

**DALLAS CENTER-GRIMES COMMUNITY SCHOOL DISTRICT**  
PO BOX 680  
GRIMES, IA 50111

**REQUEST FOR PROPOSAL (RFP)**

**Dallas Center-Grimes Community School District – Photography Services**

**Release Date:** January 29, 2024

**Proposal Due Date:** February 9, 2024, hard copy proposal due, February 15th, 2024, In-person presentation

**Contract Period:** August 2024 – June 30, 2027

Dallas Center-Grimes Community School District, Iowa (the “District”) is soliciting proposals to provide photography services for the District for a minimum of three (3) years but not to exceed five (5) years. These services include the 2024/25, 2025/26, and 2026/27 school years ending June 30, 2027. Additional annual renewals for up to two (2) years are possible.

Proposals must be submitted in writing by 4:00 p.m. on February 9, 2024. Proposals will be received at the District Office, Dallas Center-Grimes Community School District, Attn: AJ Ellingson, PO Box 680, Grimes, IA 50111. All proposals must be clearly marked on the face of a sealed envelope “Proposal for Photography Services.” Proposals may be emailed to [aj.ellingson@dcschools.com](mailto:aj.ellingson@dcschools.com) with the subject line of “Proposal for Photography Services.” Faxed proposals will not be accepted.

As the process moves forward, it may be necessary to clarify items in your proposal. The proposal must include contact information for the person who will be representing the service provider through the process. It is our intent to seek Board approval on February 26, 2024.

**I. PROCEDURES AND PROVISIONS**

The District encourages all prospective service providers to examine this RFP carefully. Qualified providers are requested to submit proposals that include but need not be limited to the following:

1. Service provider or service provider’s designated and qualified agent and lead contact person must have a minimum of five years’ professional experience taking pictures of a kind and quality equal to or better than the sample photographs attached; in lieu of such professional experience, an otherwise qualified provider may substitute a portfolio of pictures of a kind and quality of the sample photographs attached with certification that the photographs are the personal work project of the lead contact person; the lead contact person shall further certify that assistants have significant experience in providing photography services to operations similar to the District.
2. Service provider or provider’s lead contact person or a designee of Provider with comparable skill and experience shall be available, free of charge, to the District to attend graduations and take photographs at the request of students, parents, and other attendees willing to pay a reasonable price for photographs taken; District shall have no responsibility for enforcing payment arrangements made between students or parents or other attendees and Provider.
3. Service provider shall offer the following specified picture packages at a cost to include a commission to the school, less tax, returned checks and refunds. See paragraph III for other service requirements.

The service provider will be compensated pursuant to the provision of its contract with the District.

The District is not responsible for any expense incurred in preparing and submitting a proposal, taking any action in connection with the selection process, or for the costs of any services performed by any firm prior to the execution of a contract with a service provider approved at an open meeting of the Board after legal notice.

Proposals must address the requirements as explained to aid the technical evaluation. All questions posed by the Request for Proposal must be answered concisely and clearly. Proposals that do not address each criteria may be rejected.

The District reserves the right to reject any or all proposals or parts thereof, to waive informalities and to enter into such contract or contracts as shall be deemed in the best interests of the District.

At the conclusion of the selection process, the contents of the proposals will be placed in the public domain and be open for inspection by interested parties. Nothing submitted for consideration by a provider shall be deemed a trade secret or proprietary information.

The contents of the proposal and any classifications thereto submitted by the successful bidder may become part of the contractual obligation and incorporated by reference into the contract of engagement. All proposals become the property of the District and will not be returned to the bidder.

The terms and conditions of the Request for Proposal and the resulting contracts or activities based upon this Request for Proposal shall be construed in accordance with the laws of Iowa. Wherever differences exist between federal and state statutes or regulations affecting this procurement, interpretation shall be in the direction of that which is most beneficial to the interest of the District.

The offer made by a proposal, and any classifications to that proposal, shall be signed by an officer of the offering firm or a designated agent empowered to bind the firm in a contract.

