



COLONIAL LEAGUE FOR INTERSCHOLASTIC SPORTS, INC.

Bangor Catasauqua Northern Lehigh Northwestern Lehigh Notre Dame G.P. Palisades
Palmerton Pen Argyl Salisbury Saucon Valley Southern Lehigh Wilson
Moravian Academy – Assoc. Member Notre Dame E.S. – Assoc. Member

Request for Proposals

The Colonial League for Interscholastic Sports, Inc. is accepting Proposals on the following:

Exclusive Photographic Services

All Proposals must be submitted on forms and in accordance with the specifications supplied by

Colonial League Interscholastic Sports, Inc.
c/o Thomas R. Moll, II
Catasauqua High School Athletic Department
2500 West Bullshead Road
Northampton, PA 18067

Proposals will be received until **10:30 am, May 23, 2008.**

Thomas R. Moll, II
Director of Student Activities
Catasauqua Area School District
(610) 697-0111 ext. 2
mollt@cattysd.org

**REQUESTS FOR PROPOSALS
COLONIAL LEAGUE FOR INTERSCHOLASTIC SPORTS, INC.
NEW TRIPOLI, PA 18066**

Photographic Services

Proposal Deadline

Proposals will be received until 10:30am on May 23, 2008 at the Catasauqua High School Athletic Department, 2500 West Bullshead Road, Northampton, PA 18067.

Insurance

The successful contractor shall provide a certificate of insurance naming the Colonial League for Interscholastic Sports, Inc. as an "additional insured" in the minimum amounts as specified herein. Said insurance shall be provided at the sole expense of the bidder with an insurance company which is licensed to do business in the State of Pennsylvania. Preferential consideration will be given to contractors whose general liability and professional liability insurance is through the same carrier.

- A. General Liability = \$1,000,000
- B. Professional Liability = \$1,000,000
- C. Workmen's Compensation per state statute

Procedures

The extent and character of the services to be performed will be subject to the general control and approval of the League President or his/her designee.

Event Coverage

1. Will provide exclusive photographic coverage for the following Colonial League for Interscholastic Sports, Inc. championship events:
 - a. **Fall Sports**
 - i. Cross Country
 - ii. Field Hockey
 - iii. Girls Tennis
 - iv. Boys Soccer
 - v. Golf
 - vi. Cheerleading
 - b. **Winter Sports**
 - i. Boys Basketball
 - ii. Girls Basketball

- c. Spring Sports**
 - i. Baseball
 - ii. Softball
 - iii. Track and Field
 - iv. Girls Soccer
 - v. Boys Tennis
2. Will provide exclusive photographic coverage for the additional Colonial League for Interscholastic Sports, Inc. events:
 - a. Colonial League Affirmation Dinner (August date TBD)
 - b. Colonial League Academic All-Star Breakfast (April date TBD)

Vendor Services and Responsibilities

1. Colonial League for Interscholastic Sports, Inc. is requesting the following photographs be taken at the championship events:
 - a. All-League Team Photograph
 - b. Medal Winners (cross country and track and field)
 - c. Action shots during championship games, contests, etc.
 - d. Team photos of teams after championship games, contests, etc.
2. Photographer has exclusive rights to sell championship photographs, and will also provide necessary paperwork for participants and/or spectators to purchase.
3. Vendor will provide 30 complimentary group photographs (5"x7") from the Affirmation Dinner.
4. Vendor will provide 45 complimentary group photographs (5"x7") from the Academic All-Star Breakfast.
5. Vendor will provide championship team photographs (5"x7") for the Colonial League website.
6. Vendor will provide 525 plastic credit card style Colonial League Courtesy Cards.
 - a. Non-picture cards
 - b. Design will be approved by the photo committee from artwork provided by vendor.
7. Vendor will include any other services in their proposal that is above and beyond what is stated in this RFP.

Vendor Information

A. Vendor Overview

1. Please provide the following:
 - The name and location of your company, including the location of the office that will be serving the Colonial League for Interscholastic Sports, Inc..
 - A brief general description of your business.
 - The number of years your company has been in business.

