

DUPAGE HIGH SCHOOL DISTRICT 88

2 Friendship Plaza ~ Addison, Illinois 60101
Phone: (630) 530-3981 ~ Fax: (630) 832-0198
www.dupage88.net

April 11, 2024

Dear Vendors:

This is to solicit your RFP to furnish Yearbook Printing Services to Addison Trail and Willowbrook High School, as noted in the Schedule of Proposals.

Included is the schedule of proposals for Addison Trail High School and Willowbrook High School, along with the two "Certification Sheets". Print and complete in detail, sign and return one copy of the "Schedule of Proposals" and **both** "Certifications" in a **sealed** envelope **clearly** marked, "**RFP – Yearbook Services**".

The Board of Education reserves the right to change quantities, reject any or all RFPs, or waive minor informalities and make awards in the best interest of this school district.

Proposals are due on or before **Tuesday, April 23, 2024 at 12:00 P.M. CST**, physically in the Business Office, Board of Education, 2 Friendship Plaza, Addison, Illinois 60101.

If you have any questions regarding this proposal, please contact me at 630-530-3971.

Sincerely,

Olga Davis

Olga Davis
Director of Business Services

Enc: Instructions to Vendors
Certification Sheets (2)
Schedule of Proposals

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

INSTRUCTIONS FOR PROPOSALS

**Project: To Furnish Yearbook Printing Services to
Addison Trail and Willowbrook High School**

Proposals will be received by the Business Office for the Board of Education, DuPage High School District 88, 2 Friendship Plaza, Addison, Illinois 60101 at the place, date, and time as follows:

Place: Business Office
Board of Education
DuPage High School District 88
2 Friendship Plaza
Addison, IL 60101

Date: Tuesday, April 23, 2024 at 12:00 P.M. CST.

Any proposals received after the date and time specified may be too late to be considered. Specifications as may be required are enclosed herewith. Proposals shall be submitted on forms to be provided by the Owner and completed in full.

The Owner reserves the right to reject any or all proposals, or any part thereof, to waive minor informalities, and to make award in the best interest of the Owner.

Should a bidder find any discrepancies in, or omission from, any of the documents or be in doubt as to their meaning, he shall advise the Owner who will issue necessary clarification to all prospective vendors by means of addenda as may be appropriate.

The sealed envelope containing your proposal should be plainly marked **“RFP - Yearbook Services.”**

After submission, vendors must be able to present demonstration of their on-line software/program, if requested, between 4/29/24 and 4/30/24 if requested.

The Owner's waiver of any breach or failure to enforce any of the terms, conditions, and specifications of the proposal shall not in any way affect, limit, or waive the Owner's right thereafter to enforce and compel strict compliance with every term, condition and specification hereof.

The Owner is exempt from paying Illinois Use Tax, Illinois Retailer's Occupation Tax, Federal Excise taxes, and any Federal transportation tax.

Each company's service representative shall submit a complete list of all the schools for whom they **currently** are providing yearbook services identifying which schools are utilizing an **online web-based program**, and also provide a complete list of all the schools for whom they have provided yearbook services in the last four years. This list should provide the name of a reference or contact

person who can provide information on the quality of work at each school.

Certification

Companies submitting proposals must certify that they are not barred from bidding on this project as a result of a conviction for either bid-rigging or bid rotating under Article 33E of the Criminal Code of 1961. A certification form is provided in these specifications which must be signed by a duly authorized agent of the bidding company and returned with your proposal.

Failure to do so shall disqualify your proposal

Companies submitting proposals must certify they shall provide a drug-free workplace for all employees engaged in the performance of work under this contract in accordance with section 3 of the *Illinois Drug-Free Workplace Act* (Ill. Rev. Stat., Ch. 127, par. 132.313). A certification form is provided in this specification which must be signed by a duly authorized agent of the bidding company, notarized, and returned with your proposal.