The District reserves the right to conduct any investigation of the qualifications of any firm that it deems appropriate, negotiate modifications to any of the items proposed in the proposal, request additional information from any firm, reject any or all proposals, or waive any irregularities in the proposal which do not interfere with or impede the District's decision-making process.

The District reserves the right, in its sole discretion, to decide not to utilize the services of any selected firm or to terminate the selection without cause and without penalty and the selection of a firm does not assure that any services will ultimately be requested.

The District is choosing to conduct interviews with the firms submitting proposals. Interviews are tentatively scheduled for the afternoon of Thursday, February 15th, 2024. These will take place in person at our District Office, 2405 W. 1st St. Grimes, IA 50111. The duration of the presentation should not exceed 50 minutes, including time for questions.

Proposals must at a minimum include:

- Individual student/employee pictures
- Fall/Spring options, retake date options
- Retouching
- Digital database with multiple picture options for families
- Class composites (elementary classrooms/senior composite)
- Digital copies for attendance program and yearbook
- Student/employee ID badges/cards
- Any additional services you may provide

## **II. QUALIFYING CRITERIA**

In order to be considered as the service provider to the District, any prospective firm must demonstrate its ability to meet the following criteria:

1. In its proposal, each service provider must demonstrate experience in providing photography services.
2. Answer all items under the “Information to be Provided in Proposal.”

### **III. SCOPE OF SERVICES**

Dallas Center-Grimes Community School District serves approximately 3,600 students pre-kindergarten through twelfth grade and is growing rapidly. The District employs nearly 675 staff members.

Services provided by the selected service provider are to be performed as follows:

- ✓ All schools will receive a kit for picture day which will include; personalized flyers explaining packages and prices, the provider’s customer service number for any questions regarding the flyers, and colorful posters to create awareness of picture day.

All schools will receive:

- ✓ Complimentary package verification list. The list should identify those who had their picture taken and what package they purchased.
- ✓ Complimentary portrait package for faculty and staff.
- ✓ Complimentary color portrait strip for office use.
- ✓ Complimentary certificates, bookmarks, student recognition, and achievement awards.

Elementary Schools – Dallas Center Elementary, Heritage, North Ridge, South Prairie

- ✓ Image and Administrators Digital Database—A digital database with all the student pictures and templates for administrative use. These images must be in a format that can be uploaded into Infinite Campus. The database must contain all student and staff photos in .jpg format. Student photos must be labeled by the district’s 5 digit student ID number. Staff member photos must be labeled by the district’s staff member ID number.
- ✓ One yearbook product—either traditional die cuts, Flash! digital die cuts.
- ✓ Verified class composite, provided whether they purchase a package or not.
- ✓ Two safety identification cards provided to each student.
- ✓ Customized staff identification cards for any requested.

DCG 5-6 Building - DCG Middle School

- ✓ Image and Administrators Digital Database—A database with all the student pictures and templates for administrative use. These images must be in a format that can be uploaded into Infinite Campus. The database must contain all student and staff photos in .jpg format. Student photos must be labeled by the district’s 5 digit student ID number. Staff member photos must be labeled by the district’s staff member ID number.
- ✓ One yearbook product—either traditional die cuts, Flash! digital die cuts.
- ✓ Customized, bar-coded student identification cards.

- ✓ Customized staff identification cards.
- ✓ Customized ID system with cards and ribbon provided to produce bar-coded student identification cards.

#### DCG 7-8 Building - Oak View

- ✓ Image and Administrators Digital Database—A digital database with all the student pictures and templates for administrative use. These images must be in a format that can be uploaded into Infinite Campus. The database must contain all student and staff photos in .jpg format. Student photos must be labeled by the district's 5 digit student ID number. Staff member photos must be labeled by the district's staff member ID number.
- ✓ One yearbook product—either traditional die cuts, Flash! digital die cuts.
- ✓ Customized, bar-coded student identification cards.
- ✓ Customized staff identification cards.
- ✓ Customized ID system with cards and ribbon provided to produce bar-coded student identification cards.

