

**School Photographic Services Contract Cover Sheet/Guidelines
Candid Color Photography, Ltd., Contract CCP 49-21rcc
Awarded: Elementary**

Contractor	<p style="text-align: center;">Candid Color Photography, Ltd. 11010 Bacon Race Road, Woodbridge, VA 22192 800-321-4256 or 703-590-0187 FAX 703-590-8221 customerservice@candidcolor.net or info@candidcolor.net</p>
Contact Information	<p><u>Elementary Schools:</u> Mr. Kyle Araujo, Vice President kyle@candidcolor.net</p>
Pricing, commission, complimentary items:	See attached contract; services may only be utilized for the school level(s) specifically awarded
Contract Term:	December 14, 2021 – December 13, 2024, with two (2) additional one year renewal terms.
Principal's Choice:	<p>Renewal occurs during January & February of each year, select from the awarded Contractors, complete the attached one-page form, and return a copy to Procurement for the contract file. Contractors may only contact schools during January and February to solicit business for the following school year; Principals/School authorized personnel may contact Contractors outside of this sixty-day period to select for the next school year, if they prefer.</p>
School/Principal Responsibilities:	<ul style="list-style-type: none"> • Provide any applicable dress codes to Contractor • Meet with Contractor to discuss and verify scheduling for all photo sessions, special events, club photos, sports photos, or any other requirements • Complete the attached form and return it to Procurement to verify what Contractors are used each school year; you should not have to sign any other agreements, but if you are asked to, those agreements must reference the FCPS contract noted, as the ruling document and can be reviewed by Procurement at your request • Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options • Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed

School Photographic Services Annual Sign-Up Sheet

(To be completed & sent to Procurement Division prior to school year)

Principal(s) will send this completed form to the Procurement Division each spring when contracting for the following school year. Principals or their designees may schedule photo sessions and customize them as required to best meet the needs of that particular Fauquier County Public School. However, Principals or their designees will share any substantial changes to the contract pricing or options with the Procurement Division for addition via modification, to keep all other schools within the district informed of their contract options.

(Note: E=Elementary; M=Middle; H=High School service levels)

Principals are not required to sign any additional contracts or agreements other than as noted below.

School Name:

Principal/Key Contact for Photographic Services:

Select one contractor from the list below, applicable to your school level:

School Year: _____

- Barksdale School Portraits, BSP 49-21rcc (M, H)
- Candid Color Photography, Ltd. CCP 49-21rcc (E)
- Lifetouch, LT 49-21rcc (E)
- Strawbridge Studios, SS 49-21rcc (E, M, H)
- Victor O'Neill Studios, VO 49-21rcc, (M, H)

Contractors may submit quote sheets or schedules to Principals or their appointed designees, but the Contractor may not require Principals to sign any additional contracts or agreements, other than those acknowledging the upcoming school year schedule, sessions or specific school requirements under the existing contracts; any schedule, session or specific requirement documents requiring Principal's signatures must reference the Contractor's official FCPS contract number.

Substantial changes to consider adding to the existing contract via modification (note here or, provide an attachment):

**Keep original; send copy of this form to the Procurement Division,
via e-mail (procurement@fauquiercounty.gov), fax (FAX 540-422-8355) or courier**

Complimentary Photo Products

- School offices to receive complimentary 17x22 desk calendars and 8½x11 monthly planners.
- Schools to receive images formatted for your school administrative system
- Schools to receive administrative software with student information, images, and more.
- Schools to receive a “Crisis Directory” of all student names and images loaded on administrators’ tablets, smartphones, or computers.
- Elementary Schools to receive come sticker sheets of student pictures for your file folders. While this is most common for elementary schools, this is also available for middle schools on request.
- Schools to receive one (1) identification card per student (school approval).
- Schools to receive up to five (5) custom photo posters depicting school mission, encouraging academic excellence, or depicting student life.
- CCP can offer schools up to twenty (20) complimentary packages (Fall or Spring) for under privileged students or deserving families. Principal to select students.
- CCP can provide prints for your “Senior of the Month” per principal’s request.
- CCP can provide “Teacher of the Year” prints per principal’s request.
- Elementary and Middle Schools to receive “Honor Student Certificates” for students achieving academic goals
- Schools to receive two (2) complimentary custom 24”x24” mosaic featuring student images.
- CCP will provide a sports poster depicting your teams per each school. Middle Schools to receive one with all sports at year’s end. High Schools to receive one per season (due to the number of teams per season).
- Elementary Schools to receive fifth grade “Promotional Certificates” at the end of each school year. One (1) 8x10 certificate is created for each 5th grader and features the student name, picture, school, and custom graphics approved by the principal. This is a \$400 value at no charge.
- Elementary Schools to receive one (1) “Principal’s Album” containing all class groups.
- Voluneers assisting CCP on underclass fall and spring picture days for the full time duration receive a complimentary package for their student.
- CCP offers a 25% discount on underclass picture packages for families with three or more children that attend a CCP contracted school within the same school year.
- CCP provides high schools with an ID card printer to facilitate printing replacement ID cards, hall passes, visitor badges, and more. ID card machine is on loan to the schools per each contracted year. If the school decides to not renew our partnership then the ID card machine will be returned to CCP.
- CCP can provide high schools with one loaner digital camera. This is on loan to the schools per each contracted year. If the school decides to not renew our partnership then the loaner digital camera will be returned to CCP.

