

Request for Proposal

Durango School District 9-R

201 East 12th Street

Durango, CO 81301

jpopp@durango.k12.co.us

Julie Popp, Public Information Officer

Bids DUE DATE: January 31, 2017

A. Introduction

Organization Background

Durango School District 9-R is a high-performing school district located in western La Plata County in Southwest Colorado. The town of Durango, and its beautiful surroundings, not only offers families in the area many choices for education, but also is a nationally recognized epicenter for recreation and business development.

First established in 1881 to serve the new railroad town of Durango, the School District was the ninth in La Plata County. In the late 1950s, the District reorganized and incorporated 12 rural school districts to form the "R" in 9-R --- District 9-Reorganized. Today 9-R is known as "a community committed to innovation and excellence in education."

9-R prides itself on its strong academic programs, and as a result the district has adopted academic goals for students that exceed state and federal standards. As a result of the district's comprehensive approach to student achievement, overall the district scores above state averages.

Durango School District 9R includes seven elementary schools, two middle schools, two high schools and a shared school program. Our 294 teachers and 193 support staff serve approximately 4,500 students.

B. Instruction to Bidders

Schedule for Bid & Evaluation Process

RFP distributed to vendors:	January 2, 2017
Deadline for RFP responses (email and postal):	January 31, 2017 by 12:00pm MST
Bid opening:	January 2, 2017 12:00pm MST

Late bids will not be considered.

Submission of Bid Proposals

Please submit your proposal, including all supporting documentation:

By email to:

jpopp@durango.k12.co.us

Or by mail to:

Durango School District 9-R

Attn: Communications Department

201 East 12th Street

Durango, CO 81301

Bid Opening

Bids will be publicly opened at 201 East 12th Street, Durango, CO 81301 at 12:00 pm Mountain Standard Time on January 2, 2017. All interested parties are invited to participate. No other public disclosure will be made until after award of contract.

The Durango School District 9-R, hereto referred to as the District, reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the district. Quality of product along with warranties, service agreements, past experience with the vendor, general reputation of the firm, convenience of service, etc., may justify deviation or waiver of bidding procedures.

The bidder to whom an award is made may be required to enter into a written contract with the district.

Questions

Please email jpopp@durango.k12.co.us if you have any questions.

Price Policy

Firm Price Proposal is requested. Multiple pricing tiers and options are welcome.

Notifications

Vendors will be notified regarding the need for additional information or clarification on their proposal no later than close of business on the day prior to vendor selection. The bid will be awarded by February 15, 2017 by 5:00 p.m. Mountain Standard Time. The winning bid will be notified via phone and email, all other bidders will be notified via email.

Requirements of Bids/Proposals

Shipping and Handling: Separate Out Shipping Charges (if any)

Warranties or support: Please indicate the basic warranty included with the purchased services and the ongoing support available thereafter and/or warranty of service.

Sections: Vendors may submit more than one response. For example, if there are two models that fit the criteria, two responses may be submitted, and our team will evaluate each one.

C. Award

Evaluation of Bid Proposals

Proposals will be evaluated based on the degree to which the proposed solution meets or exceeds the stated requirements, the perceived maintainability and supportability of the proposed solution, the acquisition cost of the proposed solution, recurring costs associated with the proposed solution, other capabilities provided by the proposed solution not addressed in this request for proposals, the delivery and implementation timeframe of the proposed solution, reputation of the vendor and products included in the proposed solution, and District experience with the vendor.

The order of the criteria listed is of no consequence. The weight to which each criterion is considered is at the sole discretion of the District.

Award of Contract

The award of the Contract will be made to the responsive Bidder whose bid conforms, as specified in this document, and that is most advantageous to the District, price and other factors being considered. The District reserves the right to reject any and all bids or part thereof and waive any irregularities.

Timeline for Implementation

Start time to begin fulfilling the requirements of the order shall be for the 2017/18 school year. All 11 schools that reside within the district, which includes approximately 4,500 students in grades kindergarten through 12th grade, shall begin September 1, 2017 and shall be fully completed by October 31, 2017 for the 2017/18 school year. This includes regular takes and re-takes. Multi-year contracts may be considered with the winning bidder. This RFP is only applicable to individual student photos and does not include class/group photos or yearbook production, but can include some of these elements.

Disclaimer

Durango School District 9-R reserves the right to modify quantities within reason. The purchase of the above goods or services is contingent upon available funding. A Colorado constitutional amendment prohibits public schools and libraries from entering into multiple-year financial obligations, such as multi-year contracts, without pre-allocation of the funds unless the local voters have previously approved such an obligation. (Colorado Constitution, Article X, Section 20(4)(b)).

However, funding agreements, including multi-year contracts, that are subject to annual appropriations by a governing board, such as a school board, generally are allowed and are not subject to this constitutional provision since the governing board decides each year to make a particular expenditure.

D. Vendor Questionnaire

Company Overview

Provide contact information for the principle individual(s) to be contacted regarding the information in this RFP.

Customer References

Please provide 3 references of past clients that we may contact as references. Include the company names, addresses, phone numbers and contact persons.

RFP-SECTION: Individual Student/Staff Photo Vendor

Project Purpose

The purpose of this Request for Proposal (RFP) is to provide Durango School District 9-R with a single contracted vendor, or up to two contracted vendors, to provide the district with school individual student and staff photos, which may be used for purchase by families, but primarily to provide the district with individual student photos for the purpose of maintaining identifying information on students within our Student Information System for the purpose of Student IDs, bus tracking, food services, library services and much more.

Project Scope

The project scope will include but is not limited to a solution that provides quality photos in the required specs for the purpose of the district's Student Information System and Student IDs.

Please provide a bid/proposal (via email-preferred) for the following items by January 31, 2017 at 12:00pm MST.

The contact for coordination and/or proposals at Durango School District 9-R, Communications Department is Julie Popp, Public Information Officer.

Email: jpopp@durango.k12.co.us

Specification:

We are in need of identifying a photo vendor for the 2017/18 school year for staff and student individual photos. This contract will serve all 11 schools that reside within the district, which includes approximately 4,500 students in grades kindergarten through 12th grade, and shall begin September 1, 2017 and shall be fully completed by October 31, 2017. This includes regular takes and re-takes. This RFP is only applicable to individual student photos and does not include class/group photos, yearbook production or photos for family individual purposes, but can include some of these elements. Individual schools may seek contracts for spring group

or individual photos for families to purchase outside of this agreement, but are limited by timeframe and must be pre-approved by the district or its designee.

Requirements:

Currently the schools throughout the district engage with different photo vendors for the purpose of student and staff photo creation, often creating various formats, extra reformatting work and several different contacts in order for the photos to be delivered to the district in the required format for its Student Information System and related services. The district requires these photos in specific formats and backgrounds/layouts in order to meet our internal management system needs.

Specs:

- Accept student/staff lists with personID in a secure environment
- Pictures are all named according to personID when provided to the district by school site
- Zip file of photos named with personID is acceptable, and must be delivered through a secure environment
- Size requirements of all photos for the district are not to exceed 250k
- Size requirements of photos for families can be larger
- If personID is not available, vendor must agree to conform to our numbering conventions and will provide all files in requested formats within a secure environment
- All vendors who work with the district are required to comply with current data aggregation laws, including data access, sharing and deletion
- Meet district needs and expectations around poses and backgrounds

Third-Party interface needs:

- Infinite Campus
- Versatrans

Contract Specs:

Requires signatures from both parties, and may require additional privacy agreements and contracts due to student data privacy laws and concerns.