



SERVICE AGREEMENT Printing of Middle School Yearbooks

R-20/21-17

This agreement made and entered into this 21st day of May 2021, by and between the Lee's Summit R-7 School District, herein after referred to as the "District". The District is awarding one (1) of three (3) contracts to **Balfour**, hereafter referred to as "Service Provider", Witnessed, that:

Whereas, Service Provider has offered to provide the services, payment terms and insurance requirements, subject to the General Conditions described in Exhibit A and

Whereas, the District desires to engage Service Provider to perform such services. District staff reserves the right to choose provider(s) in any combination that best suits their needs.

Now, therefore, in consideration of the mutual covenants and considerations herein contained, it is hereby agreed by the parties hereto as follows:

1. District employs Service Provider to perform the services hereinafter set forth.
2. **Services:** Service Provider represents that it is equipped, competent and able to perform, and that it will perform all services hereinafter set forth in a diligent, competent and workmanlike manner. Service Provider will perform all such services in accordance with the following provisions, incorporated into this Agreement as if set forth in full herein: the Service Provider's Proposal, ("Proposal"); Scope of Services ("Scope"); Pricing; Payment Terms; Insurance Requirements and General Terms and Conditions, attached hereto as Exhibit A.
3. The term of this Agreement shall commence on July 1, 2021 and expire on June 30, 2022. Prices shall remain firm for the initial term of this contract. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.
4. This Contract may be terminated by either party upon thirty (30) days prior notice in writing to the other party. The District may terminate this contract immediately, under breach of contract, if the Service Provider fails to perform in accordance with the terms and conditions as referenced to and incorporated above.
5. This Agreement shall be binding on the parties thereto only after it has been duly executed and approved by the District and the Service Provider.

Lee's Summit R-7 School District:

Balfour:

[Signature] 5/21/21
 Title: Asst. Supt. Operational Services Date

Whitney Baker 5.22.21
 Title: Balfour Sales Representative Date



R-20/21-17
Balfour
Supplier Response

Event Information

Number: R-20/21-17
Title: Printing of Middle School Yearbooks
Type: Request for Proposal
Issue Date: 3/1/2021
Deadline: 3/19/2021 03:00 PM (CT)
Notes: The Lee's Summit R-7 School District is soliciting proposals for a Yearly Contract for the Printing of Year Books. This contract will include but is not limited to: a yearly contract or possibly multiple contracts with qualified person(s) or firm(s), through competitive negotiation, for the Printing Services of Year Books for all three (3) middle schools in the Lee's Summit School District. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

If you are having difficulty submitting electronically, please contact Missy Ross at (816) 986-2213 or email melissa.ross@lsr7.net for instructions.

It is the responsibility of interested firms to check

<https://lsr7ebid.ionwave.net> for any addendums or notices of information prior to the opening date and time of this RFP.

Contact Information

Contact: Missy Ross

Address: Purchasing

702 SE 291 Highway

Lee's Summit, MO 64063-4306

Balfour Information

Contact: Whitney Baker
Address: 1550 W. Mockingbird Lane
Dallas, TX 75235
Phone: (800) 722-5336
Email: whitney.yearbook@gmail.com

By submitting your response, you certify that you are authorized to represent and bind your company.

Whitney Baker

Signature

Submitted at 3/16/2021 2:01:02 PM

whitney.yearbook@gmail.com

Email

Supplier Note

Samples will be sent to the address listed within the bid documents. Thanks for allowing Balfour to be a part of this opportunity.

Response Attachments

2022_Balfour_Lees Summit Middle School Proposal.pdf

Attached are the details, inclusions, resources, educational curriculum information, and training opportunities. Please contact me if you have any questions or concerns. We are looking forward to the opportunity of working with all of your middle schools.

