

RFQ 23MISC15
REQUEST FOR QUALIFICATIONS OF PHOTOGRAPHY VENDORS

FACT SHEET

A. **Overview:** This recommendation is to qualify vendor(s) for photography services that can adhere to Frederick County Public Schools (FCPS) Personal Identification Information (PII) regulations.

1. **Bid Participation:**

48 proposals downloaded
7 companies submitted a proposal

2. **Proposals were received from:**

Chv Media, LLC (Baltimore, MD)
Commonwealth Imaging, Inc. dba: Classic Photography & Imaging (Elkridge, MD)
Home Lense (Oakland, MD)
R. L. Kuhn, Inc. dba: Pictures Plus & O’Roke Photography (Waynesboro, MD)
Shutterfly Lifetouch, LLC (Eden Prairie, MD)
Strawbridge Studios, Inc. (Durham, NC)
Traditions School Photography (Union Bridge, MD)

3. **Other Facts:**

- The initial period shall be effective from the date of award through June 30, 2025, with two, two-year renewal options.
- Criteria used to evaluate the pre-qualification applications included Licensing in the State of Maryland; Insurance requirements; FCPS Vendor questionnaire; and references on previous projects.
- Terms in this contract directs the vendors to adhere to FCPS data security and PII regulations.
- During the life of the contract, FCPS will accept applications to become pre-qualified.
- One vendor was not awarded due to them not meeting the minimum requirements.
- The contract will be administered by Kyle Barnette, Acting Director, System Accountability and School Administration.

4. **Source of funding:** Parents pay the providers directly for their services.

B. **Recommendation:** Staff recommends that RFQ 23MISC15, Request for Qualifications of Photography Vendors, be awarded to Chv Media, LLC; Commonwealth Imaging, Inc. dba: Classic Photography & Imaging; R.L. Kuhn, Inc. dba: Pictures Plus & O’Roke Photography; Shutterfly Lifetouch, LLC; Strawbridge Studios, Inc.; and Traditions School Photography.

C. **Action taken by the Board (Purchasing use only):**

<u>DG/kl</u> Approved	_____ Denied	_____ Deferred	_____ Other	DG/kl
<u>08.30.23</u> Date	_____ Date	_____ Date	_____ Date	BOE Mtg.: 08.30.23