Failure to do so shall disqualify your proposal

GENERAL REQUIREMENTS OF YEARBOOK SERVICE SPECIFICATIONS

The Owner intends to utilize an on-line web-based yearbook service / product. The Owner will take into consideration in its bid evaluation of the following with respect to a bidder's ability to meet the Owner's product and service requirements: quality, suitability for the intended use, technological compatibility, and the experience, reputation, service, and educational/technological expertise of the assigned representative.

The bidder must provide with their proposal at least two sample high school yearbooks from a current customer that would be essentially equivalent to standards as outlined in the specifications that follow. These samples will be returned upon completion of the review and contract award.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

Proposals must indicate (yes or no) for each item / question listed below as to their ability to provide the following to each school and be able to provide a live demonstration in a potential follow up interview, if requested, at a District 88 designated time within 1 week of the bid opening:

Online/Web-Based Program

	<u>Yes</u>	<u>No</u>
1. The company should offer a web-based creation program in which all page creation, picture adjusting and placing, text editing and indexing is done on the internet at the company's secure website.	_____	_____
2. The site must work from any computer or Chromebook with internet access and without the installation of company software.	_____	_____
3. This web-based tool must effectively operate with the district's internet connection and speed, and with the computers in the yearbook production labs.	_____	_____
4. The company must state the hardware and network Requirements for optimal speed and functioning of the online program.	_____	_____
5. The online program for the 2024-2025 school year should be fully functioning and available with templates and fonts) starting by the beginning of June, 2024.	_____	_____
6. The online program should have the ability to place column guides, ruler guides, and a complete page grid for easy element placement.	_____	_____
7. The program must have "snap to" grid and guide functions.	_____	_____
8. The online program should have copy, paste, cut, undo multiple moves, redo multiple moves, spell check, find/change text, lock elements, group elements, send to front, and bring to back functions.	_____	_____

	<u>Yes</u>	<u>No</u>
9. The online program should allow for typing directly on the page without a time delay.	_____	_____
10. The online program should have a zoom in and zoom out function.	_____	_____
11. The online program should have the ability to easily crop, resize, flip and rotate pictures directly on the yearbook page.	_____	_____
12. The online program should have photo editing directly on the Site (red eye reduction, cob, colorizing, lightening and darkening, saturation adjustments, etc.).	_____	_____
13. The online program should have its own indexing function that automatically spell checks names of all faculty, staff, and students by cross-referencing school files.	_____	_____
14. The automatic spell checking of names should occur before pages are submitted to the plant.	_____	_____
15. The online program should have the ability to highlight all incomplete elements on a spread.	_____	_____
16. The online program should have the ability to set type styles.	_____	_____
17. The online program should have a filing system to organize uploaded photos by date, club, sport, etc.	_____	_____
18. The online program should have the ability to alert users if pictures have been used already in the book, how many times, and on what pages.	_____	_____
19. The online program should have the ability to auto flow student portraits with their names. This function must organize student and staff portraits by grade. Portrait pages must be able to be changed and edited by the students.	_____	_____
20. The online program should allow the school to create auto flow student portraits in any size.	_____	_____

	<u>Yes</u>	<u>No</u>
21. The online program should have a function to align text (left, right, justified and centered).	_____	_____
22. The online program should allow unlimited photos to be uploaded to its site at one time.	_____	_____
23. The online program should have a function for zooming in on uploaded photos.	_____	_____
24. The online program should allow photos to be deleted from a page without deleting the photo box.	_____	_____
25. The online program should have drop shadowing of text, photo boxes and all graphic elements.	_____	_____
26. The online program should have index options that include 3-6 columns of text.	_____	_____

YEARBOOK SERVICE PRINTING SPECIFICATIONS

This Agreement shall commence on July 1, 2024 for the printing of the 2025 yearbooks at Addison Trail and Willowbrook. This agreement may be renewable for up to two additional years with the mutual agreement of both the Owner and the Yearbook Publisher (indicate percent increase for the 2026 and 2027 yearbooks on page 7).

