

Request for Proposal for School Photography For the Oak Hill Union Local School District

Submission Due Date: February 10, 2026

URGENT Necessity: In order to avoid disruption to District operations and scheduled school photography needs for the remainder of the 2025–2026 school year, the District has determined that an urgent necessity exists.

Accordingly, the District is requesting proposals from qualified individuals or businesses capable of providing School Photography services. Interested parties should contact the Board of Education Office at **740-682-7595** to arrange a meeting to discuss service expectations and proposal submission.

ORIGINAL RFP

OHULSD(OHULSD) is receiving Request for Proposals for student and school photography services for the 2024-2025 school year, including an annual optional renewal of services. Vendors are asked to submit an RFP for School, Staff, Student, and Sports Photography Services. A summary of services is listed below; however, vendors are required to review and abide by all terms of the RFP.

Each proposal shall include costs for school pictures and photography services for each school level. Proposal evaluations and subsequent contract award will be based upon the best perceived value to the OHULSD. Please include the name, address, contact person, phone number, and email address for the firm responsible for the proposal.

Vendors are required to submit their completed Request for Proposal no later than **12:00 p.m. Friday, July 12, 2024**. The RFP is to be mailed (with the outside envelope clearly marked School Photography RFP). The mailed RFP is to be submitted to:

Rhonda Harrison, Treasurer
Oak Hill Union Local School District
205 Western Avenue
Oak Hill, OH 45656

Inquiries are to be directed to Rhonda Harrison (rhonda.harrison@oakhill.k12.oh.us). Vendors interested in making a submittal are directed not to make personal contact with the superintendent, or any member of the OHULSD Board of Education, or any personnel or employees from each. Any contact will constitute disqualification of consideration.

All responses are governmental records subject to public disclosure under the Right-to-Know Law. The District will not accept responses marked confidential in whole or in part.

Background Information

The vendor will work directly with each school for scheduling purposes, including picture retake dates. The locations that will be served by the vendor are listed below:

Oak Hill Elementary School, 401 E. Evans St., Oak Hill, Ohio
Oak Hill Middle/High School, 5063 State Route 93, Oak Hill, Ohio

Scope of Services

The RFP is for school pictures with the OHULSD. Vendors must be able to accommodate these minimum requirements.

If the vendor plans to offer the OHULSD commission on the sale of photo packages, please provide details of the commission proposal.

- Photos available to be uploaded to student management system – DASL Compatibility/Format Requirements
- Photos available for yearbook advisors
- Commission Plan with complete commission report at end of each year
- All MS/HS Athletic Photos
- PK-12 Photos (Fall Individual, Class Photos, Spring Individual)
- Staff Photos (Individual and Group, District and School)
- Senior Graduation Photos (Individual, Composite, and Ceremony)
- HS Dance Photos (Prom, Candid)
- Timeline for delivery of photos to OHULSD (in print and digital) and packages to students after purchase

All photographs/digital images for use by school district for school purposes including but not limited to yearbook(s), newspaper, newsletters, website, etc.

Quality of Work

Sample photograph packages that are of the quality to vendor proposes should be provided in the RFP. This should include a variety of photographs for the school levels and be arranged and identified as to the school level.

Standard Picture Packages

Vendors are to provide information on three (3) to five (5) of their standard picture packages for each school level. Packages must be clearly identified by school level, must indicate the size and quantity of pictures contained in the package, and must indicate the current price of the package that will be offered for the 2024-2025 school year.

Contract Terms and Conditions

Term – The initial term of the contract for services will be an annually with an annual option to renew services.

Security of Personal Information and FERPA Confidentiality – The vendor will agree to keep all personal information of staff and student, including, but not limited to, names, address, phone numbers, ID numbers, and photographs secure and to not use any photographs or information obtained in connection with an agreement for any purposes not consistent with or expressly authorized by the agreement. The vendor, its agents, or employees are expressly prohibited from republishing, reprinting, or uploading to any website photographs of staff or students

without the express consent of the OHULSD or unless otherwise authorized by agreement with the District.

The Bidder and its employees shall maintain the privacy and confidentiality of student records and shall comply with FERPA and all federal, state, and local laws, and including School District policies, procedures, and rules.

Termination of Performance – The contract may be terminated at any time by the OHULSD for unsatisfactory performance. In such case, the OHULSD shall provide written notice to the vendor citing the unsatisfactory performance, giving the vendor ten (10) school days to improve its performance to the satisfaction of the Oak Hill Union Local School District. In that event, the vendor will be required to indemnify the OHULSD for any loss that may be sustained.