Bid Attributes

1 Introduction

The Lee's Summit R-7 School District is soliciting proposals for a Yearly Contract for the Printing of Year Books. This contract will include but is not limited to: a yearly contract or possibly multiple contracts with qualified person(s) or firm(s), through competitive negotiation, for the Printing Services of Year Books for all three (3) middle schools in the Lee's Summit School District. Lee's Summit R-7 School District (or the "District") is requiring proposers to submit their proposals electronically. Electronic submission help eliminate errors, eliminate unnecessary work, and is more friendly to the environment. Lee's Summit R-7 School District will not accept proposals that are submitted via email or fax machine. The District reserves the right to accept or reject any and all proposals and to waive any formalities or technicalities if deemed in the best interest of the District. It is the responsibility of all respondents to review the entire proposal, seek clarification of any item or requirement that may not be clear, and check all responses for accuracy before submitting a response.

2 Instructions to Respondents

1. All questions regarding this RFP shall be submitted online via the "Questions" tab of this bid opportunity. The District reserves the right to reject any and all proposals, to waive technical defects in proposals, and to select the proposal(s) deemed most advantageous to the District.
2. It is the responsibility of each respondent before submitting a proposal to examine the documents thoroughly and request written interpretation or clarifications soon after discovering any conflicts, ambiguities, errors, or omissions in the proposal documents. Requests for clarification must be submitted online via the "Questions" tab.
3. Changes to the specifications will not be allowed except by written addendum issued by the District through this online procurement system. Oral explanations or instructions given prior to award will not be binding.
4. Respondent shall quote net costs of all goods and services requested and all quotes shall include all transportation to destination and inside delivery.
5. There will be no public opening of the proposals.
6. Acceptance of this proposal or any part thereof, in writing, within ninety (90) days after the closing date, by the District shall constitute a legal and binding agreement; wherein, the vendor shall furnish the services in accordance with the specifications and offeror's proposal on the written order of the District.
7. The District reserves the right to award this contract in its entirety or to split the contract among bidders, whichever is in the best interest of the District. The District may accept any item or group of items of the bid unless qualified by specific limitation of the bidder.
8. To be considered, a firm must have at least three (3) proven clients of similar size to our district.

I have read and understand.

3 SELECTION PROCESS

The proposals will be evaluated by a District Selection Committee (DSC) comprised of selected District personnel. The overall process may consist of two steps: the first being a review and evaluation of all responsive proposals and the second being the interview phase for the short list of respondents selected for interview, if applicable.

Minimum qualifications to be considered: a vendor must be a full service printing firm with expertise in the field of Yearbook Design and Printing. The vendor should be able to demonstrate that its previous Yearbook Printing has been successfully implemented and maintained in at least five (5) public school districts of comparable size and scope.

Evaluation of Proposals

Members of the DSC will review and rate each responsive proposal based on the following criteria:

- a. The firm's experience in providing similar services to school districts or governmental agencies during the past five (5) years.
- b. Key personnel that will be assigned to the District's project, and their experience with similar projects.
- c. Project approach including project schedule and detailed approach to complete this project, familiarity with this project, identification of unique issues related to project, and the process proposed for communications with District staff.
- d. Cost

The Proposal Ranking Sheet for the evaluation of the proposals is included in this RFP. The DSC may request additional submittals.

4 Responding to Attributes

There are attributes, including this one, associated with this proposal. Some are notes and require no response, but most have a required response. **Please select each page from the bottom right-hand side of this list of attributes in order to view the next page of Bid Attributes.**

5 Attachments Required

Be sure to upload all required documents and forms to the "Response Attachments" Tab.

6 Purchase Agreements

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, lead time, and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that is in the best interest of the District.

I have read and understand.

7 Terms of This Bid

The terms of this bid shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period. The District may make additional purchases at the itemized price listed in the bid packet for a period of one (1) year. The District may, at its option, renew the Contract for up to three (3) additional one-year contract periods by giving written notice to the supplier.

I have read and understand.