#### High School (Grades 9-12)

- ✓ Image and Administrators Digital Database—A digital database with all the student pictures and templates for administrative use. These images must be in a format that can be uploaded into Infinite Campus. The database must contain all student and staff photos in .jpg format. Student photos must be labeled by the district's 5 digit student ID number. Staff member photos must be labeled by the district's staff member ID number.
- ✓ One yearbook product—either traditional die cuts, Flash! digital die cuts.
- ✓ Customized, bar-coded student identification cards.
- ✓ Customized staff identification cards.
- ✓ Customized ID system with cards and ribbon provided to produce bar-coded student identification cards.

#### Nutrition

- ✓ Lunch cards imprinted with bar code readable by POSX scanners.
- ✓ Lunch cards updated each school year.
- ✓ Image and Administrators Digital Database—A digital database with all the student pictures and templates for administrative use. These images must be in a format that can be uploaded into Infinite Campus. The database must contain all student and staff photos in .jpg format. Student photos must be labeled by the district's 5 digit student ID number. Staff member photos must be labeled by the district's staff member ID number.

#### Administration

- ✓ Image and Administrators Digital Database—A digital database from each school including Administration will be provided.
- ✓ Color portrait strip.

- ✓ Four staff directories.

Service provider will be required to make multiple trips to the District. Fall/Spring pictures are required for the formation of Kindergarten registration packets and the creation of all student ID cards. Fall pictures will be primarily the student's formal pictures. Dates for these services will be determined by the District.

#### **IV. CORRECTIONS AND CHANGES**

Any corrections or changes to this RFP will be made by addendum or a revised document issued by the District and distributed in the manner in which this RFP was distributed. Corrections or changes made in any other manner will not be binding and proposers should not rely on such corrections or changes. It is the responsibility of the proposer to obtain all corrections and changes prior to submitting a proposal.

#### **V. CERTIFICATION**

Each proposal shall certify that:

1. The proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same services, and is in all respects fair and without collusion or fraud.
2. The firm certifies that this agency and its principal officials are not debarred, suspended, or otherwise excluded from, or ineligible from, participation in federal assistance programs or activities.

#### **VI. INFORMATION TO BE PROVIDED IN PROPOSAL**

In providing the following information in your proposal: (1) restate each item at the beginning of your answer, (2) limit the total length of your proposal (including all pages [including appendices and any other type of page] except single tabs separating sections) to 10 pages and (3) limit your proposal to one bound volume and do not include material outside of such volume. Responses to each item should appear in the same order as in this RFP, and should designate by page, section, and paragraph the item to which the response applies.

1. Describe the firm and how it is organized and the resources it has available to execute the scope of services set forth herein.
2. List the names and titles of the professionals who would be available to work for the District. Designate each individual who would be primarily responsible for performing the photography services, the specific experience and any special expertise of each such individual and information concerning the education, position in the firm, and years and type of experience for each individual. Also include in your response the name, address and telephone number of an individual within your firm who will be the District's primary contact concerning this RFP.
  - a. Criminal background check/sex offender registry: The Contractor shall be responsible for conducting a criminal background check and the Iowa and Illinois Sex Offender Registry as to all persons working on District property or in District buildings. This includes all employees of the Contractor or any sub-contractor, all Independent Contractors, Casual Laborers, Workers obtained through Union Halls or Hiring Halls, and all other individuals present on District property at any time during the performance of the Contract. No person shall be permitted to work on District property who has been convicted of a felony or who is on the Sex Offender Registry for any State. The Contractor must have records available for the District to inspect upon request to verify that background/sex offender checks have been performed on all persons working on District property. The District reserves the right to order the Contractor to remove any person from the District's work who the District determines to be a threat to safety of students, District employees, other workers, parents, visitors, or otherwise. All workers must follow District regulations and rules as to building access and security.

