



Request for Proposal

PHOTOGRAPHY SERVICES

Date Due: April 12, 2022 @ 10:00 AM
2601 Grandview Blvd

West Lawn PA, 19609

WILSON SCHOOL DISTRICT

RFP- PHOTOGRAPHY SERVICES

GENERAL INSTRUCTIONS

Purpose

Wilson School District (the “District”) is soliciting proposals (each, a “Proposal”) from interested companies (each, a “Proposer” or “Vendor”) to provide photography services for the District, as detailed in this Request For Proposal (“RFP”). Vendors are required to review and abide by all terms of the RFP.

It is anticipated the agreement(s) between the District and the successful Vendor (s) (the “Agreement”) will begin on **July 1, 2022** and will be a one-year agreement, with renewal options.

Scope

This RFP contains instructions concerning Proposals to be submitted and services to be provided by the selected Vendor; requirements that must be met to be eligible for consideration; general evaluation criteria; and other requirements that must be met by each Proposer. The Section titled “Photography Services Specifications” details the services and products to be provided under this RFP and subsequent agreement. Proposers may submit Proposals for (1) school pictures, (2) athletic pictures, or (3) both school and athletic pictures.

Background

District has an enrollment of approximately 6200 students and 600 staff members. The District consists of five elementary school (grades Kindergarten through 5th) and two middle schools (grades 6th – 8th) and one senior high school building (grades 9th through 12th).

Communications with District/Requests for Clarification

To ensure fair consideration for each Proposal, the District prohibits communication to or with any District School Board member, official, department director, or employee related to this RFP prior to the submission of the Proposal with the exception of those questions and requests clarification of the RFP. All questions and requests for clarification shall be sent by email only to Jennifer Essig (essjen@wilsonsd.org) or via phone at (610) 670 -0180 x 1166. All questions and answers will be distributed via email to all known responding firms and will be posted on the District’s website. The District requests that any questions and requests for clarification be submitted no later than 5 p.m., April 5, 2022.

After the Proposal has been submitted to the District, communications related to this RFP or the Proposal shall be prohibited until a contract has been executed by the District. Any communication between a Proposer and the District shall only be initiated by the appropriate District employee or agent in order to obtain information or clarification needed to develop a proper and accurate evaluation of the Proposal.

Any prohibited communications initiated by a Proposer may be grounds for disqualifying the offending Proposer from consideration for award of the Proposal and/or any future proposal.

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Confidentiality of Proposals

Under Pennsylvania's "Right to Know" law, public records are required to be open for reasonable inspection. Each Proposal, including detailed price and cost information, will be held in confidence while the District is evaluating the Proposal. After the District and the successful Proposer(s) have executed a contract, all Proposals will become public records.

Trade secrets and other confidential proprietary data contained in the Proposal may be held confidential if the Proposer submits a written request to the District, and the District agrees in writing to do so. Material considered trade secrets or confidential proprietary data by the Proposer must be clearly identified and the Proposer must include a brief statement that sets out the reasons for requesting the confidentiality of each such material. Blanket statements that entire Proposal is confidential shall be unacceptable.

When submitted to the District, the Proposal shall become the exclusive property of the District and will not be returned to the Proposer.

Withdrawal of Proposals

A Proposal may not be modified after submittal except with the express written consent of the District that may be withheld in its sole discretion. A Proposal may be withdrawn (and, if desired, resubmitted) after submittal, provided the Proposer makes its request to withdraw in writing and the request is received and acknowledged by the District in writing prior to the time specified for the Proposal Opening. After the Proposal Opening, the Proposal may not be withdrawn.

Negligence by Proposer in preparing its Proposal confers no right of withdrawal or modification of its Proposal after such Proposal has been opened. No claims on account of mistakes or omissions in any Proposal will be considered. A Proposal is deemed a firm offer and each Proposer agrees that its Proposal shall not be withdrawn within sixty (60) days from the Proposal Opening.

Oral Presentation/Interview

Proposers may be required to make an oral presentation or be interviewed. Such presentations or interviews provide an opportunity for the Vendor to clarify the Proposal and to ensure mutual understanding of the requirements.

Vendor Responsibilities

It is the obligation of each Vendor to examine instructions, requirements, and specifications before submitting a Proposal. Submission of a Proposal shall be proof that such examinations have been made and that each Vendor has completed his/her own investigation and has become thoroughly familiar with the requirements.

