

EXECUTIVE SUMMARY

Recommendation to Approve Agreement 17-045-1N - School Pictures (Excludes Senior Portraits)

The Request for Proposal (RFP) 17-045N - School Pictures (Excludes Senior Portraits), is utilized by the Office of School Performance & Accountability (OSPA) to provide a pool of qualified school picture providers to take pictures of students, faculty members, and school administrators. The RFP was released on June 29, 2016, and on July 11, 2016, Procurement & Warehousing Services (PWS) opened the bids. The RFP was first presented to the School Board on September 20, 2016, with item EE-7, where PWS received approval for ten (10) vendors with a contract term of September 21, 2016 through September 20, 2019.

This request is to approve the agreement for Sports Section of South Florida, Inc., d/b/a TSS Photography, from September 7, 2017 through September 20, 2019. There is no financial impact to the District; therefore, PWS is not requesting any spending authority.

One of the conditions stated in PWS's RFP was the District reserves the right to increase the qualified companies each subsequent year of the term of the contract if deemed necessary. Although this condition is included in PWS's RFP, the driving force for re-releasing the RFP was based on requests from schools. Therefore, PWS re-released the RFP on May 12, 2017, and based on the evaluation meeting held on June 20, 2017, PWS is recommending the addition of Sports Section of South Florida, Inc., d/b/a TSS Photography. The solicitation for this RFP ran from May 12, 2017 through June 9, 2017. There were 172 vendors notified, eleven (11) vendors downloaded the RFP, and one (1) proposal was received before bid opening.

PWS believes that Sports Section of South Florida, Inc., d/b/a TSS Photography will provide invaluable service to our schools during the term of this contract as they have provided photographs to schools for over ten (10) years. They offer one hundred (100) percent guarantee and maintains customer service staff assigned to our account.