8 Bid Pricing

Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Mastercard P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases. The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District. It shall be understood that such price adjustments shall not exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

The successful bidder(s) must agree to accept the District's Purchase Order or the District's Mastercard P-card for the work order. These purchases are tax exempt.

The Lee's Summit R7 School District will review all bid submissions with regards to pricing, product performance, equipment features, references and experience. The District plans to award the bid within 60 days after the bid opening.

Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R7 Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, and service, and determined to be in the best interest of the District. The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the proposal that is in the best interest of the District.

The terms of this RFP shall remain in effect for at least one year from date of award. All prices MUST remain firm during that time period.

I have read and understand.

9 Communications Statement

Communications: Contact between vendors and Lee's Summit R7 personnel during the proposal process or evaluation process is prohibited. Any attempt by vendors during the proposal process to contact Lee's Summit R7 personnel may result in disqualification. All communication shall go through the Procurement and Contracts Department during this competitive process. All questions received and the corresponding answers will be distributed to all bidders. No verbal responses will be provided. The deadline for questions about this proposal is stated in the Bid Activities and the district will not respond to questions after this time and date. Response to questions will be posted in the form of an addendum to this proposal. The vendors will be responsible for checking the website for any posted addenda.

I have read and understand.

1 0 General Terms and Conditions

I have downloaded and read the General Terms and Conditions from the ATTACHMENTS tab. By selecting this box, I agree to to the terms and conditions.

I have read and agreed to the T&C

1 1 Scope of Services

SCOPE OF SERVICES

No response

1 2 Specific Requirements of RFP

1. Evaluation: It is the intent of the District that this contract be awarded to possibly more than one service provider based on all relevant considerations including, but not necessarily limited to: staffing, experience, pricing, technology and support software, educational resources, marketing resources, general support, quality of product, completeness of proposal and any other evaluative aspect which may impact this contract. An example of the evaluation score sheet is attached to this RFP for your reference.
2. To be considered, respondent must include 3 comparable yearbooks for evaluation by the committee. Samples must be in color with at least 280 pages, using state of the art software and digital imaging. Samples must be from middle school with a population of at least 900 students. Two or three of the examples shall be from the surrounding KC area and the other books preferred to be from other Missouri middle schools. The advisor's name and contact phone number must be submitted for reference contact. Yearbooks may be picked up ten (10) days after the awarded company has been announced. If not picked up, the District will recycle them, per District policy.
Address to send yearbook examples:
Attn: Melissa Ross
702 SE 291 Hwy
Lee's Summit, MO 64063
3. Respondent submitting the proposal must be the one that serviced the yearbook samples submitted.
4. Respondent shall include references and sample yearbooks from other school districts and/or projects of similar size.
5. The successful respondent must provide Certificate of Insurance in accordance with all requirements shown in the insurance requirements section of this document prior to awarding the contract.
6. The Department of Homeland Security, U.S. Citizenship and Immigration Services, (USCIS) in partnership with the Social Security Administration (SSA) operate an FREE internet-based program called E-Verify that allows employers to verify the employment eligibility of their employees, regardless of citizenship. Based on information provided by employees on their Form I-9, E-Verify checks the information electronically against records contained in DHS and Social Security Administration databases. There are penalties for employing an unauthorized alien, including suspension of the vendor's business license, termination of the agreement, and debarment from work for a period of three years or permanently, and withholding 25% of the total amount due the selected respondent.

I have read and understand.