- b. Tobacco-free environment: School district premises shall be off limits for all tobacco products. Tobacco products include, but are not limited to: cigarettes, cigars, pipes, and various smokeless tobacco products including chew and snuff. This requirement extends to employees, visitors, and students. This policy applies at all times, including school-sponsored- and non-school-sponsored events
- 3. Describe the firm's experience in acting as a provider of photography services for school districts within the last three years. Provide at least three references with phone numbers.
- 4. Briefly describe innovative techniques and programs which have been utilized by your firm. Describe how they might specifically apply to the District. List transactions in which you implemented these techniques in your role as provider of photography services.
- 5. Provide any other additional information which you feel would be of value to the District in the selection process.
- 6. Provide the following:
  - a. Information on any litigation, arbitration, mediation, administrative proceeding, or other dispute resolution method in which the firm was a party in any matter related to the professional activities of the firm during the five years prior to the date of this RFP.
  - b. Information on any pending litigation, investigation or proceeding in which a court or administrative agency is addressing any question relating to the professional activities of the firm.
- 7. Please state whether your firm has current professional liability insurance. If your firm is insured, please state:
  - a. Name of carrier and policy number;
  - b. Policy exclusions, if any; and
  - c. Current coverage amounts.
- 8. Please provide your process to photograph or upload an existing photograph through a portal for use in creating ID badges for students and staff entering the district mid-year.

**VII. EVALUATION PROCESS**

It is our intent to review all proposals and to select a service we feel best fits the needs of the District, based on experience, references, and reasonable prices.

**VIII. COMPENSATION**

Each firm submitting a proposal shall indicate how the firm expects to be compensated. If compensated by hourly fees, list the compensation at the various levels providing services. The fees indicated should include all related costs and expenses (except direct out-of-pocket expenses for such things as long distance phone, copying, travel), including but not limited to overhead and support staff for each level.

**IX. SERVICE PROVIDER CONTRACT**

Upon approval by the School Board, the selected service provider shall perform services in accordance with the terms and conditions of a contract to be entered into by and between the District and the selected service provider.

**QUESTIONS**

If questions arise during preparation of a proposal, they should be directed to: AJ Ellingson, Director of Communications, at (515) 992-3866, or emailed to [aj.ellingson@dcgschools.com](mailto:aj.ellingson@dcgschools.com).

Thank you for your consideration of this request.

**PROPOSAL RESPONSE COVER PAGE**

**RETURN TO:**

Dallas Center-Grimes Community School District  
AJ Ellingson, Director of Communications  
PO Box 680  
Grimes, IA 50111

**PROPOSAL NAME:** Photography Services  
**PROPOSAL DEADLINE:** February 9, 2024, 4:00 p.m.

The undersigned agrees to the terms and conditions as set forth in the Proposal documents. Further, it is agreed that any contractual conflict between the Proposal documents and a standard sales agreement issued by the supplier will be resolved in favor of the Proposal documents.

- Our Proposal is attached. We understand and comply with the Terms and Conditions for Proposals.
- We are not submitting a Proposal at this time, but wish to remain on your potential supplier list.

Business Name:

Street Address:

Mailing Address:

City/State/Zip:

Phone Number:

*Signature of Authorized Contracting Agent is required here:*

Signed:

Name (Printed):

Title:

Date:

**BID SPECIFICATIONS**

1. **CERTIFICATION**

The undersigned bidder or contractor hereby certifies that he is not barred from bidding on this contract as a result of a violation of either the bid-rigging or bid-rotation provision of Iowa Code 55.314, as amended. He also certifies that he has read, understands and agrees that acceptance by Dallas Center-Grimes Community School District of the bidder's offer by issuance of a purchase order (specifications and bidding conditions per bid and bid addendums contained therein) will create a binding contract.

2. **NON-COLLUSION AFFIDAVIT**

The undersigned bidder or agent states that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting, nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding. He further states that no person, firm or corporation has, or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

3. **SEXUAL HARASSMENT**

Each bidder certifies that he has complied with the requirements of Iowa Code Chapter 216, as amended, with respect to sexual harassment policies. The terms of that law, as applicable, are hereby incorporated into this contract.