Evaluation of Proposals – Proposals will be evaluated based upon the following factors:

- Quality of photographic images, quality of photo paper, and finishing
- Price of the basic package
- Overall range of prices and options of remaining packages
- Value of commission/support vendor intends to provide the Oak Hill Union Local School District, if applicable
- Demonstrated experience in providing school pictures as evidenced by corporate profiles, positive references, and prior experience with school districts
- Ability to provide a sufficient number of photographers to meet the photography schedules set forth by the school administration
- Overall responsiveness to the terms and conditions set forth herein and to satisfy the needs of the Oak Hill Union Local School District

The School Board will award the RFP based on the total package as determined to be the best interest of Oak Hill Union Local School District. The District expressly reserves the right to select a proposal that does not represent the lowest cost for the services. The following criteria will be used to evaluate the RFP: Photo Packaging Pricing, Prior Experience, Reference, Company Reputation, and other information as may be deemed to be relevant.

As a means of reference, Photographers are to provide a list of public school districts currently being served by your company. The list is to include contact information including the name of the individual responsible for the program with his/her telephone number.

It is expected that the successful bidder will work closely and cooperatively with the Athletic Director, coaches, yearbook staff, newspaper staff, sponsor, and OHULSD Principals and that the school personnel and yearbook staff will cooperate on scheduling and notifying the successful bidder of all scheduled activities per specifications.

Photographers are subject to all applicable Ohio State and Federal Laws.

1. Vendor is an independent contractor, and the employees of the vendor are not and shall not be considered to be employees of OHULSD. Vendor will be responsible for addressing all labor/employment and working condition issues with its employees without the involvement of OHULSD staff unless agreed to otherwise. Vendor will be required to pay all applicable payroll taxes and deductions required by local/state/federal laws, including Social Security taxes/unemployment compensation, Medicare, and other similar deductions.

2. No right or interest in this contract shall be assigned or delegation of any obligation made by the vendor to another vendor. Any attempted assignment or delegation by the vendor shall be wholly void and totally ineffective for all purposes.
3. All OHULSD property and facilities are drug free zones. No one may consume, carry, transport or exchange tobacco, cigarettes, or illegal drugs while in an OHULSD building or while on OHULSD property. The bidding company and its employees shall adhere to this policy.
4. Each respondent must give notice to the OHULSD if a person, owner or operator of the business has been convicted of a felony. The OHULSD may terminate a contract if the OHULSD determines that the person or business failed to give such notice or misrepresented the conduct resulting in the conviction. No person employed by the vendor who has been found guilty of any of the criminal offenses enumerated in Ohio Revised Code Section 3319.39 shall be on OHULSD property without the prior written consent of the OHULSD, which consent maybe withheld by the OHULSD in its sole discretion. All employees of the successful vendor who shall be present on OHULSD property shall submit to a BCI and FBI criminal background check at vendor's sole cost no later than May 1st of each year, if requested by OHULSD representatives. The Vendor must submit written certification to OHULSD that no employee who enters onto OHULSD property has been convicted of or pled guilty to an offense listed in Ohio Revised Code Section 3319.39. The OHULSD shall have the right to affect the immediate removal of the vendor's employees from school facilities for being outside a designated work area, for fraternizing or engaging in any improper behavior directed toward or in the vicinity of students, employees, or guests of the OHULSD, or for other good cause shown.
5. The vendor represents that it is familiar with all applicable ethics law requirements, including without limitation Sections 102.04 and 3517.13 of the Ohio Revised Code, and states that it is compliance with such requirements.
6. Photos must be submitted to OHULSD Technology Coordinator within two (2) weeks of pictures being taken. Picture format must be labeled with school name and date.
7. Vendor will deliver individual picture packages and student ID's no later than four (4) weeks following picture day.

Hold Harmless and Indemnity

Insurance: The District shall require evidence of insurance covering the successful vendor in the following limitations:

Workman's Compensation Limit	\$500,000
Comprehensive Auto and General Liability	
Personal Injury	\$1,000,000
Property Damage	\$1,000,000
Non-ownership per occurrence	\$1,000,000

The School District, its officers, employees, and agents must be named as an additional insured. Certificates of Insurance acceptable to the School District shall be filed with the School District prior to commencement of work, which shall include a 30-day notice of cancellation or reduction in limits. The insurance shall be as specified or as required by law; whichever coverage is greater.

Safety: All equipment and supplies furnished shall meet all applicable regulations of the State of Ohio.

Defense: To the fullest extent permitted by law, the successful vendor shall protect, indemnify, save, defend and hold harmless Oak Hill Union Local School District, its officers, officials, volunteers, employees, and agents, from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses, including reasonable attorney and paralegal fees, which the OHULSD and for which its officers, officials, volunteers, employees, and agents may become obligated by reason of any accident, bodily injury, death of a person, or loss of or damage to tangible property, arising indirectly or directly in connect with or under, as a result of this agreement or any negligent or wrongful act or omission by the vendor or its officers, employees, or agents.

Assignment: The vendor shall not assign or transfer by operation of law or otherwise any or all of these rights, burdens, duties, or obligations without the prior written consent of Oak Hill Union Local School District.