



Oak Grove R-VI School District



## Request for Qualifications

This document is a Request for Qualifications (RFQ) for the Oak Grove R-VI Graduation Ceremony Photographer. Please submit two (2) copies of your proposal in a sealed envelope marked “Qualifications Proposal – Graduation Photographer” in the lower left hand corner no later than 2:30 p.m. on January 23, 2020 to:

Oak Grove R-VI School District  
601 S.E. 12<sup>th</sup> Street  
Oak Grove, MO 64075

Attn: Kerri Reinbold  
Finance  
(816) 690-4156  
[kreinbold@ogr6.org](mailto:kreinbold@ogr6.org)

The Oak Grove R-VI School District (District) reserves the right to reject any and all qualifications, to waive any irregularities, and to accept the bid considered most advantageous to the District. The Vendor must respond to all items on this form.

## 2020 Graduation Ceremony Photographer

Qualification Closing Date: January 23, 2020

Qualification Closing Time: 2:30pm

Qualification Opening Location: 601 SE 12<sup>th</sup> Street, Oak Grove, MO 64075

*Oak Grove R-VI School District reserves the right to reject any or all proposals and to waive informalities or irregularities in any proposal.*



601 SE 12<sup>th</sup> Street Oak Grove MO 64075

January 9, 2020

Dear Vendor:

The Oak Grove R-VI School District (OGR6) is seeking qualifications for the graduation ceremony for the Oak Grove R-VI students and families. The District is looking for a professional photographer to provide multiple packages and options for our graduating class. All packages would be geared towards the graduate(s) family and friends for purchase.

Qualifications must be returned on the form(s) provided, with "Qualifications Proposal – Graduation Photographer" clearly on the label. The Oak Grove R-VI School District, will accept qualifications until 2:30PM., January 23, 2020 at the Central Office, 601 SE 12<sup>th</sup> Street Oak Grove, MO 64075. The Qualification Packets will be opened after 3:00PM on January 23, 2020.

The Oak Grove R-VI School District would like to secure a photographer for the graduation ceremonies for the next four (4) years. The initial contract will be for the 2020 Graduation with the option to renew for an additional four (4) years. The photographer has the potential to work with the District for a total of five (5) years.

Qualifications may be faxed to 816-690-3031 or e-mailed to [kreinbold@ogr6.org](mailto:kreinbold@ogr6.org).

If you any have questions, please contact me at 816-690-4156 or e-mail [kreinbold@ogr6.org](mailto:kreinbold@ogr6.org).

The District reserves the right to reject any and all proposals and to waive informalities.

Sincerely,

Kerri Reinbold

Finance



601 SE 12<sup>th</sup> Street Oak Grove MO 64075

## General Notes

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- Graduation Ceremony date: May 9, 2020
- Location: 1001 W Walnut St, Independence, MO 64050
- The vendor will provide photographer services to capture the Oak Grove graduating class receiving their diploma's on this memorable occasion.
- The vendor will work directly with the students and families of the Oak Grove R-VI School District.
- The District will ask three vendors to come back in for an interview with District staff after January 23, 2020.
- The Oak Grove R-VI would like to secure a vendor for future graduation ceremonies.
- The District reserves the right to accept or reject any or all qualification packets.

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# Photographer Questions

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1. What is your photographic approach/style?

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2. Do you have a portfolio that the District may review?

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3. Have you worked with the District in the past?

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a. What projects have you worked on and completed for the District?

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b. In the past has your business worked this venue? If so, do you have any samples that you could share?

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c. If you have not worked with the District in the past, can you provide three references for the District to contact?

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# Photographer Questions

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4. Will you be working this venue on your own or will you have additional associates working with you?

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a. Can you please provide the names of any additional associates that this venue?

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b. If you become ill at the time of this event, do you have someone to take your place to work the venue?

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c. Are you working any other venues/events on this scheduled day?

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5. What does the final product look like, and how long will the graduating students/family have access to them (online ordering, album, digital CD, etc.)?

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6. How long will it take for our graduating student(s) and family to receive their packages?

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# Photographer Questions

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7. If you provide videography, will this be an option for the graduating students to purchase a CD of the ceremony?

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8. Can you provide the type of packages that you would offer for this event?

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9. Can you provide a sample contract for the District to review for this venue/event?

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# Qualification FORM – Graduation Ceremony Photographer

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SUBMIT QUALIFICATIONS TO: Kerri Reinbold

Oak Grove R-VI School District

601 SE 12<sup>th</sup> Street, Oak Grove, MO 64075

Sealed qualifications will be accepted until 2:30PM., January 23, 2020. Please ensure the returned envelope is clearly marked “**Qualifications Proposal – Graduation Photographer**”.

The event is scheduled for May 9, 2020 at 1001 W Walnut St, Independence, MO 64050.

COMPANY:

\_\_\_\_\_

ADDRESS:

\_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ Date: \_\_\_\_\_

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601 SE 12<sup>th</sup> Street Oak Grove MO 64075

# Sample Contract

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**This page is intentionally left blank for the Sample Contract**

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601 SE 12<sup>th</sup> Street Oak Grove MO 64075



# Photo Packages

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**This page is intentionally left blank for the Photo Packages**

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