District will not be responsible for nor honor any claims resulting from or alleged to be the result of misunderstanding by the Vendor. Vendor will be required to assume responsibility for packaged service offered in the Proposal.

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Vendor(s) are strictly prohibited from assigning or subcontracting any rights, responsibilities, or duties under the Agreement without the express written approval of the District.

It is the Vendor's responsibility to comply with all local, state, and federal laws, regulations, codes, licensing, and other requirements.

Disclosure of Proposal Contents

All information provided in Proposals will be the property of the District. All other material submitted by Vendors becomes the property of the District. At the discretion of the District, Proposals submitted may be reviewed and evaluated by any person other than competing Proposers. The District has the right to use any or all ideas presented in any Proposal. Selection or rejection of the Proposal does not affect this right.

Criteria for Selection

The District will evaluate each Proposal to identify the Proposer or Proposers to be the most advantageous to the District, taking into consideration, without limitation, the evaluation factors set forth below:

1. Company Qualifications – the extent to which the company demonstrates the ability to meet all requirements.
2. Pricing – while cost is an essential element in choosing a company, it will not be the sole deciding factor in awarding this contract.
3. Working Relations – the selected Vendor must be flexible to meeting changing academic and athletic schedules and be able to accommodate the needs of the Yearbook staff.
4. Technology – the selected Vendor must show abilities and willingness to work with digital photography technology and support the school's efforts in this area.
5. Overall best value for the District as determined by the District.
6. Experience and qualifications of the Proposer.

Procedure for Review of Qualifications

The District will conduct a preliminary evaluation of each Proposal based on the information provided. The District will first review the Proposal for technical compliance with the requirements of the RFP. Failure to comply with any mandatory requirements may disqualify a Proposal.

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Upon completing its preliminary evaluation, the District will evaluate and score the submissions of each Proposer. The District may notify selected Proposers that it wishes to interview to further to discuss the Proposer's understanding of the proposed approach to perform the requested services.

The District intends to negotiate the most favorable cost, terms, and conditions for the District. The District may award a contract to one Vendor for the school pictures and another contract to a different Vendor for the athletic pictures, or the District may award a single contract to a Vendor for both scopes of work. The negotiating process may involve one or more Proposers and may continue until the contract is executed by the selected Vendor(s) and the District. By submitting its Proposal, the Proposer agrees that any efforts by the District or its legal counsel to negotiate more favorable costs, terms, or conditions shall, in and of itself, not constitute a rejection of the Proposal and that the Proposal will remain a firm offer for sixty (60) days from the date of the Proposal Opening.

Ethics and Collusion

Any Proposer who submits more than one proposal in a manner as to make it appears that one of the proposals submitted is competitive with that of a different Proposer, or any two or more Proposers who agree to fix their respective proposals in such a manner as to be awarded the proposal shall be disqualified from further consideration of award of the Agreement and shall be subject to any applicable penalties under the law.

Any Proposer who attempts to influence a District official to award the Agreement to the Proposer by promising to provide or by providing to such District official any gratuity, entertainment, commission or any other gift, in exchange for a promise to award the Agreement to the Proposer shall be disqualified from further consideration of award of the Agreement and shall be subject to any applicable penalties under the law.

Any Proposer that knows of any District official having a material direct or indirect financial interest in the Proposer shall be required to submit a written statement, along with the Proposal, detailing such interest. Failure to disclose a known such financial interest shall result in the Proposer's disqualification from further consideration of award of the Agreement.

Reservation of Rights

Each Proposal, and any subsequent submissions required to supplement the Proposal, shall be prepared by the Proposer at the Proposer's sole cost and expense. If, for any reason whatsoever, the District rejects a Proposer's Proposal, the Proposer agrees that it will not seek to recover profits on services not performed, to recover the costs for preparing the Proposal, or assert a claim for unjust enrichment.

This is a request for professional services, and not a competitive bid. The District is not required to conduct its request for professional services in accordance with competitive bidding laws.

