

**Lifetouch National School Studios, Incorporated, Contract L-52-17smc  
Yearbook Services: Elementary Schools  
Contract Cover Sheet**

<b>Contractor</b>	<b>Lifetouch National School Studios, Incorporated</b> 13854 A Park Center Road, Herndon, VA 20171 See Below for Rep. Contact Information		
<b>Contact Information</b>	<p style="text-align: center;"><u><b>Contacts</b></u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;">           Mr. Tom Clater, Area Sales Manager *            PH: 703-802-0105 CELL: 202-834-5835            E-mail: <a href="mailto:tclater@lifetouch.com">tclater@lifetouch.com</a> </td> <td style="width: 50%; vertical-align: top;">           Ms. Kimberley Lyddane, Yearbook Specialist            PH 703-678-9028            E-mail: <a href="mailto:klyddane@lifetouch.com">klyddane@lifetouch.com</a> </td> </tr> </table> <p><i>* Note: Steve Hipps no longer with Lifetouch, 8/2019, replaced w/T. Clater contact info</i></p>	Mr. Tom Clater, Area Sales Manager * PH: 703-802-0105 CELL: 202-834-5835 E-mail: <a href="mailto:tclater@lifetouch.com">tclater@lifetouch.com</a>	Ms. Kimberley Lyddane, Yearbook Specialist PH 703-678-9028 E-mail: <a href="mailto:klyddane@lifetouch.com">klyddane@lifetouch.com</a>
Mr. Tom Clater, Area Sales Manager * PH: 703-802-0105 CELL: 202-834-5835 E-mail: <a href="mailto:tclater@lifetouch.com">tclater@lifetouch.com</a>	Ms. Kimberley Lyddane, Yearbook Specialist PH 703-678-9028 E-mail: <a href="mailto:klyddane@lifetouch.com">klyddane@lifetouch.com</a>		
<b>Pricing, options and incentives/scholarships:</b>	See attached contract <i>Pricing remains the same during 2021-2022 renewal</i>		
<b>Contract Term:</b>	May 18, 2021 – May 17, 2022, second renewal year; one (1) one-year renewal remains		
<b>Principal's Choice:</b>	<p>Although initial contract term is for a three-year period, school choice occurs during the spring or summer of each year for the following school year, based on school schedule/preference. Select from the awarded Contractors for the appropriate school level; negotiate yearbook agreement based on contract option pricing and incentives. Principals may sign annual agreement confirming their yearbook selection which <b>MUST</b> contain the following statement: <b><i>"This Agreement is signed in accordance with the terms and conditions of Contract L-57-12smc, which will supersede over any conflicting terms contained herein."</i></b> All awarded Contractors have been advised that this reference is required, where terms may conflict.</p>		
<b>Additional Proposal Details:</b>	A PDF copy of the Lifetouch proposal response, along with a copy of the original RFP and Addendum # 1, is available from the Procurement Division upon e-mail request to <a href="mailto:susan.monaco@fauquiercounty.gov">susan.monaco@fauquiercounty.gov</a>		
<b>School/Principal Responsibilities:</b>	<ul style="list-style-type: none"> <li>• Meet with Contractor to discuss and verify scheduling for all yearbook related activities, set deadlines and expectations, schedule camp attendance, sign the coming school year's agreement based on all of the details and requirements discussed.</li> <li>• Ensure that any Agreement signed, has the bold italicized disclaimer noted above on the document.</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> <li>• <b>NOTE: Schools are no longer required to report their selection of Yearbook Contractor to Procurement each year. Enjoy the use of these new contracts, based on the hard work of your evaluation committee!</b></li> </ul>		

**FAUQUIER COUNTY SCHOOL BOARD,**  
**a political subdivision of the Commonwealth of Virginia**  
Contract L-52-17smc,  
Yearbook Services: Elementary Schools

This Agreement is made and entered into this 22<sup>nd</sup> day of June, 2017, by the Fauquier County School Board, a political subdivision of the Commonwealth of Virginia (hereinafter referred to as "Owner") and, **Lifetouch National School Studios, Incorporated**, located at **13854 A Park Center Road, Herndon, 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 Yearbook Services for Elementary Schools as set forth in the Contract Documents. NOTE: Contractor is advised to clearly reference **Contract L-52-17smc** on their standard Publication Agreement, as the terms of this contract will supersede any terms on the Contractor's standard Publication Agreement that conflict.

**COMPENSATION:** The Owner will pay and the Contractor will accept in full consideration for the performance during the contract term the fees and pricing as outlined in their proposal response and updated/attached hereto.

