



**Official Form  
of  
Ogden Preparatory Academy**

**3. Fiscal Management**

**3.06.TPL.1 Procurement Comparison Form**

**Effective/Revision Date:** 05/11/2020

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**Item(s) and/or Service(s) being procured**

Student Photography and Yearbooks

<b>Vendor #1</b>	<b>Total Cost/time frame</b>	<b>Date Received</b>
Lifetouch		02/28/2022
<b>Contact Name</b>	<b>Contact Number/Email</b>	<b>Website/other</b>
Brian		
<b>Specific Characteristics of Proposal</b>		
Elementary Soft Cover Yearbook: \$13.75 Elementary Hard Cover Yearbook: \$17.75 Junior High Hard Cover Yearbook: \$19.50  Student pictures paid by individuals. Printing services comparable		
<b>Vendor #2</b>	<b>Total Cost</b>	<b>Date Received</b>
Bell Photo		02/28/2022
<b>Contact Name</b>	<b>Contact Number/Email</b>	<b>Website/other</b>
Mike VanDyke		
<b>Specific Characteristics of Proposal</b>		
Elementary Soft Cover Yearbook: \$10.00 Elementary Hard Cover Yearbook: \$15.00 Junior High Hard Cover Yearbook: \$20.00  Student pictures paid by individuals. Printing services comparable		

OPA Employee Contact Name	Date of Review
Debbie Deem	03/02/2022
Comments and Considerations for Decision	
<p>Yearbook costs run through the school, so that is the reason for the procurement comparison.  Picture pricing for both is fairly comparable.  Both companies promise complimentary printing.  Both provide student and staff name badges</p> <p>Recommending Lifetouch for the following reasons:  Working relationship with staff  Responsiveness to purchases and issues  Ease of use of printing services  Timelines for yearbook submissions  Quality of student and staff badges</p>	

Document History

Approved: 05/11/2020

Legal References