The District reserves and may, at its sole discretion, exercise the following rights with respect to this RFP and all Proposals submitted pursuant to this RFP:

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- A. To reject all Proposals and re-issue the RFP at any time prior to execution of a final contract; to require, in any RFP for similar products and/or services that may be issued subsequent to this RFP, terms and conditions that are substantially different from the terms and conditions set forth in this RFP; or to cancel this RFP with or without issuing another RFP.
- B. To reject any Proposal if, in the District's sole discretion, the Proposal is incomplete, the Proposal is not responsive to the requirements of this RFP, or it is otherwise in the best interest of the District to reject the Proposal.
- C. To supplement, amend, substitute, or otherwise modify this RFP at any time prior to the execution of a final contract.
- D. To accept or reject any or all of the items in any Proposal and award a contract for the whole or only a part of any Proposal if the District determines, in its sole discretion, that it is in the District's best interest to do so.
- E. To reject the Proposal of any Proposer that, in the District's sole judgment, has been delinquent or unfaithful in the performance of any contract with the District, is financially or technically incapable, or is otherwise not responsible.
- F. To waive any informality, defect, non-responsiveness, and/or deviation from this RFP that is not, in the District's sole judgment, material to the Proposal.
- G. To permit or reject, at the District's sole discretion, amendments (including information inadvertently omitted), modifications, alterations, and/or corrections to a Proposal by one or more of the Proposers following Proposal submission.
- H. To request that any Proposer modify its Proposal, including, but not limited to, modifying the pricing or providing additional information.
- I. To request additional or clarifying information from any Proposer at any time, including information inadvertently omitted by a Proposer.
- J. To require that the Proposer appear for interviews and/or presentations of its Proposal at District offices.
- K. To inspect projects similar in type and scope to the work sought in this RFP.

To conduct such investigations as the District considers appropriate with respect to the qualifications of any Proposer and with respect to the information contained in any Proposal.

Submission of Proposal

Proposals submitted in response to this RFP shall be due in the Wilson School District Business Office, 2601 Grandview Blvd, West Lawn, PA 19609, by no later than no later than **10:00 AM, prevailing time** on Tuesday, April 12, 2022. Any Proposal received after this date and time shall not be considered by the District.

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The original Proposal and two (2) copies shall be submitted in a sealed envelope labeled “2022 Photography Services” and addressed as follows:

Wilson School District
Business Office
Attn: Jennifer Essig
2601 Grandview Blvd.
West Lawn, PA 19609

An official who is authorized to bind the Vendor to its Proposal must sign the Proposal. Proposals must remain valid for at least sixty (60) days from the Proposal Opening date. Moreover, the contents of the Proposal submitted by the successful Proposer, if entered into, will become a contractual obligation and will be included as an exhibit to the Agreement. Proposals must be typewritten or written legibly in ink. Unsigned Proposals will not be considered.

Timetable (Estimated; subject to change)

March 22, 2022.....Request for Proposal Advertised
April 12, 2022Proposals Due by 10:00 AM
Week of April 25, 2022..... Interviews with potential Vendors
May 16, 2022Agreement(s) Awarded
July 1, 2022Contract Term(s) Begins

It is anticipated the period of the Agreement will begin on July 1, 2022 and will be a one-year agreement, with renewal options. Based upon satisfactory performance of the Vendor, as determined by the District, a representative from the District may notify the Vendor, in writing, by March 1st of each year whether the District wishes to extend the Agreement.

Termination of Agreement

The District may terminate the Agreement if the District, in its sole discretion, determines that Vendor has failed to fulfill any obligation under this Agreement in a timely and satisfactory manner. The District shall provide Vendor with ten (10) business days advance notice of the District’s intent to terminate the Agreement. In addition, this Agreement may be cancelled if the termination is mutually acceptable to both parties.

Volume of Sales/Compensation

The District makes no guarantee as to actual quantities or the volume of purchases to be made under this RFP, nor does it promise that all student purchases made during this period will be from the awarded Vendor. Student sales are the sole source of Vendor compensation regarding this Proposal.

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Insurance Requirements

Vendor(s) awarded the Agreement(s) shall present a certificate of insurance with the following coverage in place, within thirty (30) of the full execution of the Agreement: general commercial liability insurance and automobile liability insurance, each with minimum coverage limits of \$1,000,000.00 on an occurrence and \$2,000,000 on an aggregate basis. These insurance policies shall name the District as an additional insured. Vendor also warrants that it has in place workers' compensation insurance at the statutory minimum amount. Vendor shall furnish the District with a written certificate evidencing that Vendor has procured and paid for this insurance coverage and that the insurance coverage is in full force and effect. Vendor shall not cancel this coverage at any point during the Agreement period.

Confidentiality/Safeguarding of Information

The Vendor shall not use or disclose any information concerning the District, or information considered classified as confidential, for any purpose not directly connected with the administration of this Agreement, except with the prior written consent of the District, or as required by law, during the term of this Agreement and beyond. This includes, but is not limited to, student information.