- Is your company a subsidiary of another corporation? If so, what is the name of the parent company?
- The number of personnel employed by your company (please include the number of staff dedicated to provide requested services).
- The primary line of business of your firm.
- The requirements, training, and certifications you require each of the employees who will be providing the requested services.

B. Client Base

1. Provide specific reference information for three (3) clients you have served, relevant to the contract proposed, to include:
 - Organization name, location, contact person, and contact phone number.
 - Starting date of service.
 - Relevant volume statistics

The references must be relevant to service in the last 24 months, and shall include their level of acceptance of your services.

Equal Opportunity – Affirmative Action

The successful contractor shall comply in all aspects with the Equal Employment Opportunity Act. A company with fifteen (15) or more employees shall be required to have an Affirmative Action Plan which declares that the contractor does not discriminate on the basis of race, color, religion, sex, national origin, or age, and which specifies goals and target dates to assure the implementation of equal employment. A company with fewer than fifteen (15) employees shall be required to have written Equal Opportunity policy statement declaring that it does not discriminate on the basis of race, color, religion, sex, national origin, or age. Findings of noncompliance with applicable State and Federal Equal Opportunity laws and regulations could be sufficient reason for revocation or cancellation of the contract.

Authority To Bind Respondent

The respondent's proposal is to identify the individual(s) having authority to contractually bind the respondent. It is also to name the person to be contacted both during the period of evaluation of proposals and for prompt initiation upon award of contract. This information is to include name, title, address, and telephone number(s).

Indemnification

The contractor agrees to indemnify, defend, and save harmless, the Colonial League for Interscholastic Sports, Inc., as well as its league members, administration, agents, and employees from any and all claims and losses accruing or resulting from the performance of this contract, and from any and all claims and losses accruing or resulting to any person, firm, or corporation who may be injured or damaged by the contractor in the performance of this contract.

Termination

Subject to the provisions below, the contract may be terminated by either party, upon thirty (30) days advance notice to the other party, but if any work or services hereunder are in progress, but not completed, as of the date of termination, then the contract may be extended upon approval of the Colonial League for Interscholastic Sports, Inc. until said work or services are completed and accepted.

A. Termination for Convenience

1. In the event that the contract is terminated or canceled upon request and for the convenience of the Colonial League for Interscholastic Sports, Inc., without the required thirty (30) days' advance written notice, then the Colonial League for Interscholastic Sports, Inc. shall negotiate reasonable termination costs, if applicable.

B. Termination for Cause

1. Termination by the Colonial League for Interscholastic Sports, Inc. for cause, default, or negligence on the part of the Bidder shall be excluded from the foregoing provision; termination costs, if any, shall not apply. The thirty (30) days advance notice requirement is waived in the event of termination by cause.

Invoicing and Payment

The Colonial League for Interscholastic Sports, Inc. will not invoice the photographers for any services, nor will the photographer invoice the Colonial League for Interscholastic, Inc. for any services rendered

Addenda

If it becomes necessary to revise any part of this request or if additional data is necessary to enable interpretation of provisions of this request, revisions will be provided to all prospective proposers who receive this request for proposals.

This document includes an acknowledgement page; this page must be faxed back to the Catasauqua Area School District Director of Student Activities at (610) 697-0116, to ensure proper notification of changes to the published documents. The Colonial League for Interscholastic Sports, Inc. does not assume responsibility for any vendor that does not receive revisions or addenda, where the vendor has not acknowledged receipt of any portion thereof.

Question regarding this document should be referred to Thomas R. Moll, at (610) 697-0111 ext. 2 or mollt@cattysd.org.

A summary of all questions and answers will be made available to each firm if they might influence the award of the contract.

Preparations and Submittal Proposals

- A. All proposals shall be signed in ink by the Bidder's duly authorized principal.
- B. Requests for extension of the deadlines will not be granted.
- C. Vendors mailing their proposals should allow for normal time to ensure receipt of their proposals by the Catasauqua Area School District Director of Student Activities prior to the time and date fixed as deadlines.
- D. Proposals or unsolicited amendments to proposals received by the Catasauqua Area School District Director of Student Activities after the acceptance deadline will not be considered. Proposals will be reviewed immediately after the stated deadline.
- E. Each vendor shall submit one (1) original copy of the proposal to the Catasauqua Area School District Director of Student Activities.
- F. Proposal may be withdrawn on written request from the vendor addressed to the Catasauqua Area School District Director of Student Activities prior to the time of acceptance.

