

Request for Proposal

For

School and Athletic Photography

For the Mifflin County School District

For the 2026-2027, 2027-2028, and 2028-2029

School Years

Complete Proposal is due by 8:30 A.M., May 18, 2026.

Proposals delivered to the

Mifflin County School District

Administration Building

201 Eighth Street

Lewistown, PA 17044

REQUEST FOR PROPOSAL FOR PHOTOGRAPHY SERVICES

Document Purpose

The purpose of this "Request for Proposal" is to provide interested Photographers and Studios with sufficient information to enable them to prepare and submit proposals (i.e. quotations) for consideration by the Mifflin County School District for photography services for the school years; 2026-2027, 2027-2028, and 2028-2029. Responses to this Request for Proposal may be submitted for (1) Individual and Class Portraits for Elementary, Intermediate, Middle, Junior High and High School Students, including Senior Portraits or (2) Sports Photography or (3) both (1) and (2).

Specific Dates of Contracted Services for the RFP

The School Photography Services as related to this RFP would be from July 1, 2026, through June 30, 2029.

Sports Photography Services as related to this RFP would be from September 12, 2026, through June 30, 2029.

Incurred Proposal Costs

The School District is not liable for any costs incurred by responding Photographers/Photography Studios prior to the issuance of an agreement or contract.

Response Date for Proposals

To be considered for selection, Photography Studio proposals for photography services must be received in a sealed envelope clearly marked "Photography Services Request for Proposal" no later than 8:30 A.M., May 18, 2026, at the Mifflin County School District Administration Building, 201 Eighth Street, Lewistown, PA. 17044.

Informality of Bid and Acceptance, Rejection or Selection of Quotation

The School District expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the School District.

If any proposal is accepted by the School District, the awarding of a contract will be evidenced by the execution of the School District's "Photography Services Agreement" by the Photographers/Photography Studio within twenty (20) days of the contract award.

Acceptance by School Board

The School Board will consider the photography proposals at a future Regular Board of Education Meeting.

In determining the award to the proposing Photographers/Photography Studios, the following will be considered:

1. Evidence in the proposal that the submitting firm clearly understands the scope of the services to be performed.
2. Technical experience of the photographer/photography studio.
3. Qualifications of the photography staff.
4. Costs quoted to perform the specified photography services.
5. List of references with contact information.
6. List of current contracts for services within Pennsylvania.
7. A detailed breakdown (by Elementary, Intermediate, Middle, Junior High, and High School) of any and all "complimentary services" offered.
8. A detailed description of packages to be offered and the fees for each package. This may also be broken down by Elementary, Intermediate, Middle, Junior High, and High School.
9. A fee schedule for Group Portraits.
10. A fee schedule for Kindergarten Camp photographs.
11. A fee schedule for Special Events photographs.
12. A fee schedule for Senior Portraits.
13. A fee schedule for Sports photographs.
14. Timeline and technical specifications for completion of all associated components of the photography services to be provided.
15. A list of any additional services not set forth above.

Rejection of Proposals

The Mifflin County School District reserves the right to reject any and all proposals received in response to this request, or to negotiate separately with competing applicants. The Mifflin County School District reserves the right not to award a contract as a result of this announcement if it does not receive proposals, or it considers them inadequate and unreasonable to address the requirements.

Vendor Responsibilities

Each vendor is obligated to review instructions, requirements, and specifications before submitting a proposal. Submission of a proposal shall be proof that such examinations have been made and that each vendor has completed his/her own investigation and has become thoroughly familiar with the requirements.

Mifflin County School District will not be responsible for, nor honor, any claims resulting from, or alleged to result from, a misunderstanding by the contractor. Vendor will be required to assume responsibility for the packaged service offered in the proposal.

It is NOT allowable for the awarded vendor to subcontract out any of the photography jobs for the Mifflin County School District

It is the vendor's responsibility to comply with all local, state, and federal laws, regulations, codes, licensing, and other requirements.

Disclosure of Proposal Contents

All information provided in proposals will be the property of the Mifflin County School District. All other material submitted becomes the property of the Mifflin County School District. At the discretion of the Mifflin County School District, proposals submitted may be reviewed and evaluated by any person other than competing bidders. The Mifflin County School District has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

Insurance Requirements

Vendor awarded agreement shall present a certificate of insurance with the following coverage in place, within 30 days of notification of the contract. Vendor shall be required to maintain public liability, primarily bodily injury and property damage insurance having minimum limits of \$1,000,000 for one person and \$2,000,000 per occurrence, covering any person or persons who sustain any damage by reason of death or injury as a result of the operations of vendor employees and vendor vehicles. Insurance certificates shall be issued by the insurance company as evidence that such insurance is in effect and shall be filed with the Business Office for the District. Vendor shall not cancel this coverage at any point during the contract period. Changes in Insurance Coverage must be submitted to the District Business Office within 30 Days.

Confidentiality/Safeguarding of Information

The vendor shall not use or disclose any information concerning Mifflin County School District, or information considered classified as confidential, for any purpose not directly connected with the administration of this agreement, except with the prior written consent of the Mifflin County School District, or as required by law, during the term of this agreement and beyond.

Contractor Employees- Access to Children

The vendor and their employees shall obtain the following required background check reports prior to commencement of the agreement:

1. Pennsylvania Criminal Record Check, Act 34
2. Pennsylvania Child Abuse History Clearance, Act 151
3. Federal Bureau of Investigation (FBI) Criminal Background Check, Act 114
4. Arrest/Conviction Report and Certification Form, Act 24

Please Note: For the District to review the original Federal Criminal History Record Information online, the vendor should provide the school with a list of employee names and their respective Registration IDs. This information should be provided to the HR Office within 30 days of the notification of the contract. If any new employees are added to the workforce during the course of the work, the above information must be provided to the District prior to the employee arriving on school district property. All costs for the background checks shall be borne by the vendor. The District will notify the vendor in writing if the decision not to employ the vendor or the vendor's employee(s) is based in whole or in part on criminal history record information.

The vendor shall be required to provide each of their employees working at the District with a picture identification badge (to be worn at all times while on school district property). All employees shall sign in at the respective building offices upon arrival.

Termination of Agreement

Termination of this agreement may occur if, through any cause, the vendor fails to fulfill in a timely or proper manner any obligation under this agreement as deemed by the Mifflin County School District. If the vendor violates any of the covenants or stipulations of this agreement, the Mifflin County School District shall notify the other party in writing of the intention to terminate. The intention to terminate this agreement must occur at least thirty (30) days before the effective date of such termination.

If the vendor intends to terminate the contract, written notice of termination must be provided via certified mail to the Mifflin County School District superintendent at least ninety (90) days before the effective date of such termination.

In addition, this agreement may be terminated upon mutual agreement of both parties.

Sale or Merger of Company

In the event of a merger, acquisition, sale of substantially all assets, or other change in ownership of the vendor, the agreement resulting from this RFP shall not automatically transfer to the successor entity. Continuation of services shall be subject to the written approval of the Mifflin County School District, which may be granted or withheld at the District's sole discretion.

Questions

Questions may be directed in writing to Vance S. Varner, Superintendent (vsv55@mcsdk12.org). All questions must be submitted in writing, and all questions and answers will be distributed via email to all known responding firms.