Contractor Employees - Access to Children

The Vendor and their employees shall obtain the following required background check reports prior to commencement of Agreement:

1. Pennsylvania Criminal Record Check, Act 34
2. Pennsylvania Child Abuse History Clearance, Act 151
3. Federal Bureau of Investigations (FBI) Criminal Background Check, Act 114
4. Arrest/Conviction Report and Certification Form, Act 24

Please note: in order for the District to review original federal criminal history report information ("CHRI") online, the Vendor should provide the school with a list of employee names and their respective Registration IDs. This information should be provided to the District Business Office within thirty (30) days of the full execution of the Agreement. If any new employees are added by Vendor to the work force providing services to the District during the term of the Agreement, the above information must be provided to the District prior to the employee arriving on District property. All costs for the background checks shall be borne by the Vendor. The District will notify the Vendor in writing if the decision not to employ the Vendor or the Vendor's employee(s) is based in whole or in part on criminal history record information.

The Vendor shall be required to provide each of its employees working at the District with a picture identification badge (to be worn at all times while on school district property). All employees shall sign in at respective building offices upon arrival.

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Hold Harmless

The Vendor shall indemnify, defend, and hold harmless the District, its officers, school directors, agents, and employees from every claim or demand made, and every liability, loss, damages, or expense, of any nature whatsoever (including, but not limited to, reasonable attorney's fees) arising from the negligence, gross negligence, and/or willful misconduct of Vendor, including its officers, directors, employees, representatives, assigns and agents. Vendor waives claims against the District for lost profits, lost expected profits, consequential damages and/or incidental damages arising out of or relating to this RFP, the Agreement, or the termination thereof.

Information to be included in Submitted Proposal

1. TITLE PAGE: Name of company submitting the Proposal.
2. TABLE OF CONTENTS: Include a clear identification of the material being submitted.
3. COMPANY RESUME/BROCHURE: Information regarding the company submitting the Proposal.
4. MINIMUM ELIGIBILITY REQUIREMENT STATEMENT: In order to be considered for this contract, the Vendor shall provide a statement that Vendor has been in the business of school photography for a minimum of three (3) years.
5. REFERENCES: Provide a list of three (3) school district references for which Vendor has provided school pictures during the last three (3) years. Include the name and telephone number for a current administrative person from each district. More than one reference from each school district is preferred.
6. SCOPE OF SERVICES PROVIDED:
 - Vendor shall take every student, faculty, and staff member's picture, if they so desire. The prospective Vendor shall provide a written explanation of factors and reasons why they should be the selected Vendor for the District. This shall specifically include why their partnership with the District will benefit the students, faculty, staff, and school community of the District. Please provide no more than three (3) typed pages.
 - Describe in detail the procedures that Vendor would use to take pictures in a manner that would cause the least amount of disruption to the students and the school. Include the number of cameras, procedures for identifying students, etc. The procedure will ultimately be decided upon by District administration.
 - Provide a sample of the flyer describing the picture packages to be offered students that would be provided to the District office should the Vendor be awarded one or more contracts.
 - Describe Vendor's re-take policy.

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- Identify Vendor’s local representative(s) that would handle or manage all aspects of the account.
 - Describe any additional services that would be provided at no charge to the District.
 - Describe Vendor’s money-back guarantee policy if students/parents/guardians are not satisfied.
7. PROPOSAL PRICING SHEETS: Provided a detailed pricing sheet for all services proposed. Prices submitted shall include any applicable taxes, shipping, handling, and delivery of school pictures.
 8. SAMPLES: Provide individual student photo package samples and athletic photo package samples, as appropriate.
 9. PROPOSAL FORM: included herein (must be signed).

PHOTOGRAPHY SERVICES SPECIFICATIONS

These specifications apply to the initial 2022 - 2023 school year and will remain unchanged unless directed by District administration in successive, optional contract years.