Proposal Content

- A. Vendors are advised to provide information detailed sufficiently to enable evaluation of their capabilities, experience, and approach to the services outlined in the proposal.

- B. Each vendor should provide a straight forward, concise description of the vendor's capabilities to satisfy the requirements of this Request for Proposals.

Miscellaneous

The contents of the proposal submitted by the selected Vendor and this RFP will become a part of any contract awarded.

All proposals are subject to public inspection and subject to the provisions set forth by Pennsylvania Statutes. Copies of information resulting from this RFP are generally not available until a contract has been formally awarded.

Subcontracting

The Vendor who is selected will be prohibited from assigning, transferring, conveying, subletting, or otherwise disposing of the resulting agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company, or corporation without the previous consent and approval in writing by the Colonial League for Interscholastic Sports, Inc.

Award

The Colonial League for Interscholastic Sports, Inc. may reject any or all proposals for such reason as it may deem proper. In acceptance of proposals, the Colonial League for Interscholastic Sports, Inc. will be guided by consideration of the interests of the league members. The Colonial League for Interscholastic Sports, Inc. also reserves the right to negotiate further with one or more of the consultants as to any features of their proposals and to accept modifications of the work and price when such action will be in the best interests of the Colonial League for Interscholastic Sports, Inc.

The individual signing this submittal hereby declares that no person or persons other than members of this/her organization are interested in the is Project or in the contract proposed to be taken; that it is made without any connection with any other person or persons making a proposal for the same work and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Colonial League for Interscholastic Sports, Inc. is directly or indirectly interested therein, or in the supplies or works to which it relates or will receive any part of the profit or any commission there from in any manner which is unethical or contrary to the best interests of the Colonial League for Interscholastic Sports, Inc.

REQUESTS FOR PROPOSALS
COLONIAL LEAGUE FOR INTERSCHOLASTIC SPORTS, INC.
c/o Catasauqua Area School District
Northampton, Pennsylvania 18067

Exclusive Photography Services

Proposal due date: 10:30 am, May 23, 2008

Colonial League Interscholastic Sports, Inc.
c/o Thomas Moll, II
Catasauqua High School Athletic Department
2500 West Bullshead Road
Northampton, PA 18067

In accordance with the Colonial League for Interscholastic Sports, Inc., **the undersigned agrees to provide the above-mentioned services for the 2008-09 school year:**

The undersigned, if familiar with the conditions surrounding this call for Requests for Proposals, is aware that the Colonial League for Interscholastic Sports, Inc. reserves the right to reject any and all Proposals, is submitting this Proposal without collusion with any other person, individual, or corporate.

Witness

Signature

Company Name

Printed Name

Address

Title

City State Zip

Date

Federal ID #

Telephone Number

Email Address

Fax Number

RETURN THIS FORM IMMEDIATELY

Colonial League for Interscholastic Sports, Inc.
c/o Catasauqua Area School District
Acknowledgement: Receipt of RFP Documents

Title: Exclusive Photography Services

Please take a moment to acknowledge receipt of the attached RFP documents. Your compliance with this request will help us to maintain proper follow-up procedures while ensuring that all recipients have the opportunity to submit proposals.

Date issued: TBD

Date received: ____/____/____

Do you plan to submit a proposal? Yes _____ No _____

Print or Type the following information:

Company Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Fax: _____

Received By: _____

Note: Faxed acknowledgements are requested!!!!
FAX: (610) 697-0116

**Colonial League for Interscholastic Sports, Inc.
C/o Catasauqua Area School District
Northampton, PA 18067**

NON-COLLUSION CERTIFICATION

The undersigned certifies under penalty of false statement that this proposal or contract has been made, submitted and executed in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals. I further certify that I have not provided or directed to be provided gifts, meals, or gratuities to any official or employee of the Colonial League for Interscholastic Sports, Inc. responsible for awarding or administering this bid or the contract.

Signature:	
Printed Name:	
Company Name:	
Dated:	