4. **NO SMOKING**

Bidder agrees that he, his employees and sub-contractors, will abide by the District no smoking policy on all District properties.

5. **SEXUAL OFFENDER NOTICE** – See Attachment A.

6. **DEBARMENT CERTIFICATION STATEMENT** – See Attachment B.

Signature below signifies bidder's compliance with the six requirements above.

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Phone

\_\_\_\_\_  
Address

\_\_\_\_\_  
City/State/Zip

\_\_\_\_\_  
Representative's Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date



## Attachment A

### TO ALL FIRMS, CONTRACTORS, VENDORS, VOLUNTEERS AND EMPLOYEES OF THE DALLAS CENTER-GRIMES COMMUNITY SCHOOL DISTRICT

The Iowa Legislature has amended the Sex Offender Registry Law (Chapter 692A of the Code of Iowa). This notice and certificate is to assure compliance with the new State of Iowa Sexual Offenders Laws and Regulations. It is your duty to make sure that you, (and for vendors, your employees), are obeying these restrictions.

#### Prohibited Conduct

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor are now prohibited from:

- Being present on school property (public and nonpublic) without written permission of school administrator or administrator's designee, unless enrolled as a student at the school;
- Being present on or in any vehicle or other conveyance owned, leased, or contracted by a public or nonpublic elementary or secondary school without the written permission of the school administrator or school administrator's designee when the vehicle is in use to transport students to or from a school or school-related activities, unless enrolled as a student at the school or unless the vehicle is simultaneously made available to the public as a form of public transportation.

Note that the law does not give school administrators the option of granting written permission or waiving the following restrictions:

- Operating, managing, being employed by, or acting as a contractor or volunteer at a public or nonpublic elementary or secondary school.
- Loitering within 300 feet of the school's boundary, unless enrolled as a student at the school;
- Loitering on or within three hundred feet of the premises of any place intended primarily for the use of minors including but not limited to a playground available to the public, a children's play area available to the public, recreational or sport-related activity area when in use by a minor, or a swimming or wading pool available to the public when in use by a minor. Note: This includes property owned by others but used for school activities.

Any person on the Sex Offender Registry (SOR) or required to be registered on the SOR and whose conviction involved a sex offense against a minor:

- Who is legally entitled to vote may be on school property solely for the period of time reasonably necessary to exercise the right to vote in a public election if the polling location of the offender is located in a school;
- Who is the parent or legal guardian of a minor may be on school property solely during the period of time reasonably necessary to transport the offender's own minor child or ward to or from a school.

**Attachment A (Continued)**

**CERTIFICATE OF COMPLIANCE**

\_\_\_ I CERTIFY THAT I AM A VENDOR, FIRM, CONTRACTOR or AGENCY to the Dallas Center-Grimes Community School District and that I and all employees are in compliance with the new Sex Offender Registry Laws and Regulations who would be on or within 300 feet of the school's boundary. I further certify that no employees who service the Dallas Center-Grimes Community School District are sexual offenders whose conviction involved a sex offense against a minor.

Business Name

\_\_\_\_\_  
Representative's Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

Please return your completed copy of this page with all pertinent information entered.

**Attachment B**

**DEBARMENT CERTIFICATION STATEMENT**

**Dallas Center-Grimes Community School District**

These rules shall apply to all companies submitting a response to the Dallas Center-Grimes Community School District request.

Federal Executive Order (E.O.) 12549 "Debarment and Suspension" requires that all contractors receiving individual awards, using federal funds for \$25,000 or more, and all sub recipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government.

In signing this Acknowledgment and Certification, the person signing on behalf of the Company hereby acknowledges that he/she understands its terms, and that he/she has signed it knowingly and voluntarily.

Business Name

\_\_\_\_\_  
Representative's Name (Print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Representative's Signature

\_\_\_\_\_  
Date

Please return your completed copy of this page with all pertinent information entered.

