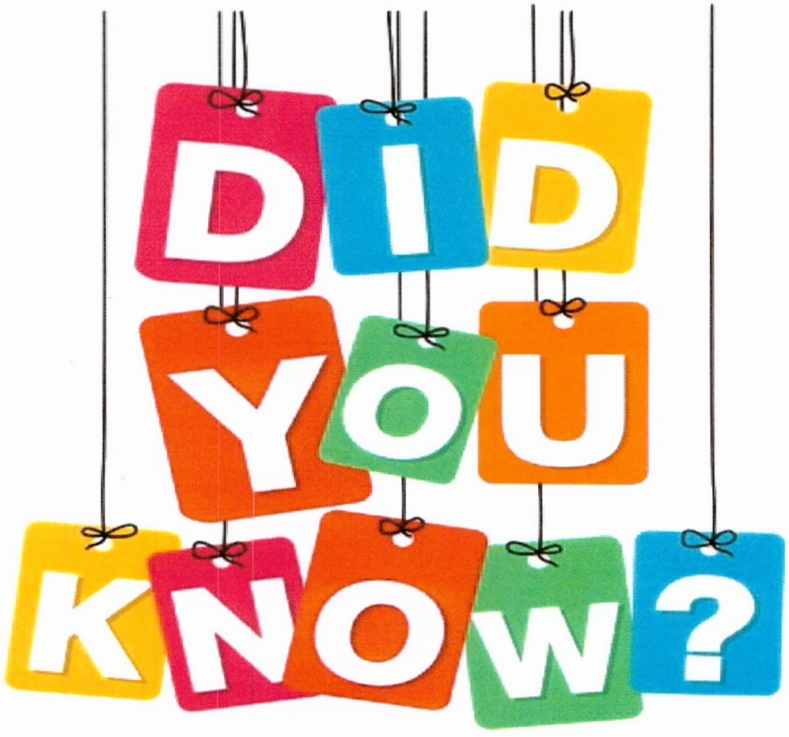
ALBUQUERQUE PUBLIC SCHOOLS

# SPEND MATTERS

# 2020



# Table of Contents


| | |
|---|---|
| **Authorized Purchases** | **3** |
| **Food Purchases and Travel** | **4** |
| **PCard Allowable & Non-Allowable** | **5** |
| **Procuring Professional Development** | **8** |
| **Request for District Travel (if allowed)** | **9** |
| **Signature Authority** | **10** |
| **School Photography & Yearbooks** | **11** |

ALBUQUERQUE PUBLIC SCHOOLS

*Accelerate Progress for Students*

January 29, 2020

To: Albuquerque Public Schools (APS) Staff

From: Tami J Coleman, Chief Financial Officer

Re: Authorized Purchases

An approved purchase order issued by the Procurement Office is required before a vendor provides any goods or services.

The District purchasing needs are made by APS staff on a properly drawn and issued purchase order subject to State and Federal statutes and regulations.

The Purchase Order (PO) is required prior to purchase to:

- ensure vendor conformity,
- ensure proper site administrator approval,
- ensure available budget,
- ensure allowability of funds,
- ensure compliance with procurement statues and regulations.

The purchase order serves as a formal contract for goods and/or services from a vendor. A PO is a binding commitment for the District to remit payment to the vendor after the District receives the goods or services listed. Per 13-1-77 NMSA 1978, a "purchase order" means the document issued by a central purchasing office that directs a contract to deliver items of tangible personal property, services or construction.

Obtaining an approved purchase order prior to goods and/or services delivered ensures internal controls and safeguards are followed:

1. A quote is required for a purchase order. This ensures that a school/department knows exactly what the vendor will be providing and at what amount.
2. A properly vetted and approved vendor is required. This ensures that all legal requirements for vendors is scrutinized and checked by APS.
3. Site Administrator approval is required for a purchase order. This ensures that a Principal and/or Director approves any purchases from their school and/or Department budget.
4. Fund allowability approval is required for a purchase order. This ensures that the requested purchased is allowed with the requested funds.
5. Procurement compliance is required for a purchase order. This ensures State statues and Federal regulation are followed and helps avoid audit issues and rejection of reimbursement issues.

If APS Procurement receives a request for a purchase order for goods and/or services that have been delivered by a vendor it is considered an unauthorized purchase or after the fact purchase.

