

**Mason Consolidated Schools
Request for Proposal
School Photographer**

Mason Consolidated Schools is seeking an Independent Contract for School Photographer to photograph school events.

INSTRUCTIONS:

1. Sealed proposals must be received at the Mason Consolidated Schools Superintendent's Office, 2400 Mason Eagles Drive, Erie, MI, 48133 on or before 3:00 p.m. on August 15, 2017.
2. All proposals must be clearly marked "School Photographer Proposal".
3. A pre-proposal meeting will be held in the Superintendent's Office, 2400 Mason Eagles Drive, Erie, MI 48133 at 5:30 p.m. on August 7, 2017.
4. Any questions on the specific requirements of all services needed prior to submitting a proposal may contact Andrew Shaw at 734-848-9304 or shaw@eriemason.k12.mi.us.
5. Mason Consolidated Schools reserves the right to reject any or all proposals and is not bound to accept low proposals. The award will be made in the best interest of the district.

DESCRIPTION OF SERVICES:

The School Photographer will be available to photograph the following events:

1. Central Elementary School
 - a. 5th Grade photo in May (Comp an 8 x 10 for each 5th grade teacher, a 36 x 24 chopped metal frame with a matt for kids to sign and a 16 x 20 photo)
 - b. Music programs 3-4 per year
 - c. Other events as assigned
2. Mason Middle School
 - a. Photo booth photos during dances 5-8 a year.
 - b. Fall sports portraits and candid's
 - c. Winter sports portraits and candid's
 - d. Spring sports portraits and candid's
 - e. Other events as assigned
3. Mason High School
 - a. Fall sports portraits and candid's
 - b. Winter sports portraits and candid's
 - c. Spring sport portraits and candid's
 - d. All clubs and Organizations portraits
 - e. Homecoming assemblies, coverage of crowning of queen and parade coverage.
 - f. Homecoming dance formal photos
 - g. Coverage of Veterans Program
 - h. Hall of Fame photos at dinner and halftime at basketball game
 - i. Winterfest assemblies, crowning of the king and formal photos at the dance
 - j. Prom formal photos at the dance
 - k. Graduation practice, walking through the other buildings and photo on the playground equipment in caps and gowns

- l. Formal gown photo before commencement in the library
- m. Photos during graduation walking in and out, candid's, during the ceremony individuals before walking across the stage, receiving their diplomas and shaking hands with the principal
- n. Other events as assigned

INSURANCE:

The Photographer shall carry professional liability insurance and shall, upon request by the School, provide to the School a letter of proof of insurance.

AGREEMENT:

Mason Consolidated Schools will agree to use the selected vendor for three years. Photographer is to submit an agreement with proposal. The agreement is to specify comp items other than those listed above, package pricing and donated amount back to each sponsoring group. Groups are listed below.

Athletics	Elementary Office	Middle School Office
MS Youth in Government	MS NHS	MS Science Olympiad
High School Office	HS Youth in Government	HS Choir/Band/Drama
HS NHS	HS Yearbook	HS 9 th Grade Class
HS 10 th Grade Class	HS 11 th Grade Class	HS 12 th Grade Class

Other groups who may choose to run an event.

Mason Consolidated Schools reserves the right to use all pictures taken by selected Photographer for publications in the school website, yearbook, newsletter, newspaper and any other form of publication that the District deems necessary. All photos will be accompanied with a "by line" in said publications.