Pages and Trim Size

Addison Trail, 9x12; 232 Pages; Approx. 650 Copies
Willowbrook, 9x12; 228 Pages; Approx. 1000 Copies

The Base Yearbook Bid must include all of the following:

Yearbook Cover

1. Covers are to be school designed. Up to 6 hours of creative/mechanical art work time by the company's artists are to be included in the base proposal. The time is to be used at the staffs' discretion.
2. Covers are to be a hard case cover, on 160 point binders board.
3. Covers are to be made after paper stock has been selected and final number of pages have been determined to ensure proper fit.
4. Up to two full-size color printed cover proofs are to be provided to the staff.
5. Covers are to be lithograph, CYMK process colors, with text and color photos on front, spine and back.

Paper

All inside pages are to be printed on 80# enamel text paper stock. Bidder is to stipulate a choice of paper surfaces (gloss, flat, etc.) to be selected by the staff.

Bidder must specify brand name of paper.

End Sheets

End sheets are to be 65# cover-weight Vellum Bristol or equivalent stock to be selected by staff. End sheets are to be printed on with one ink, with a different design (including text shapes, text, and photos) on the front and back end sheets. Bidder must specify brand name of paper.

Binding

Books will be tightly Smyth (section) sewn, rounded and backed, with headbands.

Deadline Schedules and Delivery Date

Copy submission deadlines and the final book delivery dates will be established and must be agreed upon by the schools and the company. Books are to be delivered to the schools by May 5, or a suitable date agreeable to both parties. Printer must allow flexibility for color submissions. First deadlines are due in November/early December. Final deadline due in April.

Printing

Pages must be printed on offset press. All photos should automatically be color corrected by the printer.

In addition to the items noted above, the following must also be included as part of the base bid. Please confirm inclusion of these items in the base price by checking each item.

48 pages of four-color full color in three signatures. _____

A guaranteed ship date if the school meets all of the deadlines. _____

In accordance with the above specifications, bidder should itemize costs as follows:

WILLOWBROOK HIGH SCHOOL - 228 pages (Approx. 1,000 books)

Per Book, incl. base cover

Base price, per book, including base cover \$ _____

ADDISON TRAIL HIGH SCHOOL – 232 pages (Approx. 650 books)

Per Book, incl. base cover

Base price, per book, including base cover \$ _____

Additional charges per book for the following based on the above-specified number of books:

	<u>ATHS (650)</u>	<u>WBHS (1,000)</u>
Base price of full color book	_____	_____
Autograph pages packet (8 pages with Adhesive strip) to be sold separately and installed by students	_____	_____
Full color 16 page current events insert sewn into book	_____	_____
Full color 16 page current events booklet with adhesive strip to buy separately & tape into the booklet (cost per booklet)	_____	_____
Additional artwork (hourly charge)	_____	_____
Additional spot color applied to cover	_____	_____
UV coating per signature (16 pages)	_____	_____
Foldout front end sheet	_____	_____
Additional signature (16 pages) of four-color	_____	_____

Additional Books Base Cost (Incl. Cover) Per Book

<u>Cost of Additional Books</u>	Addison Trail	_____
	Willowbrook	_____

The **Base proposal** should include the materials, services, and options contained in the **General Requirements of Yearbook Service Specifications and Yearbook Printing Service Specifications** listed above.

Percentage increases (if any) for all noted bid prices for potential renewal for each of two additional years:

Yearbook 2026 _____

Yearbook 2027 _____

Other questions that may factor into the determination of a responsible proposal

	<u>Yes</u>	<u>No</u>
<u>Company Representative Experience and Services</u>		
1. Is the representative willing to offer at least 25 hours of service time at each school to help teach students and work on finalizing pages at no additional charge beyond the bid price? (Addison Trail during Yearbook class and Willowbrook after school during Yearbook club.)	_____	_____
2. How many area high schools with enrollment of 1,200+ does the bidding representative currently service?	_____	
3. The bidding company representative must provide a list of all 1,200+ enrollment high schools he/she currently serves, including adviser names and contact information.	_____	_____
4. If less than five 1,200+ enrollment high schools currently serviced, the representative must provide references with respect to their services from at least five high schools with whom they are currently working.	_____	_____
5. The representative must provide on the school premises at a minimum a full day student-friendly training workshop on how to use the online program at the school.	_____	_____
6. Does the representative have experience in presenting and explaining material at a student level in a classroom setting?	_____	_____
7. What percentage of the bidding representative's current schools create their yearbooks with the company's online program?	_____	

Please list all curriculum materials available.

