

HOBBS MUNICIPAL SCHOOLS
P.O. Box 1030
Hobbs, New Mexico 88241

REQUEST FOR INFORMATION

SUBJECT: School Pictures
BID NUMBER: 2425-08
BID ISSUED: August 18th, 2024
OPENING DATE: August 28th, 2024 – 11:00 a.m.
PLACE OF OPENING: Hobbs Municipal Schools
Attention: Jessica Alvarado / CPO
Administration Office
1515 E. Sanger or P.O. Box 1030
Hobbs, New Mexico 88241

BIDDER INFORMATION:

We agree to provide the items as listed for the bid prices indicated on the attached Proposal Form.
We agree to adhere to the General Conditions and Specifications of this bid.

COMPANY _____ SIGNATURE _____
ADDRESS _____ NAME (PRINT) _____
_____ TITLE _____
TELEPHONE _____ DATE _____
E-Mail Address _____

PURPOSE OF THIS REQUEST FOR INFORMATION

The purpose of this Request for Information (RFI) is to select a qualified School Photographer for the HMS District. The intent is to obtain information leading to the selection of a School Photographer that will best meet the needs of the Hobbs Municipal Schools District.

Upon concluding this RFI, HMS district will then be able to select one School Photographer beginning with the 2024-2025 school year.

HMS District will evaluate submittals for this RFI to ensure that a qualified School Photographer is selected. The submissions will be scored and ranked based off specifications heir in the RFI.

RFI SCHEDULE

<u>Event</u>	<u>Date</u>
Issue of RFI	08/18/2024
Deadline to Submit Additional Questions to RFI Manager	08/22/2024
Response to Written Questions/RFI Amendments	08/26/2024
Submission of Information	08/28/2024
Evaluation of Submissions	08/29/2024
Approval of Formative Assessments	08/30/2024

RESPONSES & POINT OF CONTACT

Three submissions of response documents, shall be submitted to the RFI Manager by August 28, 2024.

All inquiries, questions, and submissions regarding this RFI shall solely be directed to:

RFI Manager:

Name: Jessica Alvarado
Hobbs Municipal Schools
Business Office -Room 129
1515 E Sanger
Hobbs, NM 88240
Email: alvaradoj@hobbsschools.net
Phone: 575-433-0100

SPECIFICATIONS

1. The school administrative staff reserves the right to reject any or all pictures if they are of a general inferior quality.
2. Pictures will be taken at 20 individual school sites for the Hobbs Municipal Schools. To expedite time in shooting pictures, two cameras will be utilized at the Hobbs High School/CTECH, Freshman High School, Heizer, Highland and Houston Middle School.
3. Pictures are to be color, except as noted. Solid background colors, rather than decorative landscape, floral, etc., shall be used.
4. Submit sample packet. Samples shall be on the same paper that pictures will be printed on. Quality of paper will be considered. Samples shall show same type and color of background to be utilized for the Hobbs Schools photographs.
5. Photographer must indicate what Individual packet will consist of.
6. The successful vendor must provide photos on a CD for each school for identification purposes. The file must be in JPG format with the Student Identification Number attached. Example: 123456.jpg
7. The successful vendor agrees to provide two (2) sets of photos on a CD for Data Processing and Technology Department. The CD's shall contain every student. Each student shall be identified by name and student number. For Data Processing – send to Attn: Amy Williams at 1515 E Sanger, Hobbs NM 88240 and for Technology – send to Attn: Andrew Toglia, 801 N Marland, Hobbs NM 88240.
8. The successful vendor agrees to provide three (3) additional CD's containing pictures of all the Hobbs High School Students. Each student shall be identified by name and student number. The CD shall be sent to HHS Year Book Staff.
9. Price shall include all fees. State price per picture, price per package and price per partial pack.
10. The individual student reserves the right to purchase any number, all or none of the pictures in the packet at the set price.
11. Packets can be paid for before or at the time of Individual Picture. NO MONIES will run through Hobbs Schools. The transaction will be between awarded Photographer and individuals purchasing the photos. School will not be responsible for any monies of any pictures.
12. Individual student pictures will be taken in September or October. A guaranteed delivery of originals, retakes and group pictures is required. Delivery of original pictures, FOB Hobbs shall be made no later than the first week of November.
13. High School pictures, grades 10, 11 and 12 shall be made the first week of

September. Contact the High School Principal, Jason Parrish, (575) 433-0200 for scheduling.

