



April 7, 2025

STUDENT PICTURE PROPOSAL SPECIFICATIONS

Proposals for "School Day" pictures will be received in the Office of the Director of Communications for the Bellevue Public Schools, for a 3-year contract from August 1, 2025 through July 31, 2028, no later than **Monday, April 21, 2025**.

A recommendation for acceptance of a proposal will be based in the following criteria:

- Quality of product
- Suitability of product
- Equality of price (or fairness of price)
- Convenience of delivery
- Conformity to the services requested by the school district

Picture package proposals should be based as closely as possible to the guidelines outlined below for 2025-2028, but do not have to be exact:

Elementary School Packages

Package #1

A. The basic picture package consists of (10) 1.5 x 2, two 3 x 5, one 5 x 7, one 8 x 10, and one color class composite picture (5x7 in size). Frames are not desired.

Package #2

A. The picture package consists of (15) 1.5 x 2, four 3 x 5, two 5 x 7, one 8 x 10, and one color class composite picture (5x7 in size). Frames are not desired.

Secondary School Packages

Package # 1

A. The basic picture package consists of (8) 1.5 x 2, two 3 x 5, one 5 x 7, and one 8 x 10. Frames are not desired. The secondary principal or their representative may provide suggested options based on building order history.

Package # 2

A. The picture package consists of (12) 1.5x 2, four 3 x 5, two 5 x 7 photos and one 8 x 10 photo. Frames are not desired.

***Optional packages may be offered in addition to the above picture packages.**

Services

The cost of these services, if any, are to be included in the price of the basic contract. Please do not include separate prices.

1. The proposal price submitted by the photographer shall be a firm price for three school years, beginning August 1, 2025 through July 31, 2028.
2. Proposals must be submitted in the form provided.
Proposals shall be clearly marked **“School Picture Proposal.”**
3. The Bellevue Public School District has an enrollment of approximately 9,800 students. Please do not submit a proposal if there is any question as to the capability of adequately providing the school district with the above stated services. Subcontracting of all or any part of the student picture contract shall not be allowed without prior approval of the school district – communications department. The Board of Education may, at any time, declare this agreement null and void in the event all services are not provided to the school district’s satisfaction and the \$1500.00 performance deposit will be forfeited.
4. A certified check in the amount of \$1500.00 made payable to the Bellevue Public Schools, must accompany your proposal to guarantee satisfactory performance of the proposed student picture contract. Checks will be returned to all but the firm whose proposal is accepted. Upon satisfactory performance, the check will be returned to the firm awarded the contract. If in the school district’s judgment, performance is not satisfactory, your \$1500.00 will be forfeited.
5. Staff picture packages (Package 2 at minimum) will be provided free to each staff member.
6. A group staff picture will be taken upon request of the building principal and provided free to the school.
7. Each elementary school will be provided a free class picture of each class in that school.
8. All photographs of students, including retakes and composites will be completed and delivered by December 1st.
9. The high schools will request September dates since the prints will be needed for the yearbook publication. Yearbook or annual glossy prints shall be returned to the schools within **14 days** after the pictures are taken. All pictures shall be returned transportation prepaid within 30 days after they have been taken.

Retakes shall be made as requested by the individual schools. The photographer selected shall arrange all bookings with the individual schools for the school year 2025-2026. There will be no changes made, unless by mutual agreement, in the date arranged with the individual school.

The photographer shall be required to do retakes for all students whose pictures were not satisfactory on the first shooting as determined by the principal of the school or their representative.