Yes No

1. Does the bidding representative teach advanced-level Adobe PhotoShop skills necessary for creative yearbook production? _____
2. Will the bidding representative provide examples of his/her own teaching handouts for Adobe PhotoShop? _____
3. Does the bidding representative provide an updated curriculum for photography skills? _____
4. Does the bidding representative provide curriculum for yearbook journalism with access to updated lesson plans, handouts, grading and rubrics (no more two years old)? _____
5. Does the company offer training videos for its online design program? _____
6. Does the bidding representative provide monthly educational handouts for advisers? _____
7. Will the bidding representative provide samples of past educational handouts? _____
8. Does the bidding representative provide a monthly newsletter for advisers and staff? _____
9. Will the bidding representative provide samples of past monthly newsletters? _____
10. Does the bidding representative provide to advisers email tips on how to make their job easier and the book better? _____
11. Will the bidding representative provide samples of past email tips to advisers? _____

Secure Online Direct Yearbook Sales

1. Does the company have a program which allows parents to order and pay for books with a credit card on a secure website? _____
2. What is the processing fee (if any) to the parent and/or cost to the schools for online direct yearbook sales? _____

	<u>Yes</u>	<u>No</u>
3. Is the secure online ordering site available the week of student registration for classes early-August)?	_____	_____
4. Do the schools earn interest on money from online sales or early payments held by the company throughout the year?	_____	_____
5. Can the schools access students' name and grade data from the company's online sales site?	_____	_____
6. Does the company have an online site which allows parents to order, write and pay for senior well-wisher ads?	_____	_____
7. Does the company have an online site in which parents can order and pay for personalization of the yearbook?	_____	_____
8. What is the processing fee to the parent and/or cost to the school (if any)?	_____	_____
9. Does the company provide links to its secure online ordering site which may be placed on the schools' websites?	_____	_____
10. Does the online program contain a secure community photos storage site where parents, students, and teachers can upload photos free of charge for use by the yearbook advisers and staffs?	_____	_____
11. Are the photos automatically screened for content and uploaded to the creation site within 6-12 hours of being uploaded to the community photo site?	_____	_____

On Line Photo Templates and Processing

1. How many professional pre-designed templates and book style options does the company have?	_____	_____
2. Can these templates be instantly uploaded to schools' Ladders for production?	_____	_____
3. Are these templates and their fonts available for use by June, 2024 for early production of the following year's books?	_____	_____
4. Does the online program have a drop and drag function for placing pre-designed templates and for placing pictures onto pages?	_____	_____

	<u>Yes</u>	<u>No</u>
5. Does the online program have the ability to save pages and design modules as templates, including student-designed pages and modules?	_____	_____
6. Does the online program have a virtual book which allows the advisers and staffs to flip through the books page by page?	_____	_____
7. Does the online program have a function for instantly typing on a curved or angled line?	_____	_____
8. Does the online program have an automatic text wrap function?	_____	_____
9. Does the online program have a grabber hand that allows users to quickly move across a page?	_____	_____
10. Does the online program have a function that lists every person who is featured in the book and on what page?	_____	_____
11. Does the online program must have the ability to save pages, images, and templates from one school year to the next?	_____	_____
12. Does the online program show data about each photo, including resolution and maximum print size?	_____	_____
13. Does the online program have the ability to switch pages from color to black and white (and vice versa) without having to rework pages or photos?	_____	_____
14. Does the online program have a Post-It Note feature that allows students and the advisers to post non-printing virtual notes on yearbook pages?	_____	_____
15. Does the online program have the ability to automatically place backgrounds and photos as backgrounds?	_____	_____
16. Does the online program allow for ghosting of photos or parts of photos?	_____	_____
17. Does the online program offer a variety of rounded corners for photo boxes?	_____	_____
18. Does the online program allow users to open multiple page files at once and to copy and paste from one page file to another?	_____	_____

