

**School Photographic Services Contract Cover Sheet/Guidelines**  
**Splendid Portraits SP-62-16smc**  
**Awarded: Elementary & Middle Schools**

<b>Contractor</b>	<b>Splendid Portraits</b> 7297 Lee Highway, Suite L, Falls Church, VA 22042 800-230-4602 FAX 703-237-8069 <a href="mailto:CustomerService@splendidportraits.com">CustomerService@splendidportraits.com</a> <a href="http://ClientServices@SplendidPortraits.com">ClientServices@SplendidPortraits.com</a>
<b>Contact Information</b>	Mr. Ken Howard, President 800-230-4602 <a href="mailto:Ken@SplendidPortraits.com">Ken@SplendidPortraits.com</a>
<b>Pricing, commission, complimentary items:</b>	See attached contract; services may only be utilized for the school level(s) specifically awarded
<b>Contract Term:</b>	April 28, 2016 – April 28, 2019, plus two (2) one-year renewals
<b>Principal's Choice:</b>	Renewal occurs during January & February of each year, select from the four 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.
<b>School/Principal Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Provide any applicable dress codes to Contractor</li> <li>• Meet with Contractor to discuss and verify scheduling for all photo sessions, special events, club photos, sports photos, or any other requirements</li> <li>• 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</li> <li>• Contact Procurement with any additions made to the contract, to add via official contract modification so that all schools are aware of new options</li> <li>• Contact Procurement in writing to report any serious violations or breach of contract, or if any contract interpretation/clarification is needed</li> </ul>

## **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:** \_\_\_\_\_

- Candid Color Photography, Ltd. CCP-62-16smc (E, M, H)
- Lifetouch National School Studios, LNS-62-16smc (E, M, H)
- Scherling Photography, LLC, SCH-62-16smc (E, M, H)
- Splendid Portraits, SP-62-16smc (E, M)
- Strawbridge Studios, SS-62-16smc (E, H)
- Victor O'Neill Studios, VOS-62-16smc, (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 S. Monaco, CPPO, CPPB, Procurement Division, via e-mail ([susan.monaco@fauquiercounty.gov](mailto:susan.monaco@fauquiercounty.gov)), fax (FAX 540-422-8355) or courier**

**FAUQUIER COUNTY SCHOOL BOARD,**  
**a political subdivision of the Commonwealth of Virginia**  
Contract SP-62-16smc, Photographic Services, FCPS: Elementary & Middle Schools

This Agreement is made and entered into this 28th day of April, 2016, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, **Splendid Portraits**, located at **7297 Lee Highway, Suite L, Falls Church, VA** hereinafter referred to as "Contractor".

**WITNESSETH** that the Contractor and the Owner, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

**SCOPE OF SERVICES:** The Contractor shall provide Photographic Services for Fauquier County Elementary and Middle Schools as set forth in the Contract Documents.

**COMPENSATION:** The Owner will pay and the Contractor will accept in full consideration for the performance during the contract term, the fees provided in the proposal response and attached hereto.

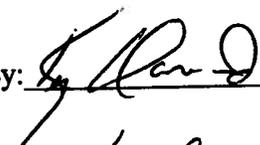
**CONTRACT PERIOD:** April 28, 2016 through April 28, 2019, with two (2) additional one-year renewal terms as mutually agreed upon by both parties. Although the initial contract term is for a three-year period, Contractors shall not "lock in" any school for that entire period; Contractors may only solicit annual renewals with each school during the January-February timeframe, unless directly approached by any given school.

The contract documents shall consist of and are listed in order of priority:

- (1) This signed form inclusive of all attachments;
- (2) RFP# 62-16sm dated January 13, 2016;
- (3) The Contractor's proposal dated February 1, 2016 (excluding Yearbook Publishing Services, as that is not a part of this contract).

IN WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Splendid Portraits

By: 

Title: Ken Howard, President

Date: 6-7-2016

Fauquier County School Board,  
a political subdivision of the Commonwealth of  
Virginia

By:   
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 6/8/2016

## ELEMENTARY SCHOOL FALL AND SPRING PORTRAITS

**Packages**                      **Prices**  
Package A:  
2 – 3" X 5" Desk Size  
8 – 1.5" X 2.5" Exchange      \$ 12.00

Package B:  
1 – 5" X 7" Portrait  
2 – 3" X 5" Desk Size  
2 – 2" X 3" Wallet  
8 – 1.5" X 2.5" Exchange \$ 19.00

Package C:  
2 – 5" X 7" Portrait  
2 – 3" X 5" Desk Size  
4 – 2" X 3" Wallet  
8 – 1.5" X 2.5" Exchange \$ 24.00

Package D:  
1 – 8" X 10" Portrait  
2 – 5" X 7" Portrait  
2 – 3" X 5" Desk Size  
4 – 2" X 3" Wallet  
8 – 1.5" X 2.5" Exchange \$ 29.00

