

Quote080910
Photo ID and Student Pictures

The Haverhill School Department is seeking quotations from qualified and experienced firms to provide Photo ID's and Student Pictures. The School Department has approximately 7,600 students and 1,200 staff members.

Background: Haverhill Public Schools has partnered with multiple vendors for Photo ID and Student Pictures. The School's Technology Department works with these vendors to obtain images (pictures) for use with the Student Information System, Food Services Lunch Application and other areas. This requires communication with vendors throughout the year to retrieve the files, as they come in different format and different manipulation is required to properly integrate within the system.

Statement of Work:

The School Department seeks the following services. Each bidder complete Appendix A – Statement of Work Checklist.

- Creation of an On-Site (Burnham Registration Center) Photo Booth with Printer for ID Creation for New Students, Staff and Faculty
 - Networked Workstation dedicated to Photo Production with a Enterprise Level ID Card Printer, Magnetic Stripe Programming device, USB Camera, Backdrop and Floor Model Tripod.
- Global Photo Day for Staff and Faculty
 - City Hall Employees Included
 - Published Scheduled Days for Photo Shoots after School Hours (3 – 5pm)
- ID Creation for each School Department Staff / Faculty, School Visitors and Municipal Employees
 - Department Specific ID Template to be used
 - Visitor Badges to be customized per building (18 Buildings)
 - Standard Visitors ID Card
- School Committee
 - Member Photo's / Group Photo provided digitally to allow for Web Site and Media reproduction and use.
 - Standard ID Creation using specific Template for School Committee.
- Media Downloaded into specific format for upload and reprocessing.
 - Media and Images to be available via FTP Site from vendor Post Photo Shoot.
 - Images to be provided using a unique Identifier for both the Student and Faculty.
 - Exports per Building will be provided prior to Photo Shoots to match the Student and Faculty Records for content delivery once taken and processed by the vendor.
 - Unique ID generation will match and if not a report of images that did not have an assigned number will be identified.
- Portrait Day Published Calendar of Scheduled Photo Shoots
 - Vendor is to create a Production and Reproduction calendar that will be marked up with the days and evenings of the Initial and Retake shots.
 - Published Calendar will be available digitally online.
- P.D.A. Device that has Administrative Software to perform Student Lookup with Attendance for Out of Building Activities.
 - One Device per Building: Including the Central Administrative Offices and Registration Center.
 - Example of Use (*note the product mentioned is not the required unit*): Apple iTouch will have a means of network access and the ability to synchronize the daily attendance from the Student Information System x2 Aspen daily. This device will then be used for after school sessions to look up the Students Daily Attendance and Truancy Alerts.
- Directory Photos (Adhesive): Use with Record Keeping, Personnel Filing
 - Thumbnail size Photo used for record keeping that can be attached for Medical Records.
- Principals Package: Complimentary Pack of Photo's for students unable to provide funding for photos.
 - Each Building is given the opportunity to provide a Standard Package of Photo's to a family based upon discretion.
 - No Maximum amount of "Complimentary" Packs are to be set

- Request for : 1- 8x10, 1 – Wallet Sheet of 10, 2 – 5x7
- Lanyards for All Staff, Faculty and Students
 - Standard Lanyard WITHOUT a Sleeve (see through casing) to securely attach the Photo ID to.

Student Goals (*included or complimentary*)

- Yearbook Support Services
 - Media provided to Elementary, Middle and High Schools who will have a Yearbook committee
- Yearbook Options
 - No minimum yearbook purchase amount
 - 100% Color for at least first 50 Pages, subsequent charges to exist for each additional 4 Pages.
- Group / Club / Sports Photography (Seasonal Scheduling)
 - Group / Club / Team Photo's to be scheduled seasonally and documented on the District Website and added to the "Portrait Day Published Calendar of Scheduled Photo Shoots"
 - Based upon request and scheduling of specific sporting events and the coverage needs the vendor will provide photographic opportunities.
 - Group / Club / Team "GROUP" Photos will be complimentary to the Group / Team Leader.
- Holiday Events: Season Scheduling of District Events "Candid Photo's"
 - Media will be provided to the District via digital download and available to the Yearbook committees.
- Photo Proofs On-Line for Parents who could not purchase day of photo.
 - Vendors will provide the option of
- Family Plan Discounts
 - Families with more than 3 Students in the School System will qualify for a discount of at least 50% for the Lowest Package price purchased.
- Package Options with Ala Carte
 - Minimum of 5 Packages provided to Parent Guardian
 - Upgrade options for Each Package
- Complimentary School Photo
 - Each Package receives a School Photo for Free of Charge