The unauthorized purchases put the District at risk related to non-compliance with State and Federal statutes and regulations. This can lead to: audit issues, rejection of reimbursements from grant funds, vendors refusing to do business with APS because of prolonged process to get paid and legal torts with vendors for non-payment. A vendor should not deliver goods and/or services without the purchase order issued by the APS Purchasing Office.

ALBUQUERQUE PUBLIC SCHOOLS

*Accelerate Progress for Students*

January 29, 2020

To: Albuquerque Public Schools (APS) Staff

From: Tami J Coleman, Chief Financial Officer

Re: Food Purchases and Travel

**Food Purchases**

Please consider this email memo as notification and a reminder that food purchases are prohibited. This includes requisition, reimbursement, and p-card purchases for meetings, working lunches, and trainings. This topic was discussed at the APS Cabinet meeting on September 20, 2017, and so the District's leadership is also aware of these restrictions. There are new exceptions listed in this memorandum.

Exceptions:

1. Any meal purchases during District-approved overnight travel that comply with the New Mexico Per Diem and Mileage Act will still be allowed.
2. Parent Involvement meetings funded through Title 1 or another pre-approved grant.
3. Food purchased with Homeless Grant funding
4. Food/meals for students: e.g., Athletics, ROTC, Homework Diner, Activity Funds
5. Meals provided by sponsors are always welcome. Please be sure and note the sponsor on the agenda for your meeting and thank them publicly for their contribution.
6. Coffee, water, and light snacks can be provided for meetings lasting a half day or longer. Please provide the meeting agenda and sign-in sheet.
7. ***Requests to purchase food outside of the guidelines listed on this memo must be submitted on the Request to Purchase Food e-form to the Executive Director for Budget or the Chief Financial Officer. Invoices for food purchased without this prior-approved document will be denied and will be the financial responsibility of the individual person who made the purchase.***

Link to Request to Purchase Food e-Form: https://www.aps.edu/procurement/food-purchase-request-form-cfo-memo/request-for-food-purchase-form-cfo-memo/view

**Travel**

Effective immediately, all travel requests need cabinet member approval rather than the Superintendent's approval. Travel restrictions have been removed, but all travel requested will be presented to the Superintendent's Cabinet for discussion and approval, regardless of funding source.

ALBUQUERQUE PUBLIC SCHOOLS

# Appropriate Use of Procurement Card (P-Card)

**Procurement Cards are used as a payment method for eligible purchases. Due to procurement laws, capital asset policies, funding restrictions, etc., some purchases are not eligible for purchase using a P-Card and must be purchased following the standard purchase order process.**

## P-Card Allowable and Non-Allowable List

As of August 13, 2019. The following list is NOT all-inclusive and is subject to change. Before making your purchase, check **Accounts Payable** < https://www.aps.edu/finance/accounts-payable/documents> for the latest updated list.

### Examples of allowable purchases

- Advertising
- Airfare — Must have an approved Travel Authorization Number before the purchase is made
- Books from Scholastic Warehouse
- Conference Registration Fee/Seminar/Workshops-local event
- Conference Registration Fee/Seminar/Workshops-non-local event (outside 32 miles) — Must have an approved Travel Authorization Number before the purchase is made
- Conference/Seminar/Workshop materials or books for APS ownership
- Field Trips Venue Admission: Check with location to ensure that they accept credit card
- Food: In accordance with CFO's memo of allowable food purchases
- Food: Culinary supplies for culinary classes (Please see non-allowable for associated food pick up fee
- Fuel: APS Vehicle and/or Rental Car on travel only (must provide detail, date, event and brief description of APS business)
- Lodging—Must have an approved Travel Authorization Number before the purchase is made; not for room incidentals
- Newspaper Subscriptions
- Parking: APS Vehicle Parking for APS District Business or Non-APS Vehicle for APS District Business (must provide detail – date, event, and brief description of APS Business)

- Professional Association Memberships (for example NMASBO)
- Supplies—Less than $1,000 for total purchase
- Exceptions on a case by case basis, approval from Executive Director of Procurement

