



Tami J. Coleman  
CHIEF FINANCIAL OFFICER

July 6, 2021

To: Albuquerque Public Schools (APS) Principals

From: Tami J. Coleman, Chief Financial Officer

Re: School Photography and Yearbooks

As per Board of Education School Photographs and Yearbooks Directive, the Procurement Division solicited proposals from businesses to establish a pool of qualified photographers/yearbook vendors to provide services to APS District Schools.

Attached is a link listing the vendors that submitted proposals and are part of the pool of qualified photographers/yearbook vendors.

- Principals must select vendor (s) from the list of qualified photographers and/or yearbook providers.
- Please be sure to include your Yearbook Sponsor and Activities Director as needed.
- Please work with the vendor(s) in obtaining specific detailed proposals for the services required.
- Selected vendors will provide contracts for principal's review and signature.
- The contract should be for one school year term at a time.
- The selected vendors' contract must also be signed by the Procurement Division and should be sent to the Executive Director of Procurement for review and signature.

Please note, if a Principal signs a contract for the school year, it shall remain in effect, even if the Principal leaves the school and another Principal takes his/her place. The signed contract is committing the school and not the individual Principal. The contract is for one school year and if the new Principal wants to change vendors, they will have the ability in the next school year.

<https://www.aps.edu/procurement/school-photography-and-yearbook>

If you have questions, please contact Dionne Sanchez at  
505-878-6116