**Packages**                      **Prices**  
Package E:  
2 – 8" X 10" Portrait  
2 – 5" X 7" Portrait  
2 – 3" X 5" Desk Size  
7 – 2" X 3" Wallet  
16 – 1.5" X 2.5" Exchange \$ 32.00

Package F:  
1 – 10" X 13" Portrait  
1 – 8" X 10" Portrait  
2 – 5" X 7" Portrait  
2 – 3" X 5" Desk Size  
7 – 2" X 3" Wallet  
16 – 1.5" X 2.5" Exchange \$ 37.00

Package G:  
16 – 1.5" X 2.5" Exchange \$ 14.00

Package H (add-on to other packages only):  
1 – 8" X 10" Portrait              \$ 15.00

Image Download Six Pack Only      \$ 28.00  
8" X 10" Class Picture Only        \$ 12.00  
Retouching Charge:                    \$ 4.00

Commission % per package: Fall – 40%      Spring – 25%

Flat fee per package, for spring speculation photo event: \$ N/A

Please note that all submitted prices must include commissions; commission percentage to be submitted to the school where the photo session took place, including a full summary and accounting of the event.

## MIDDLE SCHOOL FALL AND SPRING PORTRAITS

<u>Packages</u>	<u>Prices</u>	<u>Packages</u>	<u>Prices</u>
Package A: 2 - 3" X 5" Desk Size 8 - 1.5" X 2.5" Exchange	<u>\$ 12.00</u>	Package E: 2 - 8" X 10" Portrait 2 - 5" X 7" Portrait 2 - 3" X 5" Desk Size 7 - 2" X 3" Wallet 16 - 1.5" X 2.5" Exchange	<u>\$ 32.00</u>
Package B: 1 - 5" X 7" Portrait 2 - 3" X 5" Desk Size 2 - 2" X 3" Wallet 8 - 1.5" X 2.5" Exchange	<u>\$ 19.00</u>	Package F: 1 - 10" X 13" Portrait 1 - 8" X 10" Portrait 2 - 5" X 7" Portrait 2 - 3" X 5" Desk Size 7 - 2" X 3" Wallet 16 - 1.5" X 2.5" Exchange	<u>\$ 37.00</u>
Package C: 2 - 5" X 7" Portrait 2 - 3" X 5" Desk Size 4 - 2" X 3" Wallet 8 - 1.5" X 2.5" Exchange	<u>\$ 24.00</u>	Package G: 16 - 1.5" X 2.5" Exchange	<u>\$ 14.00</u>
Package D: 1 - 8" X 10" Portrait 2 - 5" X 7" Portrait 2 - 3" X 5" Desk Size 4 - 2" X 3" Wallet 8 - 1.5" X 2.5" Exchange	<u>\$ 29.00</u>	Package H (add-on to other packages only): 1 - 8" X 10" Portrait	<u>\$ 15.00</u>
		Image Download Six Pack Only	<u>\$ 28.00</u>
		Retouching Charge:	<u>\$ 4.00</u>

Commission % per package: Fall - 40%    Spring - 25%

Flat fee per package, for spring speculation photo event: \$ N/A

Please note that all submitted prices must include commissions; commission percentage to be submitted to the school where the photo session took place, including a full summary and accounting of the event.

**Contract SP-62-16smc, Photographic Services, FCPS: Elementary & Middle Schools  
Complimentary Photo Products**

**Discounts and Incentives**

**Elementary & Middle School Incentives**



Camera or Laptop for the Yearbook



Front Office Desktop Calendars



Complimentary Staff Portraits



Complimentary Staff Group Picture

**Complimentary Archive Products**



Archive Photo Stickers



Bar-coded Photo ID Cards



Administrative Database CD



Motivating Success Rewards Program



Certificates & Awards Image CD

**Yearbook Program**



Online Yearbook Software



Online Sale Of Yearbooks



Candid Picture Day



Team & Club Picture Days



Affordable and Flexible Pricing

**Picture Program Features**



Second Chance Ordering for Parents



Portrait Downloads



Full Time Customer Service Team



Safe Child ID Cards For All Students



Portraits Delivered Sorted By Class/Advisor



No Charge Retakes



250 Students Max Per Camera



\$4 Retouching For Parents



Helping Parent Gift Certificates



Simple & Timely, Bilingual Parent Literature

## Discounts and Incentives (continued)

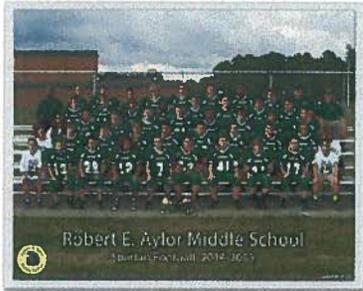
### Parent Vouchers for Helping Parents

Our way of saying Thank You for Helping to make Picture Day a Success



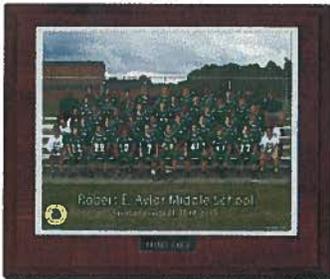
### Locker Room Prints

Suitable for display in the locker room or school award display case.