## Non-Allowable: Do NOT use the P-Card for:

- Airline Upgrades/Airline Early Check-in/Airline Early Boarding
- Air BNB
- Alcohol
- Amazon
- Apparel: All, includes customized (T-shirts, polo shirts, jackets, etc.)
- Bus Transportation
- Car washes
- Cash Advances
- Computers, iPods, iPods, laptops, tablets, Chromebooks, Monitors, electronic devices, etc.
- Donations/Gift Cards
- Equipment and Furniture—Any amount
- Employee Awards and Gifts (greeting cards, plaques, gift certificates, flowers, etc.)
- Food Puck up Service Fee
- Gifts/Giveaways/Novelty Items
- Gross Receipts Taxes on goods
- Hotel Room Upgrades/Incindentals
- Holiday Decorations; Flowers; Plants
- Multi-Year Service Agreements or Formal Contracts
- Personal Expenses of any kind—for personal use
- Printers/Scanners: Any amount
- Professional Development/Contracted Services
- Service fees of any type
- Service providers: i.e. Experia, Travelocity, Hotel.com
- Software Subscriptions or licenses
- Store Memberships (Costo, Sam's Club, etc.)
- Taxi Services, Uber, Shuttle Services, etc., (paid for out of pocket and reimbursed)
- Travel Meals (paid for out of pocket and reimbursed at the appropriate per diem rate)

# P-Card Activation

Please review the list of approved and non-allowable expenses. Download, sign, and return the form to **pcard.administrator@aps.edu**. Once the signed form is obtained, your P-Card will be activated for the next fiscal year.

If you have any questions, please contact Elizabeth Chavez Maldonado at **Elizabeth.Chavez-Maldonado@aps.edu**.

## Downloads

**Appropriate Uses of P-Card Memo, August 13, 2019 (PDF)** < https://www.aps.edu/finance/accounts-payable/documents/pcard-allowable-and-non-allowable-list>

ALBUQUERQUE PUBLIC SCHOOLS

# Procuring Professional Development/Professional Services Guide

This guide contains information for procuring professional development and/or professional services. All documentation including a fully signed APS Professional Services Agreement and approved purchase order **must be issued prior to any services provided.**

An APS Professional Service Agreement is utilized for contracting for professional development/professional services, a vendor provided agreement or contract will not be considered.

Depending on the funds utilized (Operational or Grant) for purchase, multiple quotes from multiple vendors may be required. Please check with Procurement Office for thresholds.

APS has many subject matter experts and consideration should be made for in-house training from APS staff.

Requesting schools and departments must obtain the following information:

- What are the services?
- How are services provided? How performance is measured (deliverables)?
- Who is providing the services?
- What are the roles and responsibilities for contractor? For APS?
- When are services provided?
- Where are services provided?
- How much do services cost?

---

**The following information should documented in a written proposal from the vendor. The vendor written proposal shall be incorporated into APS Professional Service Agreement.**

The requesting school or department should review to ensure written vendor proposal is accurate and is based on APS requested services.

1. What are the services?
   - Be specific, clear, explanatory
   - Describe in detail what contractor is being paid to do
   - Use clear terminology and language

2. How are services provided?
   - List tasks in chronological order; Agenda (s)
   - Expand to list steps necessary to achieve tasks
   - Outline the component of the program/service
   - On-site workshops; webinar; face to face

3. How performance is measured? **Deliverables**
   - Numbers served
   - List of activities

- Results and/or analysis
- Reports about service delivery
- Achievement of performance measurement

4. Who is performing the service?
   - Specific individual who will be providing the service
   - If a company or firm, list specific employee

5. What are the roles and responsibilities for contractor and APS?
   - Define roles and responsibilities
   - Define key assumptions
   - Define if Vendor background check or fingerprinting is applicable

6. When are services provided?
   - Specific beginning and end
   - Specific date and time period
   - Schedule
   - Milestones
   - Timelines

7. Where are service provided?
   - Specific location(s) where service will be provided

8. How much do services cost?
   - Provide cost of service – price is negotiable
     Rate of pay must consider the following factors:
     a. The level and difficulty of the work to be performed
     b. The qualifications of the contractor or consultant
     c. The cost of comparable individuals performing similar work
     d. The availability of qualified candidates
   - Provide travel costs – (not to exceed GSA federal per diem rates)
   - Provide cost of related materials or incidentals

**Please contact the Procurement Department if you require assistance.**

IF ALLOWED BY DISTRICT

# Albuquerque Public Schools

## REQUEST FOR TRAVEL APPROVAL PROCESS

***DO NOT REGISTER, RESERVE OR BOOK ANY TRAVEL UNTIL YOU RECEIVE YOUR (TAN) TRAVEL AUTHORIZATION NUMBER***

**TRAVELER**

1. APS Employee identifies travel and obtains information ***only*** (event, hotel, air-fare, transportation, etc.).
2. APS Employee fills out completely and ***signs*** Request for Travel Form to obtain approval for travel.
3. APS Employee submits Request for Travel Form to ***Supervisor for signature for approval***.
4. Request for Travel Form is submitted to APS Accounts Payable with the following:

   ****Request for Travel Form should have the following information attached:***

   - Conference/Event Registration details (could be from website) **NOTE:** Do not register.
   - Hotel and room rate details (could be from website) **NOTE:** Do not reserve rooms.
   - Flight details (could be from website) **NOTE:** Do not book flights.

**DISTRICT ADMIN**

5. Request for Travel Form is reviewed for completeness by Accounts Payable.
6. Accounts Payable forwards Request for Travel Form to Grants Management Department for approval (if applicable).
7. Grants Management Department reviews, approves and returns Request for Travel Form to Accounts Payable (if applicable).
8. Accounts Payable forwards Request for Travel Form to Next Level Administrator and Superintendent or designee for approval.
9. Approved Request for Travel Form is returned to Accounts Payable.
10. Accounts Payable assigns TAN (Travel Authorization Number) and informs Traveler and/or Secretary/Bookkeeper that travel is approved and provides TAN (Travel Authorization Number).

**TRAVELER**

11. Traveler and/or Secretary/Bookkeeper finalizes travel expenses and enter requisitions into Infor Lawson and adds TAN (Travel Authorization Number) to requisition comments section.

***YOU CAN NOW REGISTER, RESERVE AND/OR BOOK TRAVEL***

**Ensure to attach in AttachIt – (Actual Expenses)
Conference/Event Registration Document: **NOTE**: Register for Conference/Event
Hotel Confirmation/Registration Document: **NOTE**: Reserve room
Airfare Flight Itinerary/Confirmations: **NOTE**: Book flight(s)

ALBUQUERQUE PUBLIC SCHOOLS

*Accelerate Progress for Students*

January 29, 2020

To: Albuquerque Public School Staff

From: Tami J. Coleman, Chief Financial Officer

Re: Signature Authority for Contracts, Agreements, etc

Just a reminder that the Board of Education enacted a signature authority directive to authorize certain individuals to obligate the District for the purchase, rental or lease of goods and services.

The Signature Authority Directive can be obtained at:
http://www.aps.edu/about-us/policies-and-procedural-directives/procedural-directives/d.-fiscal-management/signatory-authority-for-contractual-agreements

Please ensure you obtain the proper signatures on your contracts, agreements, etc.

If you have any questions, please contact Rennette Apodaca at Rennette.Apodaca@aps.edu

ALBUQUERQUE PUBLIC SCHOOLS

January 29, 2020

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 listing of 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.

Attached is a copy of the vendor's responsibilities to APS.

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

Attachments:
School Photographer and Yearbook Services Vendor Contract List
Vendor Responsibilities

ALBUQUERQUE PUBLIC SCHOOLS

# School Photographs and Yearbooks

## Photographs

The Procurement Division shall from time to time solicit bids with intent to award and maintain contracts with a pool of qualified photographers. A list of those businesses receiving awards shall be categorized according to their capabilities and types of photography offered and provided to the schools in a timely manner. Each school will review the available choices either by committee or acceptable alternative and make a selection(s). It is not required to use one photographer for all events and the school may choose within areas of specialized expertise such as sports activities, dances, group photos etc.

The Principal must approve and sign all picture contracts. Any contract signed by PTA/PTO members or parents will be null and void. Any contract presented to the school must be approved as to form by the Procurement Division. A standard contract form will be implemented if that proposed by the photographer is contradictory to the bid process or in some manner unsatisfactory. No school is obligated to take pictures. No family portraits will be taken.

## Yearbooks - Senior High Schools

The Procurement Division shall from time to time solicit bids with intent to award yearbook contracts to qualified publishers. The schools shall establish a yearbook committee, which may include student or parent representation, but must always include the yearbook advisor and Principal as equal voters. This committee shall evaluate the bid responses according to the stated criteria and make a recommendation for award to the Procurement Division from the responses received. Publishers not submitting bids will not be allowed to service the schools. Financial matters will be the responsibility of the Principal.