1. The successful Vendor shall size ALL photographs for the color section of the yearbook.
2. Vendor shall be available to meet with yearbook advisor at least once every month, not including sitting down in the summer to arrange dates for clubs and activities, and sports team and candid pictures. Vendor shall provide pictures within the week they were taken.
3. All digital photos shall be provided in file format of high quality raw data or high quality JPEG format. All student photographs for school day pictures shall be in the JPEG format and allow for the picture file name to be the student number of ID number. The Vendor shall also provide a digital cross reference format in database format. This information will be provided to the photographer before the school picture day to ensure that each digital file can be loaded properly in the Student Information Management System.
 - a. Examples of file format with cross reference shall be:
 - b. 123456.jpg 123456 John Doe
 - c. 123455.jpg 123455 Jane Doe
 - d. Cross Reference Sheet – File format shall be in excel or comma delimited format (xls, cvs)

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- e. The Student Information Management System used by the District for digital photo format are as follows, but not limited to Skyward, library software, and transportation software
 - f. All file formats shall be provided in clean JPEG format and be set to a minimum of 240 x 320 pixels for the Student Information Systems.
 - g. File shall be provided to the District's IT department within 10 days of photography
4. The Vendor shall give an educational presentation annually to the yearbook staff and student photographers, about taking good pictures, on a date mutually acceptable to the yearbook advisor and staff and the vendor.
 5. The successful Vendor shall provide an unlimited amount of pre-addressed mailing envelopes to the yearbook staff (if necessary).
 6. The successful Vendor may keep any profit made on sales of other packages for sports, activity photos, graduation, prom, and other events. The Proposal shall include a listing of specific packages available to students to purchase and the price of those packages. The prices and packages are to include senior portraits, sports, activities, Homecoming, graduation, Prom, and other activity packages as well. A low cost package shall be available in all categories as well as a 0% Commission option and should be detailed in your Proposal. This is where the District shall determine the value of your Proposal, on behalf of our parents, who will be purchasing these packages.
 7. The successful Vendor shall coordinate arrangements with the administration, activity advisors, yearbook staff, etc. for the time and place that pictures will be taken.
 8. The successful Vendor shall work in cooperation with the administration, yearbook staff, activity advisors and other District personnel and organizations. Failure to comply may result in termination of the contract.
 9. In the event of an error related to yearbook photography, Vendor and the District will be mutually responsible for arriving at an acceptable solution.
 10. The Vendor selected will have the "Exclusive Rights" to perform the photography for the scope of services in the Agreement awarded during the contract period.

SPECIFIC REQUIREMENTS FOR STUDENT PICTURE PROGRAMS

A. SENIOR PORTRAITS

1. A list of names and addresses of all seniors will be provided to the Vendor.
2. Vendor shall schedule photographs of all seniors at no cost to students. The Vendor shall agree to provide the District with one color phot of each senior with retouching

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included at no charge for yearbook purposes.

3. Provide a list of prices of senior portrait package options. Proofs (4"x5") shall be available to the senior within 4 weeks of their photography sitting, along with instructions for package order and handling orders. No fees are to be charged for proofs if returned.
4. Students may elect to purchase portrait packages. Be advised that seniors may purchase picture packages from any photographer that they choose, and are not required to purchase packages from Vendor.
5. We recommend a traditional background with a traditional pose for yearbook purposes.
6. The yearbook photo shall conform to District requirements for proper attire and pose (see requirements for Senior Portraits – next section).
7. No sitting fee may be charged for yearbook poses only.

B. REQUIREMENTS FOR SENIOR YEARBOOK POSE

1. The yearbook pose shall be a head and shoulders pose, just above the waist with a "traditional" gray or light color background.
2. Boys shall wear a dress shirt, tie, and suit coat. Girls should wear "Sunday best." Revealing or inappropriate clothing such as "spaghetti straps," off the shoulder tops, low-cut tops etc., are not permitted.
3. Close-up shots; poses with hands by the face; looking back over the shoulder poses; outside shots; poses with props, such as athletic attire or gear, pets, etc.; are not permitted for the yearbook pose.

C. SCHOOL PICTURES – GRADES K-8 (ELEMENTARY & MIDDLE SCHOOL)

1. Vendor shall agree to photograph all students and staff in Grades K-8 within two (2) weeks of the start of school including, but not limited to, whole class photos, class composites, and group staff photos. A mutually agreed upon delivery date of photo packages to families shall established with District administration.
2. Vendor shall provide example of packages with pricelists for student pictures. At least four package options and an all a cart option shall be available to parents. A low cost package shall also be available.
3. The Proposal shall contain the option to have Photo IDs produced for all students and staff of the District.
4. Vendor shall provide an affordable Spring Photo Session option for Elementary and Middle Schools.