**K-11 Elementary, Middle, and High School Fall Packages and Prices
Prepay & Proofing System - School selects desired commission rate**

Package Contents	0%	10%	20%	30%	40%	50%
A 2 - 8x10, 2 - 5x7, 4 - 3½x5, 8 Wallets, 16 Mini Wallets	\$22.00	\$25.00	\$28.00	\$32.00	\$37.00	\$44.00
B 2 - 8x10, 2 - 5x7, 2 - 3½x5, 4 Wallets, 16 Mini Wallets	\$20.00	\$23.00	\$25.00	\$29.00	\$34.00	\$40.00
C 1 - 8x10, 2 - 5x7, 2 - 3½x5, 4 Wallets, 16 Mini Wallets	\$19.00	\$22.00	\$24.00	\$28.00	\$32.00	\$38.00
D 2 - 5x7, 2 - 3½x5, 4 Wallets, 16 Mini Wallets	\$18.00	\$20.00	\$23.00	\$26.00	\$30.00	\$36.00
E 1 - 8x10, 2 - 3½x5, 4 Wallets, 8 Mini Wallets	\$17.00	\$19.00	\$22.00	\$25.00	\$29.00	\$34.00
F 2 - 5x7, 4 Wallets, 8 Mini Wallets	\$15.50	\$18.00	\$20.00	\$23.00	\$26.00	\$31.00
G 1 - 5x7, 1 - 3½x5, 2 Wallets, 8 Mini Wallets	\$15.00	\$17.00	\$19.00	\$22.00	\$25.00	\$30.00
H 1 - 8x10	\$10.50	\$12.00	\$14.00	\$15.00	\$18.00	\$21.00
I 1 - 5x7, 4 Wallets	\$10.00	\$12.00	\$13.00	\$15.00	\$17.00	\$20.00
J 2 - 3½x5, 4 Wallets	\$ 8.50	\$10.00	\$11.00	\$13.00	\$15.00	\$17.00
K 2 - 3½x5, 8 Mini Wallets	\$ 8.00	\$ 9.00	\$10.00	\$12.00	\$14.00	\$16.00
L 4 - Wallets, 8 Mini Wallets	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$12.00	\$14.00
Add-Ons to Any Package						
1 1 - 5x7	\$ 3.50	\$ 4.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00
2 2 - 3½x5s	\$ 3.50	\$ 4.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00
3 4 - Wallets	\$ 3.50	\$ 4.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00
4 1 - 8x10	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$12.00	\$14.00
5 1 - Digital Download (Available only with Pkg A or B)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00

Retouching (for facial blemishes) - \$8.00

(Retouching does not qualify towards commission to school)

Personalized 2x3 Wallets - \$6.00

(Personalized wallets do not qualify towards commission to school)

Price includes professional services to photograph ALL student/faculty images, cost to print, identification, sorting, packaging with individual labels, shipping to school, online ordering of images with a personal access code per student, producing come admin stickers per student, providing faculty with a free complimentary package, candid yearbook events, and creation of yearbook autoflow and admin image files. Commission is based upon a minimum of fifty (50) orders and/or less retakes/make-up packages.