## Yearbooks - Middle and Elementary Schools

These publications may take the form of "memory books" or similar and are often done on equipment at the District Library Technical Services. Some photographers also offer this as a part of their package.

**Cross Ref.:**

- **Board Policy D.04** < https://www.aps.edu/about-us/policies-and-procedural-directives/policies/d.-fiscal-management/d.04-central-purchasing>

*Vendor Contact List School Year 2019-2020*

| Name | Contact Name | Contact Phone and Email |
|---|---|---|
| **Balfour Yearbooks** | Roland Esparza | 915-533-5952, roland.esparza@balfour-rep.com |
| **Beautiful Memories** | Valeria Salazar | 505-720-0815, beautifulmemoriesabq@comcast.net |
| **Bellaments Photography** | Heidi Belville | 505-363-4707, info@bellaments.com |
| **Ben Franklin Photography** | Ben Franklin | 505-850-3219, ben_kjs@hotmail.com |
| **Campos Creative Photography** | Scotty Campos | 505-659-9840, s.camposnm@gmail.com |
| **Campus Specialities/Heff Jones** | Cindi Ortiz | 505-220-3856, fuzz53@aol.com |
| **Dorian Studio** | Jake Mark | 800-343-2335, jake@dorianstudio.com |
| **Entourage Yearbooks** | Caitlin Kenny | 888-926-6571, sales@entourageyearbooks.com |
| **Frank Frost Photography** | Frank Frost | 505-293-2724, office@frankfrost.com |
| **Grad Images** | Doug Wyland | 520-909-4673, dwyland@gradimages.com |
| **Jostens Yearbooks** | Kati Knisley | 901-216-6246, katiknisley@jostens.com |
| **Kenneth Brown Photography** | Rebecca Brown | 505-290-7180, service@kenbrownphoto.com |

| Name | Contact Name | Contact Phone and Email |
|---|---|---|
| **Lifetouch** | Steven Kluess | 505-219-7991, skluess@lifetouch.com |
| **MJ Thomas Photography** | Steve G. Pugh | 505-850-0607, stevep.mjt@gmail.com |
| **Moji Studios** | Debbie Stephens | 505-255-9680, schools@mojistudios.com |
| **TreeRing/Yearbook Services** | Brady McCue | 727-412-3680, brady@treering.com |
| **XL Sports Photography** | Anthony Griego | 505-302-8979, anthony@xlsports.com |

## Attachment A — Vendor Responsibilities

### Fall Pictures (All Schools)

1. Preprinted sales flyers are to be provided by the contractor to be distributed by schools.
2. Every child is to be photographed; regardless of portrait picture package purchase.
3. A minimum Of three (3) portrait picture packages should be made available to all students. At least one (1) portrait picture package should bc priced available to families of lower socioeconomic status. Contractors can also offer ala carte purchases and sibling packages.
4. Contractor should provide enough photographers to complete services in one day per school (elementary and middle).
5. Fall pictures should be completed and distributed to students within 60 days after the first (1st) day of school. Pictures must be delivered organized by class for distribution by teachers.
6. A make-up day shall be required. Please submit retake policy with your submitted proposal.

7. Provide families the opportunity to pay utilizing different methods such as via credit card, check, money order, order by phone or, order and pay online.
8. A yearbook or memory CD-Rom (or latest compatible upload technology i.e. online access) must be provided to the yearbook/memory book advisor after the final retake date and staff members that are photographed at no additional charge to the school.

## Student Identification Badges (All Schools)

1. Complimentary student identification cards should be provided for all students and school staff. Identification cards should contain the student's photograph, student's name, grade level, school year and student number (APS will provide). Student IDs must be delivered organized by class for distribution.
2. Provide list of all bar code systems your ID cards are compatible with. Barcode maybe used for library, cafeteria, transportation, etc
3. The District is requesting thick, hard plastic (credit card like) material for the ID cards. Provide list of different materials on which you can print ID cards.

