

**Londonderry Middle 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 October and November. All student and faculty pictures must be taken in one day, and must be available before the December holidays. Portrait dates will be accepted in conjunction with the building calendar.
All students and faculty must be photographed
- Estimated number of students:

Grade 6	353
Grade 7	399
Grade 8	410

- Listed below are the Clubs and Athletic teams that will need group pictures

Clubs

Art
 Boy's Respect
 Girl's Respect
 Color Guard
 CPR
 Craft
 Drama Grade 6
 Drama Grades 7 & 8
 French
 Health and Wellness
 Jazz Band
 Majorettes
 Marching Band
 Photography
 Pop Stars
 Reading
 School Newspaper
 Science
 Show Choir

Athletic Teams

Girl's Soccer Class S
 Girl's Soccer class L
 Boy's Soccer Class S
 Boy's Soccer Class L
 Field Hockey Class S
 Field Hockey Class L
 Girl's Cross Country
 Boy's Cross Country
 Girl's Basketball Class S
 Girl's Basketball Class L
 Boy's Basketball Class S
 Boy's Basketball Class L
 Co-ed Volleyball
 Co-ed Wrestling
 Co-ed Golf
 Girl's Softball Class S
 Girl's Softball Class L
 Boy's Baseball Class S
 Boy's Baseball Class L

Spanish
Student Council
Yearbook

Girl's Track and Field
Boy's Track and Field

- The Londonderry Middle School annually distributes a yearbook. Vendors interested in supplying services for developing a year-book are asked to submit a separate envelope entitled "Year-book" option
- Length of Contract is for three years with two year option, 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 [X2] current. Please provide the protocol the pictures will be in, i.e. .JPEG,
- Minimum number of cameras to be used when taking class pictures = 12
- Contract is for Londonderry Middle School.
- 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.