personnel or employees of the District. Any contact will constitute disqualification of consideration. Questions about the RFP, its content, proposal format or any other questions deemed necessary to submit a qualified proposal must be submitted in writing to:

Groveport Madison Local School District
Attn: Communications Director
4400 Marketing Place, Suite B
Groveport, OH 43125
or by email to: jeff.warner@gocruisers.org

Any questions and subsequent responses regarding the RFP will be distributed to the vendors that completed the "School Pictures RFP Receipt Acknowledgement" (see Appendix E).

BACKGROUND INFORMATION

The Groveport Madison School District is an Ohio public school system comprised of the schools listed below. School pictures and photography services related to school activities within the Districts are required for students and staff at one (1) Pre-K school, six (6) elementary schools, three (3) middle schools, one (1) high school, and one (1) school administrative office location. The twelve (12) locations that will be served by the vendor are listed below (please see Appendix B for addresses and other pertinent information):

- **Pre-K School:** Lil' Cruiser Campus
- **Elementary Schools:** Asbury ES, Dunloe ES, Glendening ES, Groveport ES, Madison ES, and Sedalia ES
- **Middle Schools:** MS Central, MS North, and MS South
- **High School:** Groveport Madison High School
- **District Offices:** Groveport Madison Schools District Service Center

SCOPE OF SERVICES

This RFP is for school pictures and photography services related to school activities within the Groveport Madison School District. Pictures shall include the following minimum requirements. Vendors must be able to accommodate these minimum requirements:

LIL' CRUISER CAMPUS AND ELEMENTARY SCHOOLS:

Operations & Promotional

- The principal will be contacted in early August of each school year to set initial portrait and retake dates.
- Vendor will provide promotional information flyer for each student at least two weeks prior to the scheduled portrait date.
 - The Vendor will notify parents by email of scheduled picture date(s). The District will provide the Vendor with electronic files of students' names, their parent contact information, and the student's classroom assignment.
- Provide online and paper ordering services.
- All accounting and record-keeping will be the responsibility of the photographer/Vendor.
 - Digital files to upload into ProgressBook.
 - All photographs are unconditionally guaranteed. Parents may return package for a full refund.
 - Parents will be provided with online access to the Vendor to view prints/packages.
 - The Vendor will ensure banking-level security protection for all credit card orders.

Individual and Group Portraits

- Take individual student portraits using professional-style backgrounds.
- The photographer will generate packages for students purchasing on picture day.
- Take class (group) portraits.
- Individual student photographs (with no obligation for parents to purchase).
 - Typical offerings for purchase include 8" x 10", 5" x 7", and 4" x 6", wallets, etc.
 - Ala carte orders will be available on all programs starting at \$11, with no requirement to purchase a photo package.
 - Non-buyers will be mailed a personalized order sheet with instructions.
- Take staff photos for I.D. badges.

Yearbooks

- Provide creative support and publication services.
- Full-color and printed on quality paper.
- Pages and copies are unique to each building.
- Online ordering site to be provided at the start of each school year.

- Candid photographs on a selected day during the school year to cover superlatives, club photos, and other school activities provided by digital image for yearbook purposes.
- Promotional support
 - A yearbook flyer will be provided to the school at least one month prior to the start of the yearbook sale. The sale will last at least two weeks.
- Portraits must be available for pick-up at each school no later than four (4) weeks after the initial portrait day, and prior to any scheduled day for retakes of student portraits.

Commissions & fees

- 30% of total paid package sales will be returned to the school as a commission from the fall portrait session(s).
- 20% of total package sales will be returned to the school as a commission from the spring portrait session(s).
- School receives \$1 for every group picture purchased.

Complimentary items to be provided

- Copy of class photo for each teacher.
- Individual staff photo (if taken).
- Principal's album of all classroom groups.
- Yearbook provided to the principal/school.

MIDDLE SCHOOLS:

Operations & Promotional

- The principal will be contacted in early August of each school year to set initial portrait and retake dates.
- Vendor will provide promotional information flyer for each student at least two weeks prior to the scheduled portrait date.
 - The Vendor will notify parents by email of scheduled picture date(s). The District will provide the Vendor with electronic files of students' names, their parent contact information, and the student's classroom assignment.
- Provide online and paper ordering services.
- All accounting and record-keeping will be the responsibility of the photographer/Vendor.
 - Digital files to upload into ProgressBook.
 - All photographs are unconditionally guaranteed. Parents may return package for a full refund.
 - Parents will be provided with online access to the Vendor to view prints/packages.
 - The Vendor will ensure banking-level security protection for all credit card orders.