Scope of Services

1. Each middle school shall have the flexibility to set their own delivery date (spring or fall delivery). Books expected to be delivered by firm one week prior to the designated delivery date.
2. Each middle school must retain the ability to have exclusive right and control over the design of their yearbook. The desire is not to have cookie cutter books and give each school the freedom to put its own identity into their project. Each school will work independently with the chosen firm.
3. Firm must have the flexibility to accommodate software needs of all three middle schools. Software must include the ability to work with Google, MAC/Adobe software and the company must have plug-ins that accommodate the newest version of all Adobe products. Adviser must be able to send in pages on PDF creation rather than using a mail service. Software used by the firm must also include access to an online platform that uses HTML.
4. The chosen firm must be able to use a portrait flow program and index flow program. The company may use a CD of photos from the photographer for the portrait images.
5. The chosen firm must include at least two (2) hours of creative artist time and quick response times for technical issues for each school free of charge.
6. The cover of the books shall be custom, the cover shall be designed by students, 8½" x 11", 4 color litho application with lamination or embossed vinyl material with one applied color or one foil cover for stamping, hard cover Binder's Board. Board weight shall be 160 Pt. Front and back end sheets shall be 4-color custom. The end sheets may be different at no additional cost. Full color end sheet proofs shall be provided for approval from adviser at no additional cost with needed changes/improvements included. A full color mock shall be provided and mailed to yearbook advisor, at no additional cost for approval from advisor.
7. Paper Stock shall be 100# glossy or matte finish.
8. Binding shall be Smyth sewn.
9. Book shall be 4 color throughout and if black/white is used, the chosen firm shall credit the school for the use of those pages.
10. Proofs shall be in color for every page, including the cover, for staff edits. There shall be no charge for corrections made by the school that are resubmitted by the proof deadline time.
11. The selected firm must work the deadlines around the school year including vacation dates and last day of seniors. School yearbook adviser must be consulted on all deadlines set by the rep and the firm.
12. The selected firm must provide a representative, solely working on the school account with unlimited visits and/or communication to the schools at no additional cost, as well as have the ability to come to the school to assist, when needed, without an appointment.
13. Offeror shall provide information in their proposal of any additional services they would provide.
14. Damages and Errors:
 - Chosen firm shall credit the school at the end of the process for any damaged yearbooks, binding problems or misprints. Yearbook adviser shall be able to utilize the credit according to his/her discretion i.e. contests or allow firm to use for examples, etc.
 - If errors or any serious problems occur in printing process, the firm must reprint the yearbooks at no cost to the school or District and there shall be no delay in delivery.
 - The District has the right to cancel this contract with a 30 day written notice, if the chosen firm does not uphold the contract specifications agreed to in this RFP.

I have read and understand.

Schedule of RFP Process

Timeline for RFP Process:

The timeline listed below is the District's estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification: 3/1/2021

Receive Proposals: 3/19/2021

Meet to review: Week of 3/24/2021

School Board Meeting: 4/15/2021

The District desires the execution of the contract to meet the following dates: Services need to begin after 4/16/2021.

**1
5** **No Deviations or Exceptions**

Bidders are expected to bid on the items as listed on the Equipment Specifications List, or Scope of Work. If there are any deviations from the specifications or scope of work listed, the bidder is expected to make note, along with a brief description in the next below. The District reserves the right to determine the successful bidder and will make that decision based on the best interest of the District.

I have read and agree.

**1
6** **Deviations and Exceptions**

If your company intends to deviate from the Specifications listed in the attached documents, all such deviations and exceptions must be listed here, with complete and detailed conditions and information included. The District will consider any deviations or exceptions in its bid award decisions. The District reserves the right to accept or reject any proposals based upon any deviations indicated below.

If none, please enter N/A (Not Applicable).

No Deviations or Exceptions. However, additional incentives were added. Please see narrative attachment for details on all the great inclusions!

**1
7** **Cooperative Procurement with Other Jurisdictions**

This section is optional; it will not affect the agreement.

1) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.

2) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.

3) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection payments and other agreement administration will be the responsibility of the ordering jurisdiction.

4) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

Yes

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8

Project Narrative

Use this space to provide a detailed project approach OR upload a response in the response attachments section. Including but not limited to:

1. Project schedule and detailed approach is reasonable/responsive to District's needs for each middle school.
2. Describe Design & Printing Services offered for both online design and Adobe design.
3. List warranties offered.
4. List any and all proven techniques and opportunities for training.
5. Roles of all involved parties clearly identified.
6. Familiarity with project location as evidenced by proposal/interview (if applicable)
7. Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere.
8. Proposed timeline for delivery of Yearbooks per school.
9. Identify software and/or other tools provided for our District Staff and Student to Utilize.
10. Describe communication process during both normal working hours and after-hours.
11. List any additional services provided.
12. List any additional inclusions.

Uploaded a Balfour Project Narrative via the Attachments Section.

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Consultant Profile

CONSULTANT PROFILE

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Lead Consultant Name

Enter the Lead Consultant Firm(s) (or Joint Venture) name.

Whitney Baker

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Lead Consultant Address

Enter the Lead Consultant Firm(s) (or Joint Venture) address.

street

city, state zip

8725 W. 109th St., Auburn, KS 66402

2
2

Lead Consultant Provider

Please designate the service area provided by the lead consultant.

Local

2
3

Year Provider Firm Established

Please enter the year the provider's firm was established.

2009

2
4

Years of Experience

Please enter the number of years of experience providing this service.

12

2
5

Licensed in Missouri

Are you licensed to do business in the State of Missouri?

Yes

26	Principal Contact Please provide name, title, telephone number and email address of Principal contact Whitney Baker, 8725 W. 109th St., Auburn, KS 66402 816.607.1019
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27	Address of Office to Perform Work Please provide address of office to perform work if different than Lead Consultant Firm address. As sales reps, the Balfour Midwest yearbook specialists are always on the go from one school to another, so we often office out of our cars and/or establishments with WiFi connections between meetings. The majority of my schools are in the greater Kansas City area, so I would say that my "office" is Kansas City, in general.
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28	Number of Persons Committed to District's Project Please list the number of persons by discipline that your Firm/Joint Venture will commit to the District's project <input type="text" value="5"/>
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29	Joint Venture Areas of Responsibility If submittal is by Joint Venture or utilizes subcontractors, list participating firms/providers and outline specific areas of responsibility (including administrative and technical) for each firm. NA
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30	Has This Joint Venture Previously Worked Together? Has This Joint Venture Previously Worked Together? <input type="text" value="No response"/>
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31	Key Outside Consultants Key Outside Consultants <input type="text" value="No response"/>
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32	Subcontractor #1 Name Please provide name of Subcontractor. Stephen Williams
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33	Subcontractor #1 Address Please provide address of Subcontractor. Tulsa, OK
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34	Specialty/Role with this Project Provide Subcontractors Specialty/Role with this Project. Freelance Yearbook Cover Artist. Stephen attends our summer camp and fall event annually to design covers for the schools that attend. He is the best in the business!
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35	Worked with Lead Firm Before? Worked with Lead Firm Before? <input type="text" value="Yes"/>
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36	Year Firm Established Year Firm Established <input type="text" value="2003"/>
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3 7	Years of Experience Please provide number of years experience providing this service. <input type="text" value="24"/>
3 8	Subcontractor #2 Name Please provide name of subcontractor #2. <input type="text" value="Juan Valdez"/>
3 9	Subcontractor #2 Address Please provide address of subcontractor #2 <input type="text" value="Dallas, TX"/>
4 0	Specialty/Role with this Project Please provide subcontractors specialty/role with this project <input type="text" value="Freelance Yearbook Cover Artist. Juan attends our summer camp and fall event annually to design covers for the schools that attend. He works well with advisers AND students!"/>
4 1	Worked with Lead Firm Before? Has this Subcontractor worked with the lead firm before? <input type="text" value="Yes"/>
4 2	Year Firm Established Please provide year Subcontractors firm was established. <input type="text" value="2010"/>
4 3	Years of Experience Please provide subcontractors number of years of experience. <input type="text" value="20"/>
4 4	Resume of Key Personnel <p style="text-align: center;">Resume of Key Personnel</p> <input type="text" value="Please see full resume in the attachment narrative"/>
4 5	Name of Key Personnel Provide name of key persons, specialists, or certified staff that shall be assigned to the District's project. <input type="text" value="Whitney Baker"/>
4 6	Title of Key Personnel Provide job title of key personnel assigned to District's project. <input type="text" value="Yearbook Specialist/Sales Rep"/>
4 7	Assignment Experience of Key Personnel: Provide previous or current assignment of key personnel related to this service. <input type="text" value="Before joining Balfour as a sale rep in 2009, I was a high school journalism teacher and sponsored my school's yearbook, newspaper and literary magazine."/>

48	Name of Firm with which Associated Experience of Key Personnel: Provide name of firm which assignment was/is associated with. <input type="text" value="Balfour Yearbooks"/>
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49	Years of Experience with this Firm Please provide assigned key personnel's experience with this firm. <input type="text" value="12"/>
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50	Years of Experience with Other Firms Please provide assigned key personnel's experience with other firms. <input type="text" value="3"/>
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51	Education Degree(s) or Certification(s)/Year/Specialization <input type="text" value="BA in English with a Journalism endorsement and a 9-12 teaching license"/>
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52	Current Registration(s) Please provide current registration(s) <input type="text" value="Journalism Education Association
Kansas Scholastic Press Association
Missouri Interscholastic Press Association"/>
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Other Experience & Qualifications

Please provide other Experience & Qualifications relevant to the proposed project

Secondary Journalism Educator, 2005 to 2009. CYPRESS RIDGE HIGH Organization, Houston, TX

Educated grades 9-12 in journalism curriculum ranging from copywriting, to design to advertising. Advised production classes such as Yearbook, Newspaper, and Literary Magazine. Taught elements of photojournalism such as composition, ethics, and technical aspects to grades 9-12.

Accomplishments:

- Consistently achieved honors from state organizations such as TAJE and ILPC and for successful publications.
- Named as a Certified Journalism Educator by JEA for demonstrating knowledge in journalism and advising.
- Rebuilt a deficit media program into a profitable media program by teaching students the skills they needed to develop a successful advertising, sales and donation campaigns.

Professional Skills

Marketing

- Worked with student staffs and members of organization communities to drive sales and increase ad revenue.
- Developed strategies to help brand student publications.
- Taught advisers how to market their journalism program as an important and viable organization service.

Relationship Building

- Shared curriculum, classroom management, best practices and ideas with advisers via one on one contact
- Participated in and served on CTE Committees for multiple districts to help them develop their programs in order to prepare their technology students for the future and in turn, help fund their high organization tech programs.
- Mentored beginning teachers and assisted new yearbook advisers.

Business Management

- Responsible for all aspects of Cypress Ridge High Organization’s yearbook and newspaper publications with an annual revenue of over \$80,000. Zero monies were provided by the organization for these programs, so every publication was entirely self funded. Major income sources included yearbook sales, advertising sales, fundraisers such as bake sales and car washes and portrait photography. Secondary income streams included donations and smaller fund raisers for specific areas of production.
- Budgeted for all aspects of production including printing costs, training, travel, equipment purchase and repair, yearbook sales, advertising income, organization pictures, fund raisers and day to day financial activities.
- Developed an annual marketing plan for yearbook, advertising and portrait sales that included specific dollar goals target markets and time lines. Then worked with student staff members too take action on the plan.
- Taught high organization publications staff members business practices, sales and accounting. Also incorporated how to work with vendors, consumers and advertisers.
- Worked to improve sales against previous year numbers and exceed sales goals and motivated store associates to improve business and develop client relationships.

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PROPOSAL SCORING CRITERIA

PROPOSAL SCORING CRITERIA

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Evidence of Experience & References with Similar Accounts (Ref & Exp)

Evaluation Criteria

Evidence of Experience & References with Similar Accounts (Ref & Exp)

The District will review and evaluate any/all proposals for the references and experience with similar sized school districts as indicated on the references form attached to RFP.

- Reliability of the firm, based on references given
- Experience with other similar sized projects & other school districts
- Methods used are effective and have been proven elsewhere
- Appropriately staffed to meet District scheduling

5 6	<p>Approach and Understanding of Scope</p> <p>Evaluation Criteria</p> <p>Approach and Understanding of Scope</p> <p>Evaluate the provider's approach to and understanding of the scope of services required in the RFP as evidenced by the vendor's proposal:</p> <ul style="list-style-type: none"> • Consider quality of three (3) sample yearbooks provided, as requested in this RFP • Consider if firm provides an online platform and creative Adobe suite • Consider flexibility in purchasing needs for each high school
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5 7	<p>Qualifications & Certifications of Staff</p> <p>Evaluation Criteria</p> <p>Qualifications & Certifications of Staff:</p> <ul style="list-style-type: none"> • Does the firm have a qualified representative dedicated to oversee the District's projects? • Does the firm state the amount of visits the qualified representative will provide the District? • Does the firm possess the technology and support software required in this RFP? • Does the firm provide an adequate number of visits and support to each of the three (3) high schools?
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5 8	<p>Cost</p> <p>Evaluation Criteria</p> <p>Cost</p> <p>Determination of cost and pricing data:</p> <ul style="list-style-type: none"> • Consider quality of product and services at cost provided • Consider average price increase per year, if applicable • Consider price flexibility and cost breakdown for each schools needs
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5 9	<p>References</p> <p style="text-align: center;">REFERENCES</p> <p>See attached narrative</p>
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6 0	<p>How many years has your company been in business?</p> <p style="border: 1px solid black; padding: 2px;">1939</p>
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6 1	<p>References</p> <p>List multiple references and prior experience; preferably with other school districts or governmental agencies, in the last 3 – 5 year period; work or services in the same type and size to the project being proposed. Please list the following information for each school district:</p>
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6 2	<p>Reference 1</p> <p>Reference 1</p>
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6 3	<p>Reference #1 Contact Person's Name</p> <p style="border: 1px solid black; padding: 2px;">Susan Warner</p>
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64	Reference #1 - Contact Person's School District/Business
	Prairie Trail Middle School, Olathe School District
65	Reference #1 Address
	Enter Street address, city, state, zip code
	21600 W 107th St, Olathe, KS 66061
66	Reference #1 Phone Number
	(913) 780-7280
67	Reference #1 Email
	swarnerprt@olatheschools.org
68	Reference #1: Description of services performed and completion date
	Describe the services performed and completion date of project.
	Software training, yearbook and journalism curriculum training, budget planning, sales and marketing training, cover design services, yearbook design and photography training
69	Reference 2
	Reference 2
70	Reference #2 - Contact Person's Name
	Melissa Erker
71	Reference #2 - Contact Person's School District/Business
	Santa Fe Trail Middle School, Olathe School District
72	Reference #2 Address: Street, City, State, Zip Code
	1100 N Ridgeview Rd, Olathe, KS 66061
73	Reference #2 Phone Number
	(913) 780-7290
74	Reference #2 Email
	merkersf@olatheschools.org
75	Reference #2: Description of services performed and completion date
	Describe the services performed and completion date of project.
	Software training, yearbook and journalism curriculum training, budget planning, sales and marketing training, cover design services, yearbook design and photography training

7 6	Reference #3 Reference #3
7 7	Reference #3 Contact Person's Name Rachel Basden
7 8	Reference #3 - Contact Person's School District/Business Indian Hills Middle School, Shawnee Mission School District
7 9	Reference #3 Address: Street, City, State, Zip Code 6400 Mission Rd, Prairie Village, KS 66208
8 0	Reference #3 Phone Number (913) 993-0400
8 1	Reference #3 Email rachelbasden@smsd.org
8 2	Reference #3: Description of services performed and completion date Describe the services performed and completion date of project. Software training, yearbook and journalism curriculum training, budget planning, sales and marketing training, cover design services, yearbook design and photography training
8 3	Additional References Additional References Additional reference information can be submitted as document. The document can be uploaded to the "Response Attachments" tab within the bid event. Be sure to include the following information: Reference Contact Name Reference contact's school district/business Reference address (street, city, state, zip) Reference phone number Reference email address Description of services performed and completion date

