

EXECUTIVE SUMMARY

Recommendation of \$500,000 or Less 17-045N – School Pictures (Excludes Senior Portraits)

The Request for Proposal (RFP) 17-045N - School Pictures (Excludes Senior Portraits), will be utilized by the Office of School Performance and Accountability (OSPA) to provide a pool of qualified school picture providers to take pictures of students, faculty members, and school administrators. Pictures can include individual school pictures, commemorative pictures, school dances, teams and clubs, graduation, and others as determined by the needs of the school. Senior portraits are excluded from the scope of this RFP.

This request is to approve the recommendation to award RFP 17-045N - School Pictures (Excludes Senior Portraits) for a three (3) year term from September 21, 2016, through September 20, 2019, with an option for two (2) additional one-year periods. The funding for the services procured under this RFP will come from parents/guardians and students. There is no financial impact to the District, as this is a revenue generating service. Schools earn commissions on packages that the parents purchase from the vendor.

The solicitation for the RFP ran from June 29, 2016, through July 21, 2016, and is utilized by all schools to obtain School Pictures services. The RFP recommendation for award was done by school levels (elementary, middle, and high schools, and centers). Ten (10) proposals were received with eight (8) proposers submitting for all four (4) school levels, one (1) proposer submitting for elementary, middle and high levels, and one (1) proposer submitting for high and center levels. All ten (10) proposers were recommended for award in their respective requested school levels. One (1) proposer was certified as a Minority/Women Business Enterprise vendor by the Supplier Diversity and Outreach Program: Nick's Photo Studio of Broward, LLC.

The current RFP 11-041V for School Pictures excluding Senior Portraits is a five (5) year contract that expired on June 29, 2016. The RFP 11-041V was approved by Post Board Approval on June 21, 2011.

Supplier Evaluations are not included as part of this agenda item because the services were purchased by parents and students; therefore, performance for these vendors cannot be evaluated by staff at this time for this particular service.