Individual and Group Portraits

- Take individual student portraits using professional-style backgrounds.
- The photographer will generate packages for students purchasing on picture day.
- Take class (group) portraits.
- Individual student photographs (with no obligation for parents to purchase).
 - Typical offerings for purchase include 8" x 10", 5" x 7", and 4" x 6", wallets, etc.
 - Ala carte orders will be available on all programs starting at \$11, with no requirement to purchase a photo package.
 - Non-buyers will be mailed a personalized order sheet with instructions.
- Sports team and club photographs
- Take staff photos for I.D. badges.
- Portraits must be available for pick-up at each school no later than four (4) weeks after the initial portrait day, and prior to any scheduled day for retakes of student portraits.

Yearbooks

- Provide creative support and publication services.
- Full-color and printed on quality paper.
- Pages and copies are unique to each building.
- Online ordering site to be provided at the start of each school year.
- Candid photographs on a selected day during the school year to cover superlatives, club photos, and other school activities provided by digital image for yearbook purposes.
- Promotional support
 - A yearbook flyer will be provided to the school at least one month prior to the start of the yearbook sale. The sale will last at least two weeks.

Commissions & fees

- 30% of total paid package sales will be returned to the school as a commission from the fall portrait session(s).
- 20% of total paid package sales will be returned to the school as a commission from the spring portrait session(s).
- School receives \$1 for every group picture purchased.

Complimentary items to be provided

- Copy of class photo for each teacher.
- Individual staff photo (if taken).
- Principal's album of all classroom groups.
- Yearbook provided to the principal/school.
- Materials and equipment needed to make I.D. badges for students and adults participating the annual Washington, D.C. trip.

HIGH SCHOOL:

Operations & Promotional

- The principal will be contacted in early August of each school year to set initial portrait and retake dates.
- Vendor will provide promotional information flyer for each student at least two weeks prior to the scheduled portrait date.
 - The Vendor will notify parents by email of scheduled picture date(s). The District will provide the Vendor with electronic files of students' names, their parent contact information, and the student's classroom assignment.
- Provide online and paper ordering services.
- All accounting and record-keeping will be the responsibility of the photographer/Vendor.
- Digital files to upload into ProgressBook.
- All photographs are unconditionally guaranteed. Parents may return package for a full refund.
- Parents will be provided with online access to the Vendor to view prints/packages.
 - The Vendor will ensure banking-level security protection for all credit card orders.

Individual and Group Portraits

- Take individual student portraits using professional-style backgrounds.
- The photographer will generate packages for students purchasing on picture day.
- Take class (group) portraits.
- Individual student photographs (with no obligation for parents to purchase).
 - Typical offerings for purchase include 8" x 10", 5" x 7", and 4" x 6", wallets, etc.
 - Ala carte orders will be available on all programs starting at \$11, with no requirement to purchase a photo package.
 - Non-buyers will be mailed a personalized order sheet with instructions.
- Take club photographs
- Take staff photos for I.D. badges.
- Portraits must be available for pick-up at each school no later than four (4) weeks after the initial portrait day, and prior to any scheduled day for retakes of student portraits.

Yearbooks

- Provide creative support and publication services.
- Full-color and printed on high-quality paper.
- Pages and copies are unique to each building.
- Online ordering site to be provided at the start of each school year.
- Candid photographs on a selected day during the school year to cover superlatives, club photos, and other school activities provided by digital image for yearbook purposes.

- Promotional support
 - A yearbook flyer will be provided to the school at least one month prior to the start of the yearbook sale. The sale will last at least two weeks.

Commissions & fees

- 30% of total paid package sales will be returned to the school as a commission.
- 20% of total paid package sales will be returned to the school as a commission from the spring portrait session(s).
- School receives \$1 for every group picture purchased.

Complimentary items to be provided

- Individual staff photo (if taken).
- Yearbook provided to the principal and the school's library.

SPORTS AND SPECIAL EVENTS:

- The athletic director or principal will be contacted prior to each season to set dates for photography services to take place.
- Vendor will provide promotional information flyers to the athletics department/principal at least two weeks prior to the scheduled event.
- Athletic director/principal will receive an electronic file containing individual "head shots" for use in the school's athletics programs (available onsite or within 48 hours of being photographed).
- Coverage of the Junior/Senior Prom to include portraits of couples and candid photos of the event for possible inclusion in the school's yearbook.
- Photographs will be taken of the high school's graduation (both casual photos and photos of each student receiving his/her diploma. The photographs will be available for free download and for purchase.
- A full panoramic photograph of the senior class will be taken. It will be available to students/parents for free download and purchase.

