

**Londonderry High School
Student Pictures RFP**

- Picture Proofs are required in sufficient time for parents to determine if a re-take is necessary
- Vendor is responsible for all materials, labor and equipment necessary to fulfill the requirements. Any support from the District or Schools would be strictly voluntary
- The Londonderry School District is interested in a Turnkey Operation for student pictures. Vendor will supply individual students. Option is requested for group pictures for clubs and athletic teams. Pricing is required for all individual and faculty pictures, and vendors are encouraged to submit pricing for the optional group pictures for clubs and athletic teams.
- Portrait dates will be established during the months of September and October. All student and faculty pictures must be taken in one day, and must be available before the of November. Portrait dates will be accepted in conjunction with the building calendar.
All students and faculty must be photographed
- Estimated number of students:

Grade 9	426
Grade 10	426
Grade 11	462

- The vendor shall provide action photos of all varsity and sub-varsity teams for the year-book
- The Londonderry High School annually distributes a yearbook. Vendors are required to be an active partner in developing the student year-book
- Length of Contract is for three years with two 2-year options, beginning with the September 2010 school year
- Vendor shall provide a complete listing of all local school district currently under contract
- Sample picture arrangements should accompany proposal
- Vendor would be willing to supply a dozen “visitor” badges with school logo
- Pricing options and proposals must be submitted in a separate envelope marked “pricing proposal”. All pricing options should be clearly marked i.e. Standard, Supplemental etc.
- The School District would like to use the pictures in order to keep its student management program current. Please provide the protocol the pictures will be in, i.e. .JPEG,
- Contract is for Londonderry High School.
- Minimum number of photographers dedicated for student pictures = 12

- Proposals are due Friday, January 29, 2010, no later than 2:00PM at the Londonderry SAU office. Please have no less than 6 full packets for review.