

Pittsburg Community School – USD 250 School Photography Services Bid

This letter is to notify you that Pittsburg Community School District – USD 250 is currently seeking a school photographer for the 2024-2025 school year through the 2026-2027 school year to serve the needs of our schools, families and community. As part of the bid agreement, both parties will review the yearly service contract and determine whether or not to continue the affiliation each year.

To be considered, a complete bid will include answers to the “general questions” regarding the company’s experience, procedures, and customer service.

General Questions

- Number of years in the photography business?

- Number of years in the school photography business?

- Names of schools who could be contacted regarding the quality of your products and your customer service:

- How do you handle orders, retakes, make-up days, and/or refunds?

- What is the turn-around time for picture delivery?

- Do you provide administrative files that are compatible with PowerSchool?

- Please list the yearbook companies your administrative files and yearbook files are compatible with:

- Do you allow multiple people access to student images?

- Do you have backdrop options that correlate with our branding? (Purple or Gray)

USD 250 Requirements:

Elementary Schools (K-5 in four buildings):

- Fall Pictures/Retakes
- Spring Pictures/Retakes
- Class Pictures
- Student ID’s
- Compatibility with PowerSchool (SIS) and (Yearbook)

Middle School (6-8):

- Fall Pictures/Retakes
- Athletics
- Student ID's
- Compatibility with PowerSchool (SIS) and (Yearbook)

High School (9-12):

- Fall Pictures/Retakes
- Commencement Photos, Graduate Portraits
- Athletics
- Student ID's
- Compatibility with PowerSchool (SIS) and (Yearbook)

Price/Package Structure

- Individual Student Photographs
- Employee Photographs
- Elementary Class Pictures

Athletics:

- Team Photographs
- Individual Photographs
- Senior Group Photographs
- Individual Coach Photographs
- Coaches Group Photographs
- Team Banners
- Senior Banners (Individual or Group?)

Other:

- Additional Services (I.D. Badges, High School Commencement Photos, etc.)
- What complimentary items, if any, would you include?
- Do you provide price breaks for families who have multiple children in the school district? If so, please specify.

All bid information must be submitted no later than Monday, March 18, 2024.

Should you choose to inquiry, we will review your submitted information. We reserve the option to also include interviews of prospective photography service companies prior to awarding a bid.

Timeline:

Bid opening: March 18 (Monday) – Noon
Potential interviews: March 19 – March 22
Bid Approval: April 9 or sooner if applicable

Questions should be directed to Ann Lee, Assistant Superintendent at (620) 235-3100 or alee@usd250.org.