



Consent Item

Date: April 14, 2025

Division: Finance

Subject: Renewal of RFP #3003-22 School Pictures – Elementary

Background Information:

- The Board of Trustees awarded Request for Proposal #3003-22 School Pictures – Elementary on March 21, 2022. If approved, this renewal would be the final two years of a five-year term.
- This RFP was issued on behalf of campuses requesting elementary school picture services for students and their families. The school pictures will also be available/included in the campus yearbooks.
- The recommended vendors provide both service and coordination with district staff and offer a variety of picture packages to select from.
- Board of Trustees-awarded vendors offer LISD elementary campuses a commission range of 30% - 50%.
- A committee of six elementary campus principals and Procurement & Contracts staff reviewed the proposals for this recommendation.

Administrative Consideration:

- Funds for these purchases come from the campus activity fund (Fund 461).
- Estimated annual expenditures to campus activity funds: \$200,000
- It is anticipated that the commissions earned from picture sales will offset any expenses incurred by the District.
- This procurement complies with Section 44.031 of the Texas Education Code.

Recommendations:

- That the Lewisville ISD Board of Trustees approves the renewal of RFP #3003-22 School Pictures – Elementary, the recommended vendors, and the estimated annual expenditures for two years.

Timeline/Report:

- Term: April 2025 – April 2027