



LOS ANGELES UNIFIED SCHOOL DISTRICT REFERENCE GUIDE

TITLE: Contract for Yearbook and Photography Vendors

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ROUTING
LD Superintendents
LD Administrators of
Operations
Principals
Financial Managers
School
Administrative
Assistants

PURPOSE: This Reference Guide describes the various services, components, and costs for the vendors that have been awarded contracts for yearbooks and photography as a result of a Request for Proposal (RFP) issued by the Procurement Services Division.

MAJOR CHANGES: Instructions on how to submit a Data Use Agreement and where to access the template on the Procurement Services Division website, has been provided (see pg. 2). In addition, a photo portal has been created that allows photography vendors to upload student photos to MiSiS (see pg. 3) and prices have been updated (see Attachment B).

BACKGROUND: Principals and staff from various Divisions participated in committee meetings to address the financial difficulties faced by the District's Associated Student Body (ASB) organizations. An RFP was developed in an effort to address these difficulties and to provide schools with consistent Yearbook and Photography services at a consistent pricing level.

The bench contracts will be for three (3) years with two (2), one-year option periods. The awarded companies will provide management services and classroom support in the preparation and printing of yearbooks. For the Elementary and Middle School levels, the two vendors are Walsworth Publishing Co. and Pictures With Class. For the Senior High School level, the three vendors are Walsworth Publishing Co., Friesens Corp., and Pictures With Class. For all school levels, school pictures and photography services relative to school based activities will be provided by Fotorama and Pictures With Class, in accordance with all contracted



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requirements.

GUIDELINES: School site staff and ASBs should refer to **Attachment A** of this Reference Guide for information on the awarded photography vendors and the various components, including pricing, which are included in the contracts.

School site staff and ASBs should refer to **Attachment B** of this Reference Guide for information on the awarded yearbooks vendors and the various components, including pricing, which are included in the contracts.

Student ID Photos

The District considers electronic student ID photos to be educational records classified as personally identifiable or non-directory information under the Family Educational Rights and Privacy Act (FERPA). This does not extend to student photographs taken for other purposes (e.g., athletic events, campus events, public relations photos, etc.). Student ID photos that are collected and stored digitally may be accessed or shared only by District officials with a legitimate educational interest and not released without the written consent of the parent, eligible pupil, or lawful court order.

- Usage and access is permitted for legitimate business purposes only. Use and access for personal reasons is not permitted.
- Viewing electronic photographs shall be done in a manner that is discreet, reasonably viewable only by authorized personnel.
- Misuse or abuse of student ID photos may result in revocation of access without notice and be subject to legal action.

Data Use Agreement

All vendors providing services must meet the District's Student Data Privacy Requirements and sign a District Data Use Agreement. The purpose of this Data Use Agreement ("Agreement") is to allow for the District to provide Contractor with personally identifiable information ("PII") from student education records ("student data") without consent so that the Contractor may perform the authorized institutional service or function for which the District would otherwise use employees. This Agreement is meant to ensure that Contractor adheres to the requirements concerning the use of student information protected under FERPA, 20 U.S.C. §1232g, 34 Code of Federal Regulations Part 99, and California Education Code sections 49060-49085. This agreement applies to all interactions between Contractor and District schools. **The contracted vendors listed above have already met these District requirements.**

The Data Use Agreement for photographers and yearbook publishers can be found on the Procurement Services Division website at



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<http://achieve.lausd.net/Page/3904>. Once completed by the non-contracted vendor, the Agreement must be submitted to the Local District Buyer for further processing. Upon full execution of the Agreement, the non-contracted vendor will be notified and provided a copy, for presentation to the Principal.

The screenshot shows the Los Angeles Unified School District website. The header includes the district logo, the name "Los Angeles Unified School District", and the tagline "Investing in LAUSD". A search bar and social media icons are also present. The navigation menu includes "Home", "About LAUSD", "Employment", "Find a School", "Offices", and "Quick Links".

The "Procurement Services Division" sidebar menu is expanded, with a red arrow pointing to the "Vendors/Contractors Resources" section. The main content area is titled "Register Your Business as a Vendor for the Los Angeles Unified School District". It contains the following text:

LAUSD procurement policy is to provide equal business opportunity to qualified bidders and proposers because fair and open competition benefits the public interest. Accordingly, LAUSD does not establish or maintain an exclusionary "approved vendor list". When Invitation for Bid (IFB) or Request for Proposal (RFP) solicitations are issued, any bidder or proposer meeting the IFB or RFP requirements may submit a bid or proposal. Therefore, issuance of an LAUSD vendor code does not automatically endorse or approve a firm to provide a particular product or service.

Use the link below to register your business to receive notifications on future LAUSD solicitations and/or allow your business to receive payment from LAUSD for contracts and purchase orders.

[LAUSD SAP Vendor Registration \(Supplier Self Registration\)](#)

[Supplier Self Registration Terms and Condition](#)

If you are having problems receiving emails, please click [HERE](#)

If you are already registered and require updates to your SAP Vendor profile, please use the link below.

[Supplier Portal Log-In](#)

MiSiS and Student Photos

A photo portal has been created that allows vendors to upload student photos to MiSiS. Student rosters can also be accessed via the portal to facilitate the scheduling of student photos. Vendors and school administrators can visit the MiSiS webpage for additional information and job aids at <http://achieve.lausd.net/Page/11923>. As the photo portal and MiSiS continue to roll out features, the web page will be updated.

Procedures for Ordering Yearbooks

Elementary and Secondary schools should continue to follow the policies and procedures related to ASB activities as described in Publication 464 and Publication 465, respectively, as ASBs can use yearbooks as a fundraising activity. Schools using any of the contracted vendors listed below do not need to get additional quotes. All due-diligence has already been completed. Please reference District's contract numbers and review contractor's price list on Attachment A when making purchases. Contractors may offer schools a lower price but shall not raise prices above those quoted in the contract.



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Elementary or Middle Schools may place an order from either of two (2) contracted Yearbook vendors. If ordering from Pictures with Class, use contract number 4400004411. If ordering from Walsworth Publishing Co., use contract number 4400004412.

Senior High Schools may place an order from any of three (3) contracted Yearbook vendors. If ordering from Friesens, use contract number 4400004339. If ordering yearbooks from Pictures with Class or Walsworth Publishing Co., use contract numbers listed above.

Procedures for Ordering Photography

Elementary and Secondary schools should continue to follow the policies and procedures related to ASB activities as described in Publication 464 and Publication 465, respectively, as ASBs can use photography as a fundraising activity. Schools using any of the contracted vendors listed below do not need to get additional quotes. All due-diligence has already been completed. Please reference District's contract numbers and review contractor's price list on Attachment B when making purchases. Contractors may offer schools a lower price but shall not raise prices above those quoted in the contract.

All schools may place orders from either of two (2) contracted Photography vendors. If ordering photography from Fotorama, use contract number 4400004410. If ordering photography, from Pictures with Class, use contract number 4400004465.

Procedures for Ordering with Non-Contracted Vendors

Principals who choose to contract with a non-contracted vendor must ensure the vendor meets the District's Student Data Privacy requirements. Non-contracted vendors must be able to provide a fully-executed Data Use Agreement, before requesting student data and/or starting services. See Attachment C for a sample Data Use Agreement.

RELATED RESOURCES:

Publication 464, Student Body Policies and Accounting Procedures-
Elementary Schools

Publication 465, Student Body Policies and Accounting Procedures –
Secondary Schools