Submission of Quotes

1. Bidders shall use the Quote Sheet (Appendix B) attached to this document. Quote Sheets must be signed and dated by the Bidder to be considered valid.
2. Quotes will be accepted via mail, fax or email at the City of Haverhill, City Hall, Robert J. DeFusco C.P.M., Purchasing Department, Room 105, 4 Summer Street, Haverhill, Massachusetts 01830 by 2:00 p.m., Thursday, August 19, 2010.
3. Questions concerning this quote must be submitted in writing to: Robert J. DeFusco, email rdefusco@cityofhaverhill.com, before 2:00 p.m., Monday, August 16, 2010. Question may be delivered, mailed, emailed or faxed. Written responses will be mailed, emailed or faxed to all Bidders on record as having picked up / downloaded the quote.
4. Each bidder will submit two (2) copies of all required forms. All quotes must include Appendix A - Statement of Work Checklist, Appendix B – Quote Sheet, Appendix C – Certifications and Appendix D - References.

Term & Conditions

1. The Contract term is September 1, 2010 to August 31, 2011. This Contract may be extended under the same terms and conditions for one (1) additional year at the sole discretion of the City.
2. Prices to remain firm during this period.

Rule of Award: An award will be made to the responsive and responsible bidder offering the lowest cost to the School Department.

**Quote080910
Appendix A
Statement of Work Checklist**

Activity	Yes/No	Comments
Creation of an On-Site (Burnham Registration Center) Photo Booth with Printer for ID Creation for New Students, Staff and Faculty		
Global Photo Day for Staff and Faculty		
ID Creation with lanyards for each School Department Staff / Faculty, School Visitors and Municipal Employees		
Media Downloaded into specific format for upload and reprocessing.		
Portrait Day Published Calendar of Scheduled Photo Shoots		
P.D.A. Device that has Administrative Software to perform Student Lookup with Attendance for Out of Building Activities.		
Directory Photos (Adhesive): Use with Record Keeping, Personnel Filing		
Principals Package		
Yearbook Support Services		
Group / Club / Sports Photography (Seasonal Scheduling)		
Holiday Events: Season Scheduling of District Events "Candid Photo's"		
Photo Proofs On-Line for Parents who could not purchase day of photo.		
Family Plan Discounts		
Complimentary School Photo		

Firm Name: _____

Type/Print Name: _____

Title: _____

**Quote080910
Appendix B
Quote Sheet**

Packages Traditional Backgrounds	Price	Photo Lead Time (in business days)
2 - 2x3 4 - 1x2	\$	
2 - 3x5 4 - 2x3	\$	
1 - 5x7 9 - 2X3	\$	
1 - 3X5 7 - 1X2		
2 - 5x7 9 - 2X3	\$	
2 - 3X5 15 - 1X2		
1 - 8X10 2 - 3X5	\$	
2 - 5X7 9 - 2X3		
3 - 4X6 15 - 1X2		

Add-On Photo	Price	Photo Lead Time (in business days)
1 - 8x10	\$	
2 - 5x7	\$	
3 - 4x6	\$	
4 - 3X5	\$	
9 - 2x3	\$	
21 - 1x2	\$	
1 - 10x13	\$	

Other Options/Services	Price
ID Photos	\$
Lanyards for Students	\$
School Committee Member/Group Photo	\$

Other Considerations	
Percentage of sales to be provided to the School Department	
Minimum commission but not limited to of sales to be provided to each b	

Firm Name: _____

Address: _____

Telephone No.: _____

Email Address: _____

Type/Print Name: _____

Title: _____

Date: _____

Quote080910
Appendix C
Certifications

I. CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee club, or other organization, entity, or group or individuals.

Signature of individual submitting bid or proposal

Name of Business

II. TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. Chapter 62C, Sec. 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of individual submitting bid or proposal

Name of Business

**Quote080910
Appendix D
References**

Provide information relative to three school district references where vendor provides Photo ID and Student Pictures.

School District	Contact Person	Address	Phone