

Parkrose School District #3

Agenda Item # _____

SUBMITTED BY: (✓) Mary Larson	DATE 4/26/10
APPROVED BY:	
Building Administrator ()	
Superintendent Karen Gray (X)	4/26/10
Director of Business Services Mary Larson (X)	4/26/10

TOPIC: DESIGNATE DISTRICT PHOTOGRAPHY SERVICES

PURPOSE OF AGENDA ITEM: [Why are you asking for Board review]:

Information _____ Policy Change _____ Action/Approval X Presentation/Special Request _____

BACKGROUND: Attachments: Y X N _____ **LIST:**

RFP PHOTOGRAPHY SERVICES COMPARISON

RATIONALE/DISCUSSION:

As part of the review of business services, request for proposals for photography services have been reviewed by a committee. The committee was represented by myself, as Director of Business Services, Becky Nino, Administrative Assistant for Business Services, Stevie Blakely, Principal Sacramento Elementary, Rebecca Smillie, Sacramento Elementary, Lana Stevens, Parkrose Middle School and Shannon Nguyen from Parkrose High School. Two proposals were received and reviewed by the committee. The two photography service companies were Lifetouch and Herff Jones.

These are services that impact the district financially as well as implement board policies and goals. Part of the proposal process is to determine the best pricing along with service. This is a service provided to families but does impact the schools as we need photographs of the students.

Evaluation is based on services that the vendor provides along with pricing. A request for proposal is different from a request for bid that is based on price alone. A proposal also evaluates the services provided. However, price or cost of services has a heavy weighting on determination of services. The committee recommends that Lifetouch Photography Services be designated as provider for photography services at Parkrose schools effective July 1, 2010 through June 30, 2015.

FINANCIAL IMPLICATIONS:

The proposal from Lifetouch Photography Services meets expectations of services and cost for District photography needs.

RELATION TO GOALS:

This information supports District policy to form business partnerships as well as good fiscal management practices.

ACTION REQUESTED:

Resolution to designate Lifetouch Photography Services to provide photography services at Parkrose High School effective July 1, 2010 through June 30, 2015.

**Parkrose School District #3
RFP Photography Services
Scoring Sheet**

Name:		Date:		
Maximum Points	RFP Criteria	Herff Jones	Lifetouch	
35	Proven capacity to perform the work, professionalism and references	30	35	
	Years in business	95 years	74 years, 21 years schools	
	References provided	Yes	Yes	
	Administrative services adequate	Yes	Yes	
	Company handles all money and accounting	Yes	Yes	
	Point of contact identified	Yes	Yes	
	Performance bond promised	Yes	Yes	
	Background check of employees	Yes	Yes	
25	Photographic quality	25	25	
20	Ability to deliver quality portraits and related services on time	15	20	
20	Pricing	15	20	
	Actual solicitation literature provided in the proposal	Yes	Yes	
	Literature provided in more than one language	Bilingual Customer Service	Bilingual Customer Service	
100	Total Points	85	100	