

Request for Proposal (RFP)

PHOTOGRAPHY SERVICES

Chickasha Public Schools

Chickasha Public Schools seeks proposals from qualified photographers able to support its various photography needs by entering into a “Master Contract” agreement. The agreement will be awarded for a three year period that is renewed each year.

Key RFP Events	Date and Time
Issue Date:	April 15 th , 2022, by 1:00 p.m. central
Questions Due	April 19 th , 2022, by 1:00 p.m. central
Proposals Due	April 30 th , 2022, by 1:00 p.m. central
Award Date	May 9th

Scope of Work:

Vendor will provide the following professional photography services and image processing at a minimum:

- Delivery of professional, high-quality photographs for school pictures, graduation, and yearbook.
- Fulfill desired image lists for specific projects and stock libraries
- Planning and setup (which may include arrangement of location and subjects, lighting, etc.) for scheduled photo shoots or events at location specified.
- Post-production processing
- Deliver all images to the requesting site or entity within the timeframe defined in a Statement of Work (SOW).
- Confidentiality: Vendors must agree to keep information related to Chickasha Public Schools and all related employees confidential. The Vendor agrees not to publish, reproduce, or otherwise divulge such information in whole or part, in any manner or form, or authorize or permit others to do so unless authorized in writing by the superintendent of Chickasha Public Schools or his designee.

General Requirements

Pricing: Bidders must price the terms of this solicitation at their best pricing. Any and all costs that the bidder wishes the district to consider must be submitted for consideration.

Evaluation: Awards will be made in the best interest of the district. Consideration will be given to the Bidder’s experience, breadth of work, demonstrated technical ability, and past work.