



VERNON PUBLIC SCHOOLS

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PHOTOGRAPHY SERVICES

BID # VPS-FY24-002

QUESTIONS AND ANSWERS

Q: Could you please provide us with a copy of the previous winning bid documentation?

A: The 2019 contract has been posted on the Vernon Public Schools website at <https://www.vernonpublicschools.org/departments/business-office/bids>.

Q: Whether companies from Outside USA can apply for this? (like, from India or Canada)

A: Only United States based companies can apply.

Q: Whether we need to come over there for meetings?

A: In-person meetings may be required at times.

Q: Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A: Only United States based companies can apply.

Q: Can we submit the proposals via email?

A: Please reference page 2 of the RFP.

Q: Would you please share with us the final contract with commission percentages as provided by the winning bidder from 2019?

A: The 2019 contract has been posted on the Vernon Public Schools website at <https://www.vernonpublicschools.org/departments/business-office/bids>.

Q: Is the RFP for all schools in the district (elementary, middle and high schools); if not, which schools are included in the RFP?

A: All Vernon Public Schools are included in the RFP.

Q: Is there a criteria list in evaluating the proposals and selecting a provider of yearbook publication services (description and value breakdown)?

A: Please see Attachment A of the RFP.

Q: What is the contract period?

A: Please reference page 11 of the RFP.

Q: Is there a Bid Proposal format/template (i.e. a standard form for all vendors to complete)?

A: Please reference pages 5 and 6 of the RFP.

Q: Is there a Compliance checklist, if applicable?

A: Please reference pages 5 and 6 of the RFP.

Q: If a Bid Proposal template/form is not available, can you provide the following information:

- a. Yearbook specs for each school
- b. How should enhancements be presented (combination of soft & hard cover, custom cover design, cover enhancements, Year-in-Review, name personalization, icons, cover keeper, stickers, etc.)?
- c. Yearbook delivery date
- d. Do you need samples? If so, how many?
- e. Do you need references? If so, how many?

A: *a. Yearbook specifications will be finalized on a school by school basis with the bid award winner.*

b. All companies should provide pricing on:

Senior/High School yearbooks – hard cover, full color, securely bound, custom cover design

Undergraduate yearbooks – soft cover, full color, securely bound, custom cover design

c. All yearbooks should be delivered before the last day of school.

d. Samples may be included but are not required.

e. References listed on page 4 of the RFP may be asked about yearbook production.