Complimentary items to be provided to the high school (and middle schools, as appropriate)

- Coaches and the school will receive a photograph (suitable for framing) of each team or group.
- Activity coverage of various varsity sports per season with photographs suitable for public to be provided to the athletic director/principal.
- An electronic file of various athletic events supplied for inclusion in the school's yearbook.
- An electronic file of photographs from various events (to be agreed upon by the principal and the Vendor) to be provided for inclusion in the school's yearbook.
- Graduation ceremony coverage to include at least two images of each graduate. Proofs will be mailed to each student's home and electronic images will be provided for inclusion in the school's yearbook. Other candid digital images of graduation-related activities will be provided to the yearbook advisor.

- A complimentary digital image of the senior class' panoramic photograph will be provided to the District's Communications Office (300 dpi or higher).

Complimentary Services to be Provided to the District and its Schools

- Special event coverage for groundbreaking, ribbon cuttings, etc. to be provided as requested by the District's Communications Department.
- Picture identification badge materials will be provided for all staff members and the District's transportation staff.
- One yearbook will be provided to the principal, and another yearbook will be provided to the school for its permanent collection.
- The District will identify the appropriate personnel that the Vendor will allow access to their secure to download students' and staff photographs.
- Visitor stickers will be provided to each school and the District Service Center, as needed.

REGARDING DIGITAL IMAGES TO BE PROVIDED TO THE DISTRICT

In addition to the images and services identified above that the Vendor will provide to Groveport Madison Schools complimentary, the Vendor will also provide complimentary to Groveport Madison Schools digital images for the use of the Information Technology Department, the specifications for these images are as follows:

- Vendor will be provided a listing with student names and associated I.D. numbers. Photos provided to the District for District use in Information Technology applications are required to be in JPEG (.jpg) format, with student number used as the file name, with images to be sorted by school.
- Digital images provided to the Information Technology Department can be sent via download or other media storage device.
 - Digital images must be 200 x 300 at 72 dpi or larger *.

** Digital images to be used for yearbooks or print publications must be 300 dpi or larger.*

The Vendor grants to Groveport Madison Schools and its authorized agents an irrevocable, worldwide, perpetual license to right to make physical and electronic copies of, use, publish, distribute, display, and create derivative works based upon, any and all images provided by the Vendor to Groveport Madison Schools under the terms of this RFP and any Contract resulting therefrom.

Vendors may also offer additional photography or other services in their RFP submission and may also be required to provide additional services as requested by the school district or its principals.

RFP SUBMISSION:

Vendors are requested to provide the following information in their submittal. This information, except as noted, will be used in the evaluation of the proposals.

QUALITY OF WORK:

Sample photograph packages that are of the quality the vendor proposes to provide. This should include a variety of photographs for the school levels and be arranged and identified as to the school level.

STANDARD PICTURE PACKAGES:

Vendors are to provide information on three (3) to five (5) of their standard picture packages for each school level. Packages must be clearly identified by school level, must indicate the size and quantity of pictures contained in the package and must indicate the current price of the package that will be offered for the 2021-2022 school year.

REFERENCES:

Vendors must provide a minimum of three (3) references that they have performed similar services for within the past five (5) years, or are currently performing services for. Reference information must include entity name, contact name, phone and fax number. To ensure a fair and equitable process, Groveport Madison Schools prefers that schools in the District not be listed as references.

SUPPLEMENTAL INFORMATION:

Vendors may provide additional information regarding additional services provided by their firm. Supplemental information will not be used in the evaluation of the RFP responses but may be useful for the school district or school principals in determining other services that may be available.

Contract Terms and Conditions:

- 1. General Terms and Conditions** – as listed in Appendix A are considered an integral part of this Request for Proposal.
- 2. Term** – The initial term of the contract for services will be three (3) years and an option for extension of up to two (2) additional years, commencing with the opening of the 2021-2022 school year on July 1, 2021.
- 3. Contract Documents** – The Contract Documents shall consist of the "Request for Proposal – School Photography and Yearbook Services," any questions and written explanations or clarifications of the RFP provided, all documents submitted by the vendor in satisfying this request, and signed contractual agreements executed in a form approved by the Groveport Madison Schools.

- 4. Termination for Performance** – The contract may be terminated at any time by Groveport Madison Schools for unsatisfactory performance. In such case, the District shall provide written notice to the vendor citing the unsatisfactory performance, giving the vendor ten (10) school days to improve its performance to the satisfaction of Groveport Madison Schools. In the event that the vendor's performance does not improve to the satisfaction of the Groveport Madison Schools, the contract for services with the vendor may be immediately terminated.