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5. Vendor shall provide access to all student and staff photos for yearbook purposes.
6. All photos are to be guaranteed unconditionally. Parents/guardians may reject any or all photos which they feel are of poor quality, and it shall be the Vendor's responsibility for retakes at no additional cost. All refunds are to be handled through the Vendor, who shall provide forms to be filled out by parents.
7. The Vendor shall collect all monies for photos at the time pictures are taken. Payment envelopes or online ordering instructions will be provided by the Vendor. All accounting and recording of the student package selection is to be performed by the Vendor. At least one trained person should accompany each photographer to assist with record keeping and to check each student before their portrait is taken to make sure that the student is properly groomed and the background is complimentary to the student's skin and hair tones before the student's photo is taken.

D. SCHOOL PICTURES – GRADES 9-12 (HIGH SCHOOL)

1. Vendor shall agree to photograph all students and staff in Grades 9-12 on the first day of school (8-12 photographers typically needed). A mutually agreed upon delivery date of photo packages to families shall be established with District administration.
2. Vendor shall provide example of packages with pricelists for student pictures. At least four package options and an a la carte option shall be available to parents/guardians. A low cost package shall also be available.
3. Instant ID's shall be provided at the High School level for identification purposes
4. All photos are to be guaranteed unconditionally. Parents/guardians may reject any or all photos which they feel are of poor quality, and it shall be the Vendor's responsibility for retakes at no additional cost. All refunds are to be handled through the Vendor, who shall provide forms to be filled out by parents.
5. The Vendor shall collect all monies for photos at the time pictures are taken. Payment envelopes or online ordering instructions will be provided by the Vendor. All accounting and recording of the student package selection is to be performed by the Vendor. At least one trained person should accompany each photographer to assist with record keeping and to check each student before their portrait is taken to make sure that the student is properly groomed and the background is complimentary to the student's skin and hair tones before the student's photo is taken.
6. Vendor shall agree to attend and provide, at no charge, to take individual, group, and action photos at various extracurricular, club and group activities including but not limited to: Homecoming, Prom, Graduation (minimum of 4 Photographers), Music Productions, etc.

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Vendor shall provide, at no charge, additional pictures of students and programs not specifically covered in the above areas that may arise throughout the course of the year as arranged by Yearbook Advisor and/or Building Principal

E. ATHLETIC'S – TEAM & INDIVIDUAL SPORTS PORTRAITS

1. Vendor shall provide Team & Individual Sports Portrait Photography services to the District for all sports throughout the year as specified by the Athletics Department
2. Provide the following Complimentary items
 - a. 10 x 8 Team Portrait for all Coaches Participating in Team Photo Day
 - b. 10 x 8 Team Portrait for the Athletic Department
 - c. Team Portrait and Text files (Team ID) for the yearbook via online download
 - d. Program images as needed

**Wilson School District
West Lawn Pennsylvania
Response to Request for Proposal
Photography Services
April 12, 2022, 10:00 AM**

Vendor Proposals:

Vendor Proposals shall be accompanied by this sheet. The contract(s) will be awarded in accordance with the criteria set forth in the Request for Proposals . The District reserves the right to accept or reject any and all Proposals submitted, to waive any irregularities of technicalities in any Proposal, and to make the award in the best interest of the District, or to make no award and reject all Proposals. Items to be considered when making the award will be price, quality, service potential, and proximity to school district and service personnel. Price will not be the sole deciding factor in awarding this contract.

The Vendor shall clearly respond to each item in the specifications with a statement of compliance or alternative in the event compliance cannot be made. The Vendor shall clearly indicate the rebate amount, if any, in the Proposal.

References may be provided on a separate sheet but shall accompany the Proposal.

The following shall be provided – please type or print legibly all information except signature:

Vendor Name

Address

Phone

Fax

Email

Website

Signature of Authorized Individual

Dates

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VENDOR PROFESSIONAL REFERENCES

A minimum of three (3) references are required. Provide a list of three (3) school district references for which your company has provided school pictures during the last three (3) years. Include the name and telephone number for an administrative person from each district. More than one reference from each school is preferred. All references listed must be within the Commonwealth of Pennsylvania.

Reference #1:

School Name:

Term of Contract:

Contact Name and Title:

Phone Number:

Contact Name and Title:

Phone Number:

Reference #2:

School Name:

Term of Contract:

Contact Name and Title:

Phone Number:

Contact Name and Title:

Phone Number:

Reference #3:

School Name:

Term of Contract:

Contact Name and Title:

Phone Number:

Contact Name and Title:

Phone Number: