

CONTRACT FOR SCHOOL PHOTOGRAPHY SERVICES

This contract by and between Green Local School District and Sylvert Studios is for the purpose of providing photography services.

Whereas, the Green Local School District and Sylvert Studios wish to enter into contract for photography services for Green Elementary School, Green Middle School and Smithville High School.

The term of this agreement shall be for the 2020-2021 school year ((1) one year). The contract may be renewed for two (2) years if agreed to by both parties. Terms for each contract year of contract shall be determined by mutual consent, except that contractor agrees that price increases, if any, after the initial two year term will not exceed 5%.

Renewing the contract would imply doing so under the same terms and conditions. Three months prior to the expiration of this contract, the vendor shall provide to the District's Business Office an offer to renew the contract. This offer must be writing.

If, at any time, the vendor fails to fulfill or abide by the terms, conditions, or specifications of the contract, the District reserves the right upon written notice to the vendor to the following remedies (though not just limited to these): purchase the service elsewhere and/or cancel the contract. The Contract may also be terminated by Green Local Schools for its convenience and without cause fourteen (14) days written notice to vendor.

Specifications:

1. The District requires the ability to photograph students randomly in order to reduce the out-of-class time using computerized cameras.
2. Students in Grades Pre-K – 12 are to have standard school portraits.
3. All portraits shall be taken at each school building.
4. Have the capability of creating customized identification cards.
5. Ability to produce a yearbook publication.
6. Provide samples of the following:
 - a. Yearbook
 - b. Picture Package
 - c. Customized ID Card
 - d. Planners

7. Photos must be submitted to school via flash drive and/or CD for school use. The vendor may offer use of an online portal to access picture files and other important information and resources. Vendor will coordinate with each school to assure technology compatibility and that all format requirements are met. In addition, vendor will capture picture files with appropriate resolutions based on type and size of picture. A CD and/or flash drive will be provided so pictures can be used for school related publications and newspaper submissions. Indicate the picture resolution that you can provide for the following:
 - a. Year Book photo
 - b. Picture Package photos
 - c. Electronic photo files
8. Photos must be submitted via flash drive and/or CD for the District technology department within 2 weeks of pictures being taken. The flash drive shall be labeled with school name and date. These photos will be uploaded into the student management system. Vendor will coordinate with the district to assign the appropriate identification information to each picture file.
9. The vendor shall have the capability to label and sort all packages alphabetically to each school's specifications, provide all yearbook services sorted and labeled to the advisor's specifications, and furnish a package verification list to determine which packages were purchased by whom.
10. The vendor shall give a 100% guarantee on all portraits. Retakes will be made for any reason at the discretion of the parents. A customer service hotline number shall be printed on all advertising that the parents can use when situations arise. The campuses will schedule retakes at their location.
11. The District requires delivery on individual picture packages and student ID's to be no later than four (4) weeks following picture day. Summer ID's with no photo shall be produced and distributed by mid-August.
12. The vendor shall furnish all teachers, principals, administrators, custodians, and cafeteria staff a package.
13. The vendor shall take a headshot picture of all district staff members at no additional charge and provide these picture files to the district using the district specified file format identified by employee identification number, last name and first name. The building staff will take pictures at the same time as the student picture dates. The vendor will coordinate with the business manager to arrange a separate time to take staff pictures for central office and floating staff personnel.
14. The vendor shall furnish all students who qualify for free and reduced lunch, or who might be identified by the campus as being unable to purchase pictures due to

financial hardship, discounted package pricing. Approximately 21% of the student body qualifies for free and reduced lunch.

15. The vendor shall mutually establish a schedule for sittings and notification flyer deliveries. At the time the contract is awarded, a meeting will be scheduled between the vendor and each individual school to determine the most acceptable picture-taking schedule for both the vendor and building principals and/or principal designee. This schedule would include the required picture re-take sitting date.
16. The vendor shall provide a secure online ordering option. All pricing and package options for online orders will be consistent with in-person ordering. Describe the functionality of your online ordering system.
17. Senior students shall have the option of taking their yearbook photo at a designated senior photo day at Smithville High School or at a designated private studio. There will be no extra charge for the headshot whether taken in-house or at a private studio.
18. The District will make available student rosters prior to picture day in order to eliminate as much lost time from the classroom as possible. Vendor shall comply with all applicable Federal, state and local laws, rules and regulations relating to student privacy matters.
19. The vendor shall furnish each building principal a complete commission report with each commission payment that itemizes the sales information and the commission calculation. Commission settlements shall be provided within 30 days of each picture event. Provide a sample commission settlement report.
20. The vendor shall furnish one photographer for every 150 students enrolled. The selected company shall also provide 3-4 persons for table help at each school. The actual number of vendor photographers and assistants required to adequately staff the picture taking process will be mutually agreed upon between the vendor and school administration.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year indicated below.

Green Local School Treasurer _____ Date: _____

Sylvart Studios Representative _____ Date: _____

Board Approved Date: _____