- 5. Termination Options** – In the event of a contractual termination, Groveport Madison Schools reserves the right to employ another vendor to complete the term of this agreement. The original vendor shall be responsible for any extra expense or damages suffered by Groveport Madison Schools. In that event, the vendor will be required to indemnify the Groveport Madison Schools for any loss that may be sustained.

EVALUATION OF PROPOSALS:

Proposals will be evaluated based upon the following factors:

- Experience and service
- Product quality
- References/reputation
- Value-added services
- Cost to families
- Overall responsiveness to the terms and conditions set forth herein and in Appendix A and to satisfy the needs of the Groveport Madison School District.

All proposals will be screened for the inclusion of all required information before release to the evaluation team.

Groveport Madison Schools staff may exclude from further consideration for contract award any non-qualified proposal or portion of a proposal. The evaluation criteria and the relative scoring are provided below. The evaluation team will consider these elements as part of its evaluation process. Cost to Families is not the only criteria used to evaluate proposals.

The evaluation criteria and the relative scoring are provided below. The evaluation team will consider these elements as part of its evaluation process.

EVALUATION CRITERIA	TOTAL POINTS (120)
Experience and service	30
Product quality	30
References/reputation	15
Value-added services	15
Cost to families	30
TOTAL	120

After evaluation, an award may be made based on the evaluation and ranking, without discussion, clarification, or modification. Groveport Madison Schools may choose to enter into negotiations with respondents based on ranking. Groveport Madison Schools reserves the right to request Best and Final Offers from all qualified respondents.

ADDITIONAL PROPOSAL SPECIFICATIONS:

In addition to responsiveness to items outlined in the terms and conditions, the GROVEPORT MADISON SCHOOL DISTRICT requests that proposals include the following information:

1. A general profile of the firm.
2. Appendix C – RFP Quotation Form completed and signed for the base request.
3. Names, addresses, phone numbers, and contacts in other public-school systems, in particular those similar in size to the Groveport Madison School District, for whom services have been delivered in the past five (5) years or are currently being delivered.
4. Statement regarding any past or pending litigation with a client.
5. A copy of your firm's privacy policy with respect to the protection of information, data and image security. (If none exists, a signed statement as to how you protect client information will suffice).
6. Name, address, telephone number, and email address of the firm and the contact person for this proposal.

7. Any comments or exceptions to the requirements of this RFP. Note: If the vendor will not be meeting any requirement or responding to a request presented in the RFP, the vendor must provide a separate listing of each such item, providing page and section number, and may provide any comment it wishes to address same.
8. Three (3) copies of the completed proposal and one (1) signed original document are requirements of this submission.

APPENDICES:

The following are enclosed as appendices to this RFP:

- Appendix A – General Terms and Conditions
- Appendix B – Special Conditions
- Appendix C – School Addresses, Schedules and Contacts
- Appendix D – RFP Quotation Form
- Appendix E – School Pictures RFP Receipt Acknowledgement

APPENDIX A – GENERAL TERMS AND CONDITIONS

1. The vendor will provide all take home notices announcing the portrait date, packages, prices, instructions, etc. Also included will be envelopes for pre-payment of all package purchases.
2. The school's principal or authorized representative from the school, shall select the portrait date directly with the vendor.
3. The vendor will return, on a mutually agreed upon date, to take make up pictures for students absent on the regularly scheduled portrait day, as well as any necessary retakes as requested by parents for any reason at no charge.
4. Vendors must have portraits available for pick-up at each school no later than four (4) weeks after the initial portrait day, and prior to any scheduled day for retakes of student portraits. This is a vital requirement of the bid.
5. Vendor will take athletic team and club group photos for yearbook purposes.
6. The school's principal or designee will advise the Vendor annually regarding yearbook photo guidelines so they can be communicated to students and parents.
7. Staff photograph badges will be provided for each staff member at no cost.
8. Commissions are to be included.
9. The basic package must automatically include a copyright print release allowing parents to reproduce photographs through other printing methods, at no additional charge.
10. Groveport Madison Schools and the individual schools will assist in scheduling photo sittings and distribution of photographs. Groveport Madison Schools and the individual schools will assume no responsibility for any loss of photographs or money. All collection and handling of monies will be handled directly by the vendor. This includes any collections for checks and insufficient funds.
11. Packets of pictures are to be sent home with the students on a prepaid basis. Those not wishing to order a package will still be photographed so that pictures will be provided to the District at no charge. The successful vendor shall guarantee the satisfaction of all participants or refund all money received on deposit from the individual.