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| 19. Does the online program offer a staff history report so the advisers know who has been on what pages and what they have done? | _____ | _____ |
| 20. Does the online program offer a page history so advisers and staff can retrieve previously saved versions of pages? | _____ | _____ |
| How many? | _____ | |
| 21. Does the online program offer a photo website of all unused photos in the book for yearbook buyers to view more content for members of various school organizations (athletics, musical groups, etc.) to use for slideshow and activity purposes? | _____ | _____ |

Deadlines

What are the deadlines for an online book? And how many pages are due in each deadline? Who establishes the deadlines?

- | | <u>Yes</u> | <u>No</u> |
|---|------------|-----------|
| Do pages need to be submitted in multiples/flats or signatures? | _____ | _____ |
| Are these deadlines flexible? | _____ | _____ |
| Are there specific or special deadlines for color pages? | _____ | _____ |
| What are the deadlines for the cover and end sheets? | | |

- | | <u>Yes</u> | <u>No</u> |
|--|------------|-----------|
| Can the advisers post earlier "dummy" deadlines on the online program for students to see? | _____ | _____ |
| What is the deadline date for the final quantity of books to order? | _____ | _____ |

If there is any other relevant information that you wish to provide, please include it on a separate document and submit as part of the package.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

YEARBOOK SERVICES

Proposals are due on or before **Tuesday, April 23, 2024 at 12:00 p.m. CST.**

PLEASE NOTE: Bid results will be available at www.dupage88.net after approval by the Board of Education.

Date: _____ Name of Company: _____

By: _____
(Print or Type) (Title)

Phone: _____

Fax: _____ Address: _____

(Signature)

Email Address: _____

For purposes of state reporting only, checking this box certifies that this business is minority-owned, female-owned, owned by a person with disabilities or locally owned.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

Project: Yearbook Printing Services for Addison Trail and Willowbrook

CERTIFICATION I

As a duly authorized agent of the company and having executed a contract with DuPage High School District #88, I do hereby certify that we are not barred from submitting a proposal on this contract/project as a result of a conviction of either section 33E-3 or 33E-4 of Article 33E of Chapter 38 of the Illinois Revised Statutes for bid-rigging or bid rotating.

Company Name: _____

Address: _____

By: _____ (Print or Type) _____ (Title)

Signature: _____

Phone: _____

Date: _____

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.

**BOARD OF EDUCATION
DUPAGE HIGH SCHOOL DISTRICT 88
ADDISON, ILLINOIS**

Project: Yearbook Printing Services for Addison Trail and Willowbrook

CERTIFICATION II

[Contractors With 25 or More Employees]

**CERTIFICATE OF COMPLIANCE WITH
ILLINOIS DRUG-FREE WORKPLACE ACT**

This certifies that we have less than 25 employees.

This certifies that we have 25 or more employees and does hereby certify pursuant to section 3 of the *Illinois Drug-Free Workplace Act* (Ill.Rev.Stat., ch. 127, par. 132.313) that [he, she, it] shall provide a drug-free workplace for all employees engaged in the performance of work under the contract by complying with the requirements of the *Illinois Drug-Free Workplace Act* and, further certifies, that [he, she, it] is not ineligible for award of this contract by reason of debarment for a violation of the *Illinois Drug-Free Workplace Act*.

_____ [Contractor]

By _____
Authorized Agent of Contractor

Title: _____

Date: _____

Subscribed and sworn to before me this ____ day of _____, 20____.

Notary Public

SEAL

NOTE: This form must be returned with your proposal. Failure to do so shall disqualify your proposal.