Elementary and Middle Spring Packages and Prices
Prepay & Proofing System - School selects desired commission rate

Package	Contents	0%	10%	20%	30%	40%	50%
A	2 - 8x10, 2 - 5x7, 4 - 3½x5, 8 Wallets, 16 Mini Wallets	\$22.00	\$25.00	\$28.00	\$32.00	\$37.00	\$44.00
B	2 - 8x10, 2 - 5x7, 2 - 3½x5, 4 Wallets, 16 Mini Wallets	\$20.00	\$23.00	\$25.00	\$29.00	\$34.00	\$40.00
C	1 - 8x10, 2 - 5x7, 2 - 3½x5, 4 Wallets, 16 Mini Wallets	\$19.00	\$22.00	\$24.00	\$28.00	\$32.00	\$38.00
D	2 - 5x7, 2 - 3½x5, 4 Wallets, 16 Mini Wallets	\$18.00	\$20.00	\$23.00	\$26.00	\$30.00	\$36.00
E	1 - 8x10, 2 - 3½x5, 4 Wallets, 8 Mini Wallets	\$17.00	\$19.00	\$22.00	\$25.00	\$29.00	\$34.00
F	2 - 5x7, 4 Wallets, 8 Mini Wallets	\$15.50	\$18.00	\$20.00	\$23.00	\$26.00	\$31.00
G	1 - 5x7, 1 - 3½x5, 2 Wallets, 8 Mini Wallets	\$15.00	\$17.00	\$19.00	\$22.00	\$25.00	\$30.00
H	1 - 8x10	\$10.50	\$12.00	\$14.00	\$15.00	\$18.00	\$21.00
I	1 - 5x7, 4 Wallets	\$10.00	\$12.00	\$13.00	\$15.00	\$17.00	\$20.00
J	2 - 3½x5, 4 Wallets	\$ 8.50	\$10.00	\$11.00	\$13.00	\$15.00	\$17.00
K	2 - 3½x5, 8 Mini Wallets	\$ 8.00	\$ 9.00	\$10.00	\$12.00	\$14.00	\$16.00
L	4 - Wallets, 8 Mini Wallets	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$12.00	\$14.00
	1 - 8x10 Class Group - \$12.00 (flat 20% commission)						

Add-Ons to Any Package

1	1 - 5x7	\$ 3.50	\$ 4.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00
2	2 - 3½x5s	\$ 3.50	\$ 4.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00
3	4 - Wallets	\$ 3.50	\$ 4.00	\$ 5.00	\$ 5.00	\$ 6.00	\$ 7.00
4	1 - 8x10	\$ 7.00	\$ 8.00	\$ 9.00	\$10.00	\$12.00	\$14.00
5	1 - Digital Download (Available only with Pkg A or B)	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00	\$20.00
6	1 - 8x10 Class Group - \$6.00 (flat 20% commission)						

Retouching (for facial blemishes) - \$8.00

(Retouching does not qualify towards commission to school)

Personalized 2x3 Wallets - \$6.00

(Personalized wallets do not qualify towards commission to school)

Price includes professional services to photograph ALL student/faculty images, cost to print, identification, sorting, packaging with individual labels, shipping to school, online ordering of images with a personal access code per student, cume admin stickers per student, free complimentary faculty package, candid yearbook events, and creation of yearbook autoflow and admin image files. Commission is based upon a minimum of fifty (50) orders and/or less retakes/make-up packages.

Other Products

Elementary and Middle School Mosaic - A 11"x11" print that features the individual school's logo using the fall underclass images. Mosaic is printed on Kodak Professional Metallic paper. School to receive a complimentary 24"x24" and can be used as a sample for parents. Mosaic is a prepay sale. Price below is net and 0% commission to the school.

Package Contents	Price
A 1 - 11x11 School Mosaic	\$ 10.00

Price includes cost to design and create, cost to print, sorting, packaging with individual labels, shipping to school and online ordering with an access code.

Remote Ordering Entry System (ROES) - CCP's photo lab, StarMark Imaging, offers an online image ordering service called ROES (Remote Order Entry System). ROES allows parents to order Kodak Professional prints of their own personal images taken with their own personal cameras (i.e. vacation, Thanksgiving party). Parents can go to <http://roes.starmarkimaging.com> and download the lab software. Parents would upload their images and select the size print they wish to order. We offer competitive prices on various sizes from wallet sizes up to a 30" platform. Parents can also create custom photo greeting cards, memory books and more. Parents will need to contact us to receive an account number that links their information with the school. For example, a parent of Anytown High School is assigned an account number ATL000001. Any orders placed using their own personal account number will be recorded. The school will receive 1% on any orders placed (excluding cost to ship) when they use a designated account. This system is similar to Target where the shopper can designate their purchase to a selected school.