APPENDIX B – SPECIAL CONDITIONS

1. CONFIDENTIALITY:

Vendor agrees to observe and abide by all laws and policies governing confidentiality of student records, including, but not necessarily limited to, the Family Educational Rights and Privacy Act; (FERPA) 20 USC § 1232(g), and all applicable school board policies.

To the extent Groveport Madison Schools provides any student personally identifiable information to Vendor for an identified “legitimate educational interest,” Vendor shall act in the capacity of a “school official,” as those terms are defined under the FERPA. Vendor agrees to develop, implement, maintain and use appropriate administrative, technical, or physical security measures to the full extent required by FERPA in order to maintain the confidentiality of such “education records” as that term is defined by FERPA. Vendor agrees that it is subject to FERPA and its regulations with respect to its use, handling, and re-disclosure of student education records under any Contract resulting from this RFP.

The Vendor agrees that it will not directly or indirectly use or facilitate the use or dissemination of student data (whether intentionally or by inadvertence, negligence or omission verbally or electronically, through paper transmission or otherwise), for any purpose other than that directly associated with its officially assigned duties pursuant to any resulting Contract. Vendor is aware that unauthorized use or disclosure of student data is prohibited and, in addition, may also constitute a violation of Ohio law.

2. PERMITS AND LICENSES:

The Vendor is responsible for obtaining any necessary licenses and permits, and for complying with any applicable Federal, State and municipal laws, codes and regulations, in connection with the performance of the Work.

3. CONTRACT INSURANCE PROVISIONS:

Under this contract, the Vendor assumes all risks of direct and indirect damage or injury to the property or persons in connection with this work, and of all damage or injury to any person or property resulting from any action, omission, commission or operation. All required insurance shall be maintained by the Vendor and its independent contractors at their sole expense, in full force and effect during the life of the contract and until such time as all work has been approved and accepted by Groveport Madison Local School District.

APPENDIX C – SCHOOL ADDRESSES AND CONTACT INFORMATION:

School	Address
Lil' Cruiser Campus Principal	4400 Marketing Place, Suite A Groveport, OH 43125
Asbury Elementary School Principal	5127 Harbor Boulevard Columbus, OH 43232
Dunloe Elementary School Principal	3200 Dunloe Road Columbus, OH 43232
Glendening Elementary School Principal	4200 Glendening Drive Groveport, OH 43125
Groveport Elementary School Principal	715 Main Street Groveport, OH 43125
Madison Elementary School Principal	4600 Madison School Drive Columbus, OH 43232
Sedalia Elementary School Principal	5400 Sedalia Drive Columbus, OH 43232
Middle School Central Principal	751 Main Street Groveport, OH 43125
Middle School North Principal	5474 Sedalia Drive Columbus, OH 43232
Middle School South Principal	4400 Glendening Drive Groveport, OH 43125
Groveport Madison High School Principal	4475 S. Hamilton Road Groveport, OH 43125
Groveport Madison High School Athletic Director	4475 S. Hamilton Road Groveport, OH 43125

APPENDIX D – RFP QUOTATION FORM

Vendor proposals must include this quotation form, completed for all years of the proposed contract, and signed and dated.

Vendor Name: _____

	Optional Years				
	Year 1 2021-2022	Year 2 2022-2023	Year 3 2023-2024	Year 4 2024-2025	Year 5 2025-2026
Standard Common Bid (1) 8 x 10, (2) 5 x 7, (4) 4 x 6	_____	_____	_____	_____	_____
Elementary Basic Package					
Option 1	_____	_____	_____	_____	_____
Option 2	_____	_____	_____	_____	_____
Option 3	_____	_____	_____	_____	_____
Middle School Basic Package					
Option 1	_____	_____	_____	_____	_____
Option 2	_____	_____	_____	_____	_____
Option 3	_____	_____	_____	_____	_____
High School Basic Package					
Option 1	_____	_____	_____	_____	_____
Option 2	_____	_____	_____	_____	_____
Option 3	_____	_____	_____	_____	_____
Senior Class Photo	_____	_____	_____	_____	_____

Signature / Title: _____

Date: _____

All vendors must place a bid for the described package. Please do not adjust this package.

If there are more basic package options, please provide information on a separate sheet of paper for each school level applicable.

APPENDIX E

**School Photography and Yearbook Services
Groveport Madison Local School District
4400 Marketing Place, Suite B
Groveport, OH 43125**

SCHOOL PICTURES RFP RECEIPT ACKNOWLEDGEMENT

Vendor Name: _____

Vendor Address: _____

Contact Person: _____

Phone Number: _____

E-mail Address: _____

Date RFP Acquired: _____

Signature: _____

Printed Name: _____

Title: _____