



Accelerate Progress for Students

Rennette R. Apodaca, MPA, CPPPO
Executive Director

Raquel Reedy
Superintendent

RFP NO. 18-062 RA
School Photography and Related Services

ADDENDUM #1

Clarifications, Additions, Questions and Answers

A. Terms and Conditions

Add: Item 15 to page 9

15. No Minimum Guaranteed: APS does not guarantee any minimum work as described in scope of services or similar services related to this request for proposal.

B. Add to Scope of Services page 10

This RFP is specifically for school photography for school pictures that are used for student information system, student ID cards and/or possibly individual yearbook photo. Vendors can offer parents the ability to purchase photo packages of these school pictures.

Photography and related services that are not school pictures for student information system and/or student ID cards and/or possibly individual yearbook photos are not part of this RFP. APS reserves the right to make this determination, and is the sole judge for making this determination.

Yearbook staff may take photos and does not have to be an awarded vendor under this RFP.

This RFP includes Athletic Photography for photography services for team sports.

Photography at non-APS mandated events and/or non-APS location and/or utilizing non- APS funds may not be part of this RFP. APS reserves the right to make this determination and is the sole judge for making this determination.

This RFP includes yearbook production, publishing and sale of an annual yearbook and/or memory book.

Proposer should include pricing for a minimum basic yearbook and/or memory book and include pricing for additional pages, customization, color pages, cover type, binding, etc.

For Example:

Basic yearbook (or memory book)	\$ XX.XX each
Includes: XX pages –black and white	
Size XX inches X XX inches	
Soft cover	
XX binding	
Additional Pricing for upgrade or customization	
XX page – color	\$XX.XX per page
Hard cover	\$XX.XX for hard cover
ETC	

This RFP may include specialized photography that may be offered to APS students such as high school graduation images during high school graduation ceremony.

Please include a detailed description of specialized photography services provided with your proposal. Ensure to include all information that is requested for evaluation. Please see evaluation criteria on page 15-16 of RFP.

C. Add to Item 7 page 13

Vendor contract (Photography, yearbook, etc) shall have two signature lines for Principal of School or appropriate APS District staff and Procurement Department. Vendor should not perform services until both signatures are obtained on the contract.

D. Student Identification Badges

No student ID's in Elementary Schools.

Clarification: Item 1 page 12

1. It is highly desirable that vendors should have a minimum of three (3) years of verifiable, successful, experience providing photography services and/or related services to K-12 schools. Vendor can provide non K-12 schools professional photography and related experience for consideration. APS reserves the right to consider this non K-12 professional photography experience.

Question and Answers

- 1. Are we going to get teachers names in order to organize the photos for distribution to students/parents?**

Response: Yes, Office of Accountability & Reporting, Student Information Systems will be able to assist with this issue.

- 2. When will the yearbook be complete?**

Response: As per the RFP, on or around May 1st. The yearbook vendor should work with the school on a timeline to accomplish this delivery date.

- 3. What are the repercussions for APS schools not using the list of contracted school photographers?**

Response: This would be an internal personnel issue and would be reported to APS personnel supervisor.

- 4. After the RFP is done, will other vendors be added?**

Response: No additional vendors will be added to this RFP. However, if APS does not obtain enough responsive and responsible offers to provide services to all our schools and organizations then another RFP may be issued to supplement the vendor list. APS reserves the right to make the determination if we have enough responsive responsible vendors for the District.

- 5. Preferred vendors can photograph on and off campus?**

Response: Photography at non-APS mandated events and/or non-APS location and/or utilizing non- APS funds may not be part of this RFP. APS reserves the right to make this determination and is the sole judge for making this determination.

ACKNOWLEDGE ADDENDUM WITH SUBMITTED PROPOSAL:

Addenda not signed and returned may consider the RFP non-responsive and may be rejected.

COMPANY/FIRM NAME

SIGNATURE

Date

**Rennette R Apodaca
Executive Director Purchasing**