## Spring Pictures (Elementary Schools and Middle School ONLY)

1. Every child is to be photographed that either pre pays or if school request a proof program.
2. If school requests a proof program, each student must be provided with a sample/proof for consideration of purchase and the sample/proof does NOT need returned to the contractor or district.
3. Contractor should provide enough photographers to complete services in one day per school (elementary and middle)
4. Provide group picture for each elementary classroom. This classroom photo may include the students' names if the school requests it. Provide pricing for this item in proposal and pricing should take into consideration families Of lower socio-economic status. Please provide information if your company provides discounts to the families of students who qualify for the free or reduced national school lunch program.
5. Pictures must bc delivered organized by class for distribution by teachers.

## Yearbook/Memory Book (All Schools)

1. Proposals should include information pertaining to the sale and production of an annual yearbook/memory book.
2. Specifications and pricing for an annual yearbook/memory book should be provided. Pricing should take into consideration families of lower socioeconomic status. Please provide information if your company provides discounts to the families Of students who qualify for the free or reduced national school lunch program.
3. A timeline for the production of the yearbook/memory book should be included. Yearbook/memory books should be completed and distributed to students on or about May 1 of each year.
4. The photographer must agree to meet with yearbook advisor of school to coordinate deadlines and other pertinent information regarding the annual yearbook and photographs.
5. The yearbook/memory book is a separate service from school photographer and does not have to be purchased from the school photographer. The School photographer can offer this service but it is up to each individual school if they choose to purchase the yearbook/memory book. If they choose this option, it must be documented in the individual school contract.

## Senior Class Portrait for Yearbook

1. Seniors will be photographed over the summer at local studio or agreed upon location.
2. Vendors will provide senior portrait for the yearbook in color at no charge to school.
3. Senior portraits must bc provided to yearbook advisor on CD (or latest compatible technology, i.e. online access).

## High School Underclass program

1. See Fall Pictures (all)
2. A yearbook CD-Rom (or latest compatible upload technology i.e. online access) must be provided to the yearbook advisor after the final retake date, including students in grades 9 through 11 and staff members that are photographed at no additional charge to the school.

### Athletic Photography

1. Proposals should include photography services for team sports pictures for all Sports Teams: Fall, Winter, and Spring Sports, including Cheerleading. These pictures will be utilized in the yearbook/memory book.
2. Universal flyers for all athletic photography sessions are to be provided by the contractor.
3. The photographer must agree to meet with the athletic director to coordinate deadlines and other pertinent information regarding the athletic photography.
4. A complete listing Of athletic teams, by season, schools can provide listing of athletic programs by school.

## RFP Vendor Requirements

### Requirements

1. Vendor must have a minimum of three (3) years of verifiable successful experience providing Photography Services and ID services to K-12 schools.
2. Fingerprints and Background Checks:

   **Per Section 1 Section 22-10-33 NMSA 1978 (being Laws 1997, Chapter 238, Section 1)** New Mexico Statutes and State Board Of Education Rules require that all applicants who have been offered employment, contractors, and contractor' s employees with unsupervised access to students be fingerprinted in order to establish positive identification for a state and federal criminal background check. Albuquerque Public Schools will also require said applicants or prospective contractors to pay for the cost of obtaining the fingerprints and background check. Employment or contract may be denied under the Criminal Offender Employment Act if the background check reveals a history of convictions of felonies or misdemeanors or Other information (supported by independent evidence) that could establish unfitness for working in proximity to children and youth. Records and any related information shall be privileged and shall not be disclosed to a person not directly involved in the employment decision regarding the applicant or contractor.

   If your proposal is accepted and a contract is awarded. contractor(s) must complete the fingerprinting process prior to serving APS students. Ongoing contractor(s)

and/or contractor's staff/employees who will have unsupervised access working in proximity to students will be required to complete the fingerprinting process every two (2) years.

Fingerprints are taken on a walk-in basis at APS Central Office, 6400 Uptown Blvd. NE, Suite Albuquerque. NM 87110. Fingerprinting hours are 8:00 AM - 3:30 PM, weekdays. Candidates must bring picture identification, a **Visa or MasterCard, Debit, Credit card, or a cashier's check or money order.** Cash and personal checks are not acceptable.

3. Vendor must utilize professional equipment (cameras. barcoding equipment, hardware/software, lightning, backgrounds, etc.) suitable for high-quality, high volume, fast-turnover school photography. Vendor must possess specialized software to store/distribute images on CDs in PSPA format for yearbook and synergy for student information system. Industry-standard methods for proper disposal of images and student information are required.