### Coaches/Advisor Copies of Their Teams or Clubs

Each coach or club advisor receives a gratis 8x10 for their archives.



### Ten Complimentary Picture Packages for Disadvantaged Students

Provided as a service to the community.



## Motivating Success Program

Each August, schools receive our Motivating Success Program. School administrators can choose from a variety of items designed to recognize the efforts of staff, volunteers and students.

# Motivating Success

Recognizing Staff, Volunteers and Students

What makes you happy?  
Achieving Giving Learning Inspiring

Choose from a variety of Motivating Success selections.

Send us the completed Selection Request Form, on the last page, by **September 10th** in order to receive your items.

We look forward to seeing you soon.

Your friends at **SplendidPortraits**

**"Enjoy your selections!"**

Provided complimentary as part of our program!

Questions?  
Contact: Johanna Swyers  
800.730.4602 ext. 2104  
Johanna@SplendidPortraits.com

SplendidPortraits  
Peace of Mind Delivered



Motivating Success Program (continued)

# Award Certificates

Recognizing the efforts of students and faculty



## Recognizing Students

Available in packs of 100. Limit one per student.

70 points



CTPA007



CTCA002



CTPA012



CTPA011



CTPA010



CTPA008

## Principal Awards

Available in packs of 100. Limit one per student.

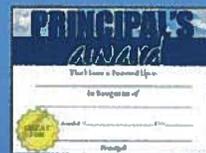
70 points



CTPA004



CTPA002



CTPA013

## Diplomas

Available in packs of 100. Limit one per student.

25 points



CTCA008



CTCA023



CTCA024

### Questions?

Contact Johanna Saviers  
 800.230.4602, ext. 2104  
 johanna@SplendidPortrait.com



Motivating Success Program (continued)

# Bookmarks

Encouraging students with visually exciting bookmarks



What makes you happy?

- displaying
- giving
- sharing
- laughing

## Uplifting Bookmarks

Available in packs of 100.

50 points



50270908



51710804



50780603



51710102



50221347

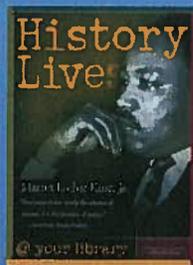
## Library Posters

Available in packs of 3.

50 points



51700201



51761021



53130102



53121042

### Questions?

Contact Johanna Savoyers  
800.230.4602, ext. 2104  
johanna@splendidportraits.com



Motivating Success Program (continued)

# School Office

Bringing a bit of fun and function to the school office



What makes you happy?



## Visitor & Volunteer Stickers

Available in rolls of 500.

30 points



LAB006



LAB007



LAB014

## Good News Postcards

Available in packs of 100. Limit one per student.

50 points



CRD014



CRD013



CRD012

## School Pencils

Choose the pencil and imprint color!

100 points

## Bus Bracelets

In a variety of colors.

30 points



Box of 750 - PENC01



Box of 1000 - BUSBR01

### Questions?

Contact Johanna Savers  
800.230.4602, ext. 2104  
johanna@SplendidPortraits.com



# Mosaic Wall Prints

Featuring students tiled into a 20x30" mosaic



What makes you happy?  
displaying giving sharing laughing

## Patriotic Themes

40 points



## Religious Themes

40 points



## Custom Image

Submit your custom JPG image with your request or contact us with any questions.

50 points



Mosaic Wall Prints are delivered in January.

### Questions?

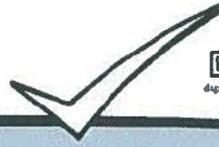
Contact Iohanna Swyers  
800.230.4602, ext. 2104  
iohanna@SplendidPortraits.com

 SplendidPortraits  
Peace of Mind Delivered.

Motivating Success Program (continued)

# Hall Banners

Banners are ideal for your lobby, cafeteria or gym



What makes you happy?  
 displaying giving sharing laughing

## Building Character

50 points



BAN011



BAN031



BAN032



BAN003



BAN002



BAN001



BAN034



BAN004



BAN012

## School Mascot

60 points

Send us a JPG of your school mascot and tell us your school colors when selecting your design.



CBAN101



CBAN102



CBAN103

Customized Hall Banners are 3x5' in size.

### Questions?

Contact Johanna Sawyers  
 800.730.4602, ext. 2104  
 Johanna@SplendidPortraits.com

