

**School Photographic Services Contract Cover Sheet/Guidelines**  
**Lifetouch, Contract LT 49-21rcc**  
**Awarded: Elementary**

<b>Contractor</b>	<b>Lifetouch</b> 13854-A Park Center Rd., Herndon, VA 20171
<b>Contact Information</b>	<b>Elementary:</b> Jeffrey Segall, Area Sales Manager <a href="mailto:jsegall@lifetouch.com">jsegall@lifetouch.com</a> 443-904-3337
<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>	December 14, 2021 – December 13, 2024, with two (2) additional one year renewal terms. <b>Renewal 1—December 14, 2024, through December 13, 2025</b> <b>Renewal 2---December 14, 2025, through December 13, 2026</b>
<b>Principal's Choice:</b>	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.
<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:** \_\_\_\_\_

- 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](mailto:procurement@fauquiercounty.gov)), fax (FAX 540-422-8355) or courier**