4. The Vendor can only accept assignments from APS schools and must only negotiate contract terms and conditions with the principals of each school they intend to service. Contractor cannot accept assignments directly given by school staff or others affiliated with the school without the authorization and expressed consent of the school's principal.

5. Photographer will first meet with the principal. school administration and any other involved parties (PTA. etc.) to discuss details of the photography sessions. Date(s) and time(s) will be mutually agreed upon betuc•en the parties. Set-up space with suitable electrical service which can accommodate the required number of cameras. lighting. computers. photographers. and students will be assigned. Any additional photographers or studio personnel will be identified and cleared for access to the campus. Contact person(s) for student inquiries and volunteer(s) for the shoot date will also be identified. It is strongly suggested that all aspects of the picture-taking process bc thoroughly discussed and agreed upon beforehand. Reorder dates, commission percentages, and provision for timely payment of commission check, refund policy, guaranteed delivery date of finished product, number of exposures to be taken of each student, yearbook deadlines (if applicable. photographer will be expected to fully cooperate with yearbook vendor) and other considerations such as payment of associated late fees must all be addressed at the pre-session meeting. The photographer will also be provided with class lists, enrollment figures, scholarship, or special award information if needed, in a timely

6. In accordance with Board of Education School Photographs and Yearbook Directive, the photographer must respond to this or subsequent REPS in order to be considered for work in the District. Failure to respond to this RFP may exclude any potential Photography Services Offeror from working with any APS school for the duration of the contracts awarded as a result of this REP.

7. Any contract presented to the principal must be reviewed and approved by the Procurement Department prior to signature. APS reserves the right to implement a standard contract form if the proposed by the photographer should prove to be unsatisfactory. ***Provide a copy of the contract that you intend to provide to the***

***schools with your submitted proposal. Please note: There must be a written contract in place prior to taking pictures: no handshake agreement or verbal understanding.***

8. Photographers will advertise the specifics of the upcoming photography sessions in a prompt manner which will allow students and teachers enough time to plan for the specified day and time. Flyers, posters, brochures. etc.. appropriate for the student age group will be provided at the expense Of the photographer and brought to the school in sufficient quantities to cover distribution to the population. The photographer will not mail this type of literature to the student. School will make readily accessible space available for general distribution and/or allow handouts in the classroom. The provided information will specify that checks and money orders are to be made payable to the photographer. It will also include a thorough description of the various picture selections available. the cost of each as well as a definitive statement of the photographer's retake policy, sitting fees or any additional charges. etc. Note that it is not mandatory for any student to have his or her picture taken, whether for the yearbook or for any package.

9. If a school or a photographer should have a complaint against the other. those concerns will be addressed by the Procurement Department with the photographer and school equally represented.

10. Commission is defined as the percentage of the gross after the tax is deducted. This means that the photographer will not first deduct processing costs, profits or any other portion of the cost of the photography prior to computing any commission check. The photographer will be responsible for the payment of any taxes due as a result of this contract. The commission check must be provided to the school within thirty days of photographer of receiving payment from the purchaser. TIhe commission check must have break down of how the commission was calculated such as (X percentage of X sales) and number of packages sow or yearbooks sold/or other as identified in contract.

11. Photographers will not be expected to furnish free supplies for use in darkrooms, yearbook production, and the like. Photographers may offer to sell such items to a school at reduced cost, reimbursement for freight etc. or to add a nominal handling charge. school may also purchase from other sources and is not limited to an exclusive agreement with any photographer for the purchase of these products. No cameras or similar equipment are to be loaned to the school. Such items are expensive and there are no insurance provisions for loss or damage. If this provision is ignored, the loss or damage of any such item will be the personal responsibility of the individual involved.

12. Some I.D. cameras, laminators, cutters, etc. may be at a school site as a result of previous contracts. As a part Of this proposal. any photographer with such equipment still in the field will be asked to identify it by location, piece, and serial number, general condition and the supplies required to operate the item. Depending upon the condition of the equipment and the needs of the school, APS may wish to purchase the used equipment, purchase new equipment, rent the used equipment from the owner or rent from another source or use no equipment.

13. Awarded Vendor will acknowledge the diversity of student population and will ensure to review APS District and/or School policies concerning dress code, hats, etc. to remain sensitive to student population.