10. The school district will provide notices to be sent home to parents/families. A minimum of two weeks notice of the picture taking date will be given to each school by the photographer. The photographer will provide payment envelopes/options at least two weeks prior to collection time.
11. Based on enrollment, adequate personnel and equipment will be available at each building. A pre-determined number of cameras and photographers will be agreed upon by the building principal and the contract approved photographer.
12. The contract approved photographer must provide each school principal with an email and telephone number. This information shall be provided to each school in writing (printed or emailed).
13. The procedure for easy identification of annual prints and picture packages shall include:
 - a. Grouped by teacher
 - b. Students name and ID number will be printed in each package.
14. The photographer shall provide a breakdown of students by class and the picture packages they purchased.
15. Photographer will **furnish personnel to collect money at the secondary schools.**
16. The photographer shall provide at minimum a flash drive, preferable a web link for **each school building – elementary, middle and high school** – to include all student and staff member pictures for that building. The web link must be accessible by the school district that entire school year.
 - a. Each picture will be high resolution jpg or png.
 - b. Each picture will be identified with student ID number or staff member's name.
 - c. A mapping file will be provided to enable an import to the BPS PowerSchool Student Information System.
 - d. The digital pictures shall be provided to schools within 2 weeks of the initial picture date.

- e. A new flash drive/web link will be provided to each school within 2 weeks of retakes.
- 17. An additional at minimum flash drive, preferable a web link shall be provided for each building to the BPS Director of Communications and BPS PowerSchool Administrator, which includes the same specifications as listed in #16.
- 18. The photographer shall provide a **yearbook flash drive at minimum, preferable a web link** to Bellevue East and Bellevue West High Schools. Again, a web link is must be accessible by the school district that entire school year.

The Board of Education reserves the right to reject any or all proposals and to waive any informalities. This contract can be terminated by either party within 30 day notice.

If any further information is desired, please contact Amanda Oliver, Director of Communications, at (402) 293-4036.

Sincerely

A handwritten signature in black ink that reads "Amanda Oliver". The script is cursive and fluid, with the first name "Amanda" and last name "Oliver" clearly distinguishable.

Amanda Oliver
Director of Communications

STUDENT PICTURE PROPOSAL FORM

Prices should be quoted as price per package to the student under the following conditions:

1. Photographer shall provide personnel to collect all money at the time pictures are taken. If a student does not wish to purchase the package of pictures, they will have their picture taken for records and/or annual purposes only. Packages of pictures will be made only for those who pay at the time of taking pictures.
2. Photographer pays each school 50 cents (\$.50) per package of pictures sold to help defray building administration expenses.

Elementary student price per package:

Package #1

Consisting of (10) 1.5x2, two 3x5, and one 5x7, and one 8x10
One color class composite picture. Frames not desired.

\$ _____
Tax included

Package #2

Consisting of (15) 1.5x2, four 3x5, and two 5x7, and one 8x10
One color class composite picture. Frames not desired.

\$ _____
Tax included

Secondary student price per package:

Package #1

Consisting of (8) 1.5 x 2, two 3 x 5, one 5 x 7, and one 8 x 10
Frames are not desired. The secondary principal or their representative may provide suggested options

\$ _____
Tax included

Package #2

Consisting of (12) 1.5x2, four 3x5, and two 5x7, and one 8x10
Frames not desired.

\$ _____
Tax included

**** Optional packages may be offered in addition to the above.**

Bellevue Public Schools
2600 Arboretum Drive
Bellevue, Nebraska 68005

I have read and understand and agree to comply with all the conditions and services stated in the picture proposal specifications.

SIGNATURE AND TITLE OF
AUTHORIZED REPRESENTATIVE _____

NAME OF AUTHORIZED REPRESENTATIVE _____

COMPANY NAME _____

STREET ADDRESS _____

CITY, STATE, ZIP _____

EMAIL _____

PHONE NUMBER _____ DATE _____

SPECIFICATIONS AND PROPOSAL FORM FOR STUDENT PICTURES

PROPOSAL TO CLOSE MONDAY, APRIL 31, 2025

KEEP PROPOSAL INTACT- DO NOT REMOVE SHEETS

PLEASE RETURN ONE COPY OF PROPOSAL

Amanda Oliver
Director of Communications
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Bellevue, NE 68005-3501

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