**CONTRACT PERIOD:** May 17, 2017 through May 17, 2020, with three (3) additional one-year renewal terms as mutually agreed upon by both parties; Contractor understands and agrees to the Owner school's right to select their Yearbook Services Contractor each school year.

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

- (1) This signed form inclusive of all attachments;
- (2) RFP 52-17sm dated February 23, 2017 and Addendum # 1 dated March 13, 2017;
- (3) The Contractor's proposal dated March 20, 2017, all of which documents are incorporated herein.

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

Lifetouch National School Studios, Incorporated

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

By: Steve M. Hopper

By: Susan R. Monaco  
Susan R. Monaco, CPPO, CPPB

Title: Territory Manager

Title: Procurement Manager

Date: 6/26/17

Date: 6/27/2017

**Contract L-52-17smc, Lifetouch National School Studios, Inc.**  
**Elementary School Yearbook Services**

**ES, 1. Basic Elementary School Yearbook – Choice 1 | Sample Specifications**

Ink	Full Color
Trim Size	8 ½" x 11"
Paper Stock	80# gloss
No. of Pages	40
Binding	Soft Cover Saddle-stitched
Cover	School Design
Delivery	By late May
Paper Inside	80# gloss
Proofs	Submitted electronically
Other	Unlimited use of graphics provided in vendor's clip art gallery; all photos enlarged/reduced (full process color)

Proposed Base Cost: Include total cost only.

Quantity	Cost
300	\$3,525.00
400	\$4,540.00

**ES, 2. Basic Elementary School Yearbook – Choice 2 | Sample Specifications**

Ink	Full Color
Trim Size	8" x 10" <i>*Our traditional trim size is 8.5 x 11 based on these proposed specifications</i>
Paper Stock	80# gloss
No. of Pages	48
Binding	Soft Cover Saddle-stitched
Cover	Vendor Design
Delivery	By late May
Paper Inside	80# gloss
Proofs	Submitted electronically
Other	Unlimited use of graphics provided in vendor's clip art gallery; all photos enlarged/reduced (full process color)

Proposed Base Cost: Include total cost only.

Quantity	Cost
300	\$3,525.00
400	\$4,540.00

Offeror Name Lifetouch National School Studios Inc.

**Contract L-52-17smc, Lifetouch National School Studios, Inc.**  
**Elementary School Yearbook Services**  
**Additional Pricing & Details:**

**PROPOSED YEARBOOK PRICING**

	Pages	16-24	28-36	40-48	52-60	64-72
<b>Copies</b>						
<b>Charge/copy</b>						
50-175		\$13.50	\$14.00	\$14.50	\$15.00	\$15.50
176-275		\$12.25	\$12.75	\$13.25	\$13.75	\$14.25
276-375		\$11.75	\$12.25	\$12.75	\$13.25	\$13.75
376-475		\$11.35	\$11.85	\$12.35	\$12.85	\$13.35
476-575		\$11.00	\$11.50	\$12.00	\$12.50	\$13.00

*Schools using Lifetouch for portraits will receive a \$1 off per copy shown above.*

<b>Covers</b>	
Hard Cover	\$ 4.50
Lamination Soft Cover	\$ 0.90
Soft Cover Smythe Sewing > 80 pages	\$ 0.50
Montage Cover	\$ 2.00
1-color Custom Original Design Cover	\$ 0.60
2-color Custom Original Design Cover	\$ 1.00
3-color Custom Original Design Cover	\$ 1.50
Full Color Custom Original Design Cover	\$ 2.00
Spine Foil Printing	\$ 1.00
Cover Keepers Dust Jacket	\$ 1.25
1-Color Lifetouch designed Endsheets	\$ 140.00
1-Color Custom designed Endsheets	\$ 184.00

<b>Personalization</b>	
MYPC portrait and name on cover	\$ 5.00
Name - 1 line	\$ 4.00
Name - 2 lines	\$ 6.00
Foil Icon	\$ 1.65
<b>Additional Enhancements</b>	
<b>Auto Inserts</b>	
4-pages taped	\$ 0.45
<b>Sticky's</b>	\$ 1.00
<b>Zoom Current Events Insert</b>	\$ 1.75
<b>YBPay Direct</b>	No charge
<b>YBPay Basic</b>	\$1.00/copy

