

## Procurement Department

Sara Rowe, NIGP-CPP, Procurement Agent

410.638.4082 • [sara.rowe@hcps.org](mailto:sara.rowe@hcps.org)

### **Addendum #1**

**26-SR-004**

### **STUDENT PHOTOGRAPHY AND YEARBOOK SERVICES**

**TO: ALL OFFERORS**

**FROM: Sara Rowe, Procurement Agent**

**DATE: DECEMBER 4, 2025**

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The purpose of this addendum is to provide clarification to all prospective offerors.

1. **QUESTION:** Our understanding from the previous bid is that HCPS intended to approve vendors that provide both Photography and Yearbook services. Can you confirm if this is still the case? We only provide Yearbook services and would like to know if vendors offering a single solution will be considered before proceeding with a bid.

**ANSWER:** Offerors are not required to provide both Photography and Yearbook Services. Offerors are encouraged to submit offers for all applicable products and services they can provide and must clearly list all available products and services in their Offer.

2. **QUESTION:** Will vendors offering only one service (either Photography or Yearbook) be eligible for award?

**ANSWER:** Please reference Addendum #1 Question #1.

3. **QUESTION:** Please provide an updated link to the pre-proposal meeting, as the link in the bid document appears to be inactive.

**ANSWER:** A link for the pre-proposal was made available on the first page of the solicitation document in addition to a dial by phone option to access the meeting on November 20, 2025 at 11:00 AM.

4. **QUESTION:** On which tab should the signature sheet referenced on page 14 of the bid be submitted?

**ANSWER:** Please submit the Signature Sheet referenced on page 14 with Tab 6 – Required Documents

5. **QUESTION:** In Tab 8, Section 16.8.6, a commission schedule is requested. Does this requirement apply to vendors submitting only the Yearbook portion?

**ANSWER:** Offerors should detail any commissions, rebates, and incentives in their offer. While a commission schedule is not a requirement, they will be considered during the evaluation process in accordance with the scoring rubric.

6. **QUESTION:** Will the district accept electronic signatures (DocuSign) for all required signature pages?

**ANSWER:** Yes

7. **QUESTION:**

Last year I submitted tab 1-8  
All required documentation forms you provided  
Should I address any other topics.  
Its basically the same responses as last year, there are however different tab numbers. Am I missing anything.

**ANSWER:** Although there are many similarities between 26-SR-004 and solicitation 24-SR-008, all Offerors should prepare their Offers based on the requirements of 26-SR-004. Please make sure you read and understand the solicitation in full.

8. **QUESTION:** I submitted to the last RFQ for Student Photography. One of the critiques of my submission was poor quality of the samples. But I was trying to reduce the size of my submission because high quality photographs are very large to submit in email. I was wondering if there was anything that I could do in the future to make this issue a non issue.

**ANSWER:** Offerors wishing to submit their samples via a large file upload may email [Sara.Rowe@hcps.org](mailto:Sara.Rowe@hcps.org) prior to close of business on December 16, 2025. These vendors will be sent a link to upload their samples. All samples must be received by the RFQu deadline. The title of your email should read “26-SR-004 Large Data File Upload Request”.

9. **QUESTION:** Is Lifetouch still ok for next year since we've been approved in the past? Or will we need to re-qualify for 26-27?

**ANSWER:** All agreements between HCPS and our Photography and Yearbook providers will expire on or before August 1, 2026. All Photography and Yearbook providers providing after that date must be qualified through this Request for Qualifications process.

10. **QUESTION:** If we are already on the list of approve vendors would we need to complete the RFQu #26-sr-004 request just posted?

**ANSWER:** Yes. Please reference Addendum #1, Question #9

11. **QUESTION:** how many vendors were on the list for both school pics and yearbook publishing

**ANSWER:** As of this publication, HCPS utilizes 6 Photography providers and 7 Yearbook Providers

12. **PRE-PROPOSAL ATTENDANCE:** An attendance sheet for the pre-proposal meeting is attached.

I hereby acknowledge receipt of Addendum #1 dated December 4, 2025, to 26-SR-004 Student Photography and Yearbook Services.

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Company

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Name (Print or Type)

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Authorized Signature

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Date

**Note: Offeror shall sign and submit Addendum with their submission. The same person signing Addendum shall sign the Signature Sheet. Failure to submit the Addendum may deem your offer as non-responsive.**

26-SR-004 Student Photography and Yearbook Services		
Pre-Proposal Meeting		
November 20, 2025 at 11:00 AM		
Microsoft Teams Meeting		
Organization	Contact	Email
HCPS	Sara Rowe	sara.rowe@hcps.org
Lifetouch	Pam Boutham	districtsupport@lifetouch.com
Varsity Yearbook	Pam Tripp	pltripp@varsity.com
Lifetouch	Cathy Lis	clis@lifetouch.com
Irvin Simon Photographers	Brian Minkove	bminkove@irvinsimonphoto.com
Varsity Yearbook	Stacy Richards	slrichards@varsity.com
Jostens	Patricia Baugher	slrichards@varsity.com
Little Red Schoolhouse Photography	Jason Johnson	jasonjohnson@littleredschoolhousephotography.com
Cady Studeios	Phillip Kennedy	philip.kennedy@cady.com
Lifetouch	Jeff Folk	jeff.folk@lifetouch.com
Lifetouch	Lynne Martinson	lynne.martinson@lifetouch.com
Lifetouch	Valerie Snyder	valerie.snyder@lifetouch.com
Lifetouch	Angela Jacobs	Akelley@lifetouch.com
Lifetouch	Nina Gbaba	nina.gbaba@lifetouch.com
Cady Studios	Max Campana	sales@cady.com