

INDEPENDENT SCHOOL DISTRICT NO. 709  
Duluth Public Schools  
Central Administration Building – 215 N. First Avenue E  
Duluth, MN 55802

MEMORANDUM

TO: Bill Hanson, CFO/Executive Director Business Services  
FROM: Patrick J. Devlin, Supervisor of Purchasing  
SUBJECT: RFP-291 – STUDENT PICTURES/ID CARD – DISTRICT WIDE  
DATE: April 15, 2012

Requests for proposals for Student Pictures and Photo ID Cards were advertised and sent to three (3) known vendors.

Responses were received from all three (3) vendors and following are the results with Lifetouch National Studios to be considered the low proposal response meeting specifications: (See attached spreadsheet).

Based on the pricing structures being offered for various Picture Packages and ID Cards, plus the set commission rates that were pre-established in the bid packets, it is recommended that the low proposal meeting specifications as submitted by Lifetouch National Studios be accepted. The contract will be for the four (4) year period, July 1, 2012 thru June 30, 2016, with annual renewals by mutual agreement.

In addition to the lowest pricing, Lifetouch complied with or exceeded the specifications and criteria requirements listed on the Form of Proposal. Furthermore, Lifetouch has been a contracted vendor with ISD 709, receiving recommendations from building principals, based upon service provided.

The commissions received shall be deposited in each schools Activity Fund account as picture revenue.