Bid Lines

1	Yearbook, per specs provided, with estimated 120 pages.	Quantity: <u>600</u>	UOM: <u>EA</u>	Unit Price: <u>\$19.00</u>	Total: <u>\$11,400.00</u>
2	Yearbook, per specs provided, with an estimated 128 pages.	Quantity: <u>1100</u>	UOM: <u>EA</u>	Unit Price: <u>\$16.00</u>	Total: <u>\$17,600.00</u>

3	Yearbook, per specs provided, with an estimated 100 pages Quantity: <u>1050</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$15.00"/> Total: <input type="text" value="\$15,750.00"/>
4	Price per Book over the contract number Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$12.50"/> Total: <input type="text" value="\$12.50"/>
5	Price for fewer copies per book under contract number Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$5.00"/> Total: <input type="text" value="\$5.00"/>
6	Price per 8 extra pages Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="No response"/> Total: <input type="text" value="No response"/>
7	Price for Embossing Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="No response"/> Total: <input type="text" value="No response"/> Supplier Notes: <input type="text" value="Embossing is included if a Vinyl cover material is selected versus lithocote"/>
8	Price for Foil applications Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="No response"/> Total: <input type="text" value="No response"/> Supplier Notes: <input type="text" value="One foil color is included if a Vinyl cover material is selected versus lithocote. (All dies are additional)."/>
9	Price for Individual Name Stamping Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$4.95"/> Total: <input type="text" value="\$4.95"/>
10	Penalty Price for late pages Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/>
11	Penalty Price for late proofs Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/>
12	Price for Foil applications Quantity: <u>1</u> UOM: <u>EA</u> Unit Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Supplier Notes: <input type="text" value="One foil color is included if a Vinyl cover material is selected versus lithocote. (All dies are additional). If additional foils are required or if a litho cover requires a foil, the cost will be \$1.90 per book."/>
13	Price for World Beat, current trends Quantity: <u>16</u> UOM: <u>Pages</u> Unit Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Supplier Notes: <input type="text" value="INCLUDED IN ALL YEARBOOKS FOR ALL SCHOOLS"/>
14	Price of correcting a submitted page (school's mistake) Quantity: <u>16</u> UOM: <u>Pages</u> Unit Price: <input type="text" value="\$0.00"/> Total: <input type="text" value="\$0.00"/> Supplier Notes: <input type="text" value="As long as the pages aren't part of a complete signature that has been plated and printed, there won't be a charge. If there is a late change after printing, a quote will be requested for the cost to trash and restart. This rarely happens. I'd say once in five years."/>

1
5 Additional Price for creative artist time over 2 hours (if any)

Price: Total:

Item Notes: Rate Per Hour

Supplier Notes:

1
6 **Package Header**

Additional Attributes - Please respond to each attribute listed in this package.

Quantity: UOM: Total:

Package Attributes

1. Is there a credit for PDF submissions, if so how much?

Please list credit amount in package line item

2. When is the deadline for name stamping?

3. Do you offer Pictavo?

4. How many days allowed for proofs?

5. Do you provide free training for staff? If so, when?

6. Do you provide free training for students? If so, when?

7. Do you provide onsite and or/offsite training?

8. Do you offer PDF Certifications?

9. Do you offer curriculum opportunities?

Package Items

16.1 Credit amount for PDF submissions (if any).

Quantity: 1 UOM: EA Unit Price: Total:

Supplier Notes:

16.2 Expected average price increase per year (if any)?

Quantity: 1 UOM: EA Unit Price: Total:

Response Total: \$44,773.4