<b>Paper</b>	<b>80#</b>
<b>Trim Size</b>	Only available on 8.5 x 11"
<b>Alteration Charges</b>	Please refer to response on 3.1.4
<b>Overage Yearbooks</b>	School may purchase if overage yearbooks are available. Any unwanted copies may be returned for a credit.
<b>Packaging</b>	Packaging of yearbooks is available free of charge.
<b>Delivery</b>	Estimated shipping charges 1.2% of total invoice
<b>Complimentary Copies</b>	4

**Contract L-52-17smc, Lifetouch National School Studios, Inc.**  
**Elementary School Yearbook Services**  
**Additional Pricing & Details:**

**3.1.4 YEARBOOK COMPILATION AND CONSTRUCTION:**

- Detailed, specific guidelines per each proposed school level on correction fees and processes, for example, is one correction permitted at no charge with additional corrections at a cost, what is the cost per correction after the initial no-charge submission, if hard-copy, how is this information transmitted and at whose cost.

*Any error on Lifetouch publishing is covered 100% with no charge to the school.*

*Once a page is submitted, the school has 24 hours to un-submit the page without interfering with their arrival date and free of charge. After 24 hours, the school may un-submit a page for \$17 per page. If production has begun and a change is requested, the school is responsible for covering the costs of the effected pages. Correction stickers are available to place in the yearbook for \$0.45 per sticker. Stickers are printed according to school corrections with a 2-week turnaround time.*

- If the yearbook provided at the end of this process is defective due to Contractor error, how the Contractor will fix the defects in sufficient time for release within the school year.

*When yearbooks arrive at the school, Lifetouch requests inspection of all boxes to look for any shipping damage or printing errors. If either has occurred, Lifetouch agrees to pick up the damaged yearbooks within 24 hours to return back to Publishing for repair. If it is contractor error, Lifetouch will assume 100% of the cost of the reprint as well as pay for any expedited shipping charges to ensure arrival for release within the school year.*

---

**3.1.8.1 PAYMENT PLANS:** While Owner schools understand the commitment Contractors make in taking on yearbook agreements, no Owner school can pay large up-front fees for yearbook production, especially if the Owner school approaches yearbooks as a break-even or very low-profit activity. Offerors shall outline payment options and plans in this section of the proposal response. Payment plan details shall include partial payments over the period of yearbook construction and discount terms for early completion of yearbook requirements by Owner with the terms of said discount noted. As noted in 3.1.6, Owner schools are interested in payment arrangements where both the Contractor and Owner school accept orders and payments for yearbooks, to maximize potential yearbook sales; Offerors shall indicate any difference in methods to the Contractor overseeing all yearbook sales, Owner-school yearbook sales only, and a combination of Owner-school and Contractor sales.

*The School agrees to pay a minimum deposit of 50% at the time final pages are submitted to Lifetouch's plant. If 50% cannot be achieved, the Lifetouch representative will work out a compromise with the school. If the School utilizes Lifetouch's online sales, a deposit is not required. A final invoice will be sent to the School approximately three days after book shipment. Full payment is due within 30 days after books are received at the School.*

- *We will apply an additional 2% discount off the total invoice for yearbooks submitted four weeks prior to the proposed deadline.*

**Contract L-52-17smc, Lifetouch National School Studios, Inc.**  
**Elementary School Yearbook Services**  
**Additional Pricing & Details:**

**3.1.3 YEARBOOK SOFTWARE/PROGRAMS AND SUPPORT (CONTINUED):**

- Provide a method of tracking sales, money collected, and/or any reports that will include this information, for each school's use and reference during and at the end of that year's agreement.  
*Sales Tracker is included in the software at no additional charge and can be used to monitor and record yearbook sales. If your school is using YBPay, Lifetouch's online ordering site, the online orders will automatically appear in Sales Tracker. Sales Tracker lets you set up and edit pricing, enter/track check and cash yearbook orders, and submit final quantity. Orders can be monitored throughout the year and referenced at the end of that year's agreement*

**3.1.4 YEARBOOK COMPILATION AND CONSTRUCTION:** Offerors shall provide the following details in this section of their proposal response, to demonstrate their experience, variety and capability to produce successful yearbooks per each school level they propose to serve:

- Complete list of the basic materials or kit provided to proposed school levels at no cost in sufficient quantities including but not limited to: posters, carbonless receipt pads, collection envelopes, type sheets, layout sheets, ladder diagrams, croppers, cropping pencils, rulers, picture labels, software as noted in 3.1.3 (which may replace some of the materials noted in this section if software provides sufficient features), digital camera(s), laptop(s) if applicable. For high school yearbook programs, business contract blank forms, FedEx envelopes, prepaid postage stamps, and order forms, planners/workbooks for photojournalism class use, and digital SLR cameras and scanners for use within the yearbook program. *List of kit materials: Sales Posters, carbonless receipt pads, collection envelopes, ladder diagram poster, User Guide, Webease Image Library Envelope, Original Design Cover Layout Board, Digital Montage Layout Board, Cover Artwork Return envelope, Yearbook Sales flyers, Sales Table Tent, Online Ordering Postcard reminder, Online sales stickers, Post-it notes*
- Access to graphics, color and font choices, clip art and any other tools that will enhance and improve the yearbook construction and assembly process.  
*Webease Creative Gallery Binder, Keyboard Shortcuts card, Webease Color Sampler*
- If creative art support is provided to any level yearbook advisor and/or students, Offerors shall indicate if this is provided at no charge for the entire contract term or are any limits to the amount of creative art support given. *Yearbook representative has an extensive knowledge of graphic design with a degree in photography. The representative will assist schools in creative art when requested.*
- Page proofs: Owner schools require a minimum of one (1) yearbook proof at no charge. Offerors shall indicate their acceptance of this requirement and the charge for additional proofs, how many proofs are permitted to be reviewed and at what point in the yearbook schedule this occurs.  
*Low resolution cover PDF Proof is uploaded to Webease within 28 days of submission. First pdf is complimentary. Each additional proof is \$25. Low resolution page proofs are immediately available in Webease for viewing once a page is saved. Pages with special instructions will have a high-resolution pdf proof uploaded to website within 10 days of submission. High resolution pdf proof for pages is available free of charge. Online yearbooks eliminate the need for paper proofs.*

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
PROCUREMENT DIVISION**  
320 Hospital Drive, Suite 23  
Warrenton, Virginia 20186  
Phone: (540) 422-8348 Fax: (540) 422-8355  
susan.monaco@fauquiercounty.gov

April 9, 2020

Lifetouch National School Studios, Inc.  
Attn: Mr. Tom Clater  
13854 A Park Center Road  
Herndon, VA 20171

RE: Contract L-52-17smc, School Yearbook Services, ES

Dear Mr. Clater:

As noted in a 4/8/20 e-mail, confirmed by your reply 4/9/20, Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the first one year option; the period of the renewal will be from **May 18, 2020 through May 17, 2021**.

It is understood and agreed that all terms, conditions, and prices remain the same during the contract renewal period.

If this renewal is agreeable with your firm and return it to this office within five (5) *Susan R. Monaco* letter in the space provided below and a copy will be returned to you.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,

*Susan R. Monaco*

Susan R. Monaco, CPPO, CPPB  
Procurement Manager

---

Lifetouch National School Studios, Inc.

By: *Tom Clater*

Title: *Area Sales Manager*

Date: *4/11/2020*

Fauquier County Gov't/Public Schools

By: *Susan R. Monaco*  
*Susan R. Monaco, CPPO, CPPB*

Title: Procurement Manager

Date: 4/16/2020

**FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS  
PROCUREMENT DIVISION**

320 Hospital Drive, Suite 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

[susan.monaco@fauquiercounty.gov](mailto:susan.monaco@fauquiercounty.gov)

March 16, 2021

Lifetouch National School Studios, Inc.

Attn: Ms. Kimberly Lyddane

13854 A Park Center Road

Herndon, VA 20171

RE: Contract L-52-17smc, School Yearbook Services, ES

Dear Ms. Lyddane:

As noted in a 3/8/21 e-mail, confirmed by your reply 3/9/21, Fauquier County Government and Public Schools wishes to exercise its option to renew the above referenced contract for the second one year option; the period of the renewal will be from **May 18, 2021 through May 17, 2022**.

It is understood and agreed that all terms, conditions, and prices remain the same during the contract renewal period. Please continue to have your insurance provider send a compliant Certificate of Insurance to my attention for this new contract term, as required, thank you.

If this renewal is agreeable with your firm, please sign this letter in the space provided below and return it to this office within five (5) days. A fully executed copy will be returned to you.

Thank you for your continuing service to Fauquier County Government and Public Schools.

Sincerely,



Susan R. Monaco, CPPO, CPPB  
Procurement Manager

---

Lifetouch National School Studios, Inc.

By: Kimberly Lyddane

Title: Yearbook Specialist

Date: March 17, 2021

Fauquier County Gov't/Public Schools

By: Susan R. Monaco  
Susan R. Monaco, CPPO, CPPB

Title: Procurement Manager

Date: 3/17/2021