14. Three (3) extra pictures, 1 ½ “ x 2”, of each student in Kindergarten through grade 5 shall be made and furnished to his/her respective school.
15. Three (3) extra pictures, 2” x 3” size of each student in grades 6 through 12 shall be made and furnished, one each to the Counseling Department, the High School Annual Staff and one to the yearbook committee. Pictures shall be black and white with student’s name on the lower front border of photo.
16. The students name and grade shall be put on the outside of each individual school picture packet.
17. A retake schedule will be made after the original pictures are delivered. Delivery of retake pictures shall be made no later than the first week of December.
18. Retake pictures will be available to new enrollees and to all students who were absent at the time original pictures were taken. Retake pictures shall also be available for those students whose original picture was of unacceptable quality. Examples of unacceptable pictures include but are not limited to: eyes closed, mouth open, student not centered in picture. The School Principal, NOT THE PHOTOGRAPHER, shall determine which students will be allowed to have a retake picture. The Principals shall exercise prudent judgment in their determinations. Retake pictures shall not exceed 15% of the student enrollment per school. The percentage shall not apply to unacceptable pictures caused by camera or lighting problems. All unacceptable pictures caused by technical problems shall be retaken.
19. If photograph announcements, posters, and other literature furnished to schools for distribution to parents and students contain “unconditional guarantee of satisfaction” or similar statements, photographer must be willing to provide retakes for all students who request them, even if the original picture was an apparently suitable photograph.
20. A color group picture, approximately 5” x 7” of grades K-5, of students and teacher shall be made. They are to be packaged by schools. each group picture shall be packaged individually and put in teacher order. Delivery shall be made no later than the first week of March.
21. The Hobbs Municipal Schools allows only group pictures to be taken in the spring. No principal may elect to have other variety packages to be taken at their school.
22. Photographs will NOT be provided to staff members free of charge or the students that assist photographer. Staff members are required to pay for pictures just as students do.

23. Estimated school enrollment for 2024-2025 is 10,232:
- Elementary – 4,822
 - Middle School – 2,272
 - Freshman – 759
 - Highschool/CTECH – 2,379
24. Photographer MUST contact the Principal of Individual Schools to schedule tentative time period for photographs. A phone number list will be mailed to the awarded vendor.
25. After approval of a time period, photographer may contact each building principal to formulate schedules for original pictures, retakes, and group pictures. All Hobbs Schools shall be photographed during the same time period in order to assure delivery of the photographs or all Hobbs Schools at approximately the same time.
26. The Director of Finance for the Hobbs Municipal Schools MUST receive a written copy of the schedules prior to the first scheduled date of photographs.

ORGANIZATION OF SUBMISSION

REQUIREMENTS

The submittal must be organized in the following format and must contain, at a minimum, all listed items in the sequence indicated starting with the Letter of Transmittal:

Binder Tab 1:

Letter of Transmittal:

Each submittal must be accompanied by a Letter of Transmittal (see attachment A). The letter must be completed and signed by a person authorized by the organization.

Binder Tab 2:

1. Table of Contents

Each submittal must be accompanied by the following requested information.

- A. Provide a package breakout. Photographer **must** indicate what Individual packet/packets will consist of.
- B. Provide price per picture, per package and per partial package. Price shall include all fees.
- C. Provide a sample packet. Samples shall be on the same paper that pictures will be printed on. Quality of paper will be considered. Samples shall show same type and color of background to be utilized for the Hobbs Schools photographs.
- D. Provide a timeline of earliest date original pictures, retake pictures and group pictures can be scheduled.
- E. Provide a list of references preferably similar in size to Hobbs Schools.
- F. Provide detailed information describing your company's qualifications and experience providing school photography and related services to K-12 schools.

SCORED EVALUATION COMPONENTS

Approval will be based on the following evaluation factors:

<i>Criteria:</i>	<i>Possible Points 100:</i>
Letter of Transmittal	5
Qualifications/Experience	30
Pricing	35
Sample	30

EVALUATION PROCESS

All submitted information will be reviewed for compliance with the requirements stated in the RFI.

The RFI Manager may contact the authorized organization representative for clarification of the response.

Submissions of information will be evaluated on the factors specified. An award letter will go out to the vendor deemed most qualified by the committee on behalf of Hobbs Schools no later than September 2, 2024.

Attachment A

Letter of Transmittal Form

Items one (1) to four (4) each **MUST** have a response. Failure to respond to all four items **WILL** result in the disqualification for your submission.

1. Identity (Name) and Mailing Address of the submitting organization:

2. For the Person authorized by the organization to contractually obligate the organization:

Name	
Title	
E-Mail Address	
Telephone	

3. For the Person authorized to negotiate the contract on behalf of the organization.

Name	
Title	
E-Mail Address	
Telephone	

4. For the Person to be contacted for clarifications:

Name	
Title	
E-Mail Address	
Telephone	

- I agree that the submission constitutes acceptance of the Evaluation Factors contained in this RFI.
- I acknowledge receipt of any and all amendments of this RFI



Authorized Signature and Date (**Must be Signed** by the person identified in Item #2, above.)