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# PUBLIC NOTICE

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## REQUEST FOR PROPOSALS

### District Photographer – for School / Sports /Activities

Washakie County School District #1 will receive proposals on this form until **1:00 p.m. Wednesday, April 17, 2024** to photographs for all school, sports and activities for Washakie County School District No. 1. The period of the agreement shall be **August 1, 2024 to July 31, 2025**.

### REQUIRED CONDITIONS

The following conditions are included, but not limited to:

- 1) Provide packets for photographs for all schools, sports and activities. (*This does not include Senior Sports Banners, Nor Senior Banners that are hung up downtown, those will be procured separately by the High School, Booster Clubs or Clubs/Activities themselves.*)
- 2) Digitally transmit all photos in a format dictated by the central office, to the central office for Student Information System records in a timely manner.
- 3) Travel to Worland for multiple trips and schedule sessions at the schools for multiple sports and activity seasons throughout the school year and return activity pictures and products in a timely manner.
- 4) Schedule with each school, dates for picture and re-takes including, Middle School and High School activities.
- 5) Provide K-5 Class Group Photos of each class to each K-5 student.
- 6) Provide samples of portfolio of their previous work.
- 7) Communicate effectively with parents.
- 8) Must have capacity for multiple photography projects at once.

Proposal shall be submitted via email to [ccauffman@washakie1.com](mailto:ccauffman@washakie1.com) or can be brought into 1900 Howell Avenue, Worland, WY at the appointed date and time.

Washakie County School District #1 reserves the right to reject any and all proposals, to waive any informality in the proposals, and unless otherwise specified by the proposing party, to accept any item in the proposals. Washakie County School District #1 is not obligated to take the lowest price, but may take a combination of lowest price and ability to meet all required conditions.

In compliance with the invitation for bids, and subject to all conditions thereof, the undersigned offers and agrees, if this proposal is accepted, to furnish any and all items upon which prices are quoted, at the price given at the time of proposal, unless agreed upon by the Chief Operations Officer.

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Representative Signature: \_\_\_\_\_

Charles R. Cauffman  
Business Manager, WCSD #1

March 28, April 4-11, 2024

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