



MARTIN COUNTY WEST PUBLIC SCHOOLS
Independent School District No. 2448
Sherburn, Minnesota

Request for Proposals
For
School Photography

Proposals Due By
4:00 pm
Monday, August 1, 2022
at

Martin County West Public Schools Central Office
105 E 5th Street, Sherburn, MN 56171
Attn: Superintendent Cori Reynolds
Email: corireynolds@mcwmavericks.org

Proposals will be accepted via email, fax, or mail.

www.martin.k12.mn.us

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Martin County West Public Schools, Independent School District No. 2448 (hereinafter referred to as the School District) is requesting proposals from qualified vendors to provide school photos for students and staff at all school levels - preschool, elementary, and secondary - in three school locations for the 2022-2023 school year with the possibility to continue services for additional years.

Background Information

The School District is a public school system located in southwestern Minnesota. It consists of:

- Sherburn Elementary, currently serving 150 students in preschool through grade
- Trimont Elementary, currently serving 190 students in preschool and grades 3-6.
- Junior / Senior High School, currently serving 330 students in grades 7-12.

Scope of Services

The School District is seeking proposals for the following services:

- Student portraits for approximately 700 students, including make up and retake photos
- Student portrait packages made available for online purchase by families
- Student ID cards for for approximately 330 secondary students
- Class composite photos for 17 classes of approximately 340 elementary students
- Staff photos for ID badges for approximately 140 staff
- Digital files of student portraits for upload into student information system (Infinite Campus) and into yearbook software

Digital Files

The School District requires digital images to be provided for school use. The specifications for these images are:

- Vendor will be provided a list with student names and associated numbers. Photos provided to the School District for school use are required to be in JPEG (.jpg) format, with student number used as the file name, with images to be sorted by school.
- Digital images provided to the School District can be sent via download or other media storage device.
- Digital images must be 200x300 at 72 dpi or larger.

RFP Response

Vendors are requested to provide the following information in their response. This information will be among the factors used in the evaluation of responses.

- References: Please provide a minimum of three references for similar services provided within the last five years.
- Standard Packages: Please provide information on three to five standard portrait packages that will be made available to families for online purchase.
- Proposed Schedule: Please provide a draft schedule for photo day at each school listed above that includes expected length of photo day and number of photographers assigned to achieve that schedule.