

# Bedford County Department of Finance

200 Dover Street, Suite 102  
Shelbyville, TN 37160  
(931) 685-2024 FAX (931) 680-1029

## Request for Proposal

### School Pictures and Yearbooks - Systemwide Bid No. 23-29

The Bedford County Department of Finance is requesting proposals for School Pictures and Yearbooks for Bedford County Board of Education. **Sealed bids will be received until 2:00 p.m., Wednesday, April 12, 2023**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all bids and waive any irregularities for the purpose of ensuring the award is in the best interest of Bedford County. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

## GENERAL BID TERMS AND CONDITIONS

Proposals from all responsible bidders will be considered. To qualify as a responsible bidder, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the bid opening.**
- 3. Submit their completed bid prior to the bid opening date and time.**
- 4. Have bid name and bid number placed on the outside lower left corner of the sealed envelope containing the bid form. (Facsimile bids will not be considered.)**

### **Award**

A Purchase Order from the Bedford County Department of Finance will be issued to the successful bidder acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the purchase order.

Prospective bidders may contact Robert Daniel, with the Bedford County Department of Finance, at 931-685-2024 or via email at [robert.daniel@bedfordcountyttn.gov](mailto:robert.daniel@bedfordcountyttn.gov) for any questions as to the specifications of the bid.

Best bid will be awarded.

Bid prices shall be for the fiscal year ending June 30, 2024, with option to renew for two additional one year periods.

### **Other Considerations**

Bedford County Department of Finance reserves the right to purchase only those bid items and quantities that conform to overall budgetary, functional, and performance constraints.

The terms of this bid will be extended to other local government agencies, other municipalities, and Boards of Education. Bedford County is responsible only for purchases made and received by Bedford County.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statutes and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

## INSTRUCTIONS TO BIDDERS

**All Proposals are to be made on the Proposal Form provided.** Bids must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **Bid No. 23-29 School Pictures and Yearbooks.** Bids will be received and opened at **2:00 p.m., Wednesday, April 12, 2023.** **Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Bidders and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Bidder has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful bidder.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

## SPECIFICATIONS

1. Introduction  
Proposals for school photograph and yearbook services for an initial term ending June 30, 2024 with an option for extension of up to two additional one year periods will be received by Bedford County Department of Finance.
  
2. Scope of Services to be Provided by Provider  
List of specific services that are requested may vary by school. Includes any services currently provided and any additional services that are being requested. A list of services could include fall underclass, spring underclass, underclass graduation, yearbook, senior prestige, sports, groups, dance, special events, and/or commencements.
  
3. School Demographics  
The number of schools that would be working with the Provider, along with enrollment of each school, may be obtained from the Bedford County Board of Education Central Office.
  
4. Scope of Work  
Detail all services and general information that will be used to evaluate Providers based on evaluation criteria. Ensure the scope of work and general information provides enough detail for providers to price services accurately. Scope of work should include:
  - a. Company Background
    - i. Company scale and history, including a brief summary of similar work you have done for districts of our size and scope.
    - ii. High-level overview of services
    - iii. Financial stability
  - b. Account Team
    - i. Local vs. national account team
    - ii. Providers use of subcontractors
  - c. Account Operations and Process
    - i. How services will be executed
    - ii. Quality control and exception process
  - d. Additional Value to Hosts
    - i. Student and Staff IDs
    - ii. Social and emotional supports
    - iii. School branding
    - iv. Equity and inclusion
    - v. Additional offerings not listed above
  - e. Technology
    - i. Digital image access and print capabilities
    - ii. Order process, including online and mobile ordering.
  - f. Data Security and Privacy
    - i. Provide details of compliance with federal, state, and local data security and privacy requirements
    - ii. Provide details for managing data security and privacy incidents and notifying our schools and regulators of data breach
    - iii. Provide details of how your company securely disposes of school data when it is no longer needed
  - g. Health and Wellness
    - i. Describe the health protocols for Picture Day, including immunization of staff that will be on-site
    - ii. Provide information on protocols in place for staff that will be on-site with students, including background check/verification process

5. Pricing

Provider should submit pricing for all services within the proposal, by product and sample packages. Provider should indicate if pricing is valid for all years of the contract and/or renewal period. Provider should indicate how a price adjustment is handled should one be allowed.

Pricing should also include discounts, value-added items and associated value of said items, commissions and how commissions are calculated (i.e., calculated on all package types vs. specific package types).

Provider should indicate if additional value-added services or items are provided, the value of those items and any costs to the District for said items.

6. Terms and Conditions

During the Agreement Term, provider is designated as the Account's exclusive professional photographer and authorized hereby (i) to photograph all students and staff who participate in "Picture Day" events and (ii) to produce and deliver photographs and services for the programs identified above. The Account is solely responsible for obtaining any parental consents necessary and/or for enabling parents to opt out of participation in Picture Day activities or inclusion in class photographs or yearbooks (as the case may be). In exchange for the services, the Account will allow access to students, staff and use of Account property and information for Account-authorized purposes, including Picture Day administration, fulfillment, and distribution of deliverables to the Account, delivery of Picture Day notices, and to provide parents of students photographed opportunities to purchase individual and class pictures and yearbooks as applicable. Provider will not disclose confidential information provided by the Account (the Account data) or use it for any purpose except to fulfill the services requested to be performed by provider. The school remains in control of the Account Data at all times, and provider will retain the Account Data only as necessary to fulfill its obligations under this Agreement. The terms of the Agreement are not subject to change or cancellation by either party during the Agreement Term except by written consent of both the Account and provider.

7. Insurance

Bedford County Schools' insurance requirements include basic casualty insurance (general liability, workers' compensation, auto). Provider needs to include Account as additional insured.

**PROPOSAL FORM**

**TO: Bedford County Department of Finance  
200 Dover Street, Suite 102  
Shelbyville, Tennessee 37160**

**Re: Bid No. 23-29**

Gentlemen,

Having examined the specifications for various School Pictures and Yearbooks, we (I) submit the following commission proposals:

**Pictures**

Fall Individuals	\$ _____
Spring Individuals	\$ _____
Underclass Grads	\$ _____
Groups	\$ _____
Seniors	\$ _____
Special Events	\$ _____
Sports	\$ _____
Other _____	\$ _____

**Yearbooks (printed)** \$ \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
\_\_\_\_\_

**Signature and Title of bidder:** \_\_\_\_\_

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

**Telephone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_