

	<p align="center"><b>GUILFORD COUNTY SCHOOLS</b>  <b>Request for Proposals</b>  Addendum: 12/20/23  Purchasing Department  501 W. Washington Street  Greensboro, NC 27401</p>
<b>Direct all inquiries to:</b>	<b>Request for Proposals: 6609</b>
Velicia Moore	<b>Proposal due date: December 20, 2023</b>
<a href="mailto:gaddyv@gcsnc.com">gaddyv@gcsnc.com</a> 336.370.3240	<b>Commodity: School Photography</b>

**NOTICE TO BIDDERS**

Please be advised that this document serves as Addendum 1 to the RFP 6609 School Photography. The following update by Guilford County Schools (GCS), please see below.

1. 3.0 Specific Information, Proposal Submittal Page 4: When submitting the digital copy, what address should that be sent to? Is it [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com)? **Yes, please send to [gaddyv@gcsnc.com](mailto:gaddyv@gcsnc.com).**
2. Section 2.9. Headshot Books: Can you provide clarity for this requirement? Is this referring to directories of all students for each school or is this something else? **I don't know what headshot books are. If you don't, I think we can say, Schools will receive one directory of all student headshots.**
3. Exhibit A, Section A, #2 and #3 Confidentiality Agreement for Student Picture Contract, Page 11: According to data privacy experts, providing images and PII through CD or Flash Drive as stated in section 2.6 Photo Copies and 2.7 Yearbook Photos, does not satisfy the requirements in the confidentiality agreement as they would no longer be behind appropriate firewalls or appropriate user ID/Passwords procedures. In the quickly evolving world of Data Privacy Regulations, could you please verify if it is the intent for GCS to allow exceptions to the confidentiality agreement for companies to provide student images and PII (Student ID#) through CD or Flash Drive for use by the district? **Education institutions are legally and ethically obliged to safeguard the confidentiality of any private information they access while performing official duties. To protect the confidentiality of individuals from those who are not authorized to have access to individual-level data, Personally Identifiable Information (PII) should be encrypted during transmission. If compatible encryption is not available to both parties, data should be password protected. Passwords should be given to the recipient through a different medium, such as a phone call, but never in notes or documents accompanying the actual data file, or another email. GCS will align its Data Confidentiality and Security Agreement protocols in accordance with the [guidance of the NCDPI](#), which states that the Vendor and PSU must both sign the DPI (Department of Public Instruction) Data Confidentiality and Security Agreement, in whole with no modifications. If the vendor is unable to complete the required documentation, then the PSU can consider using the Authorization to Operate Letter as part of the approval process. Once all the required documentation has been obtained, GCS shall review to ensure that the documentation meets all applicable security standards. Upon completion, PSUs may begin exchanging data.**

4. Do you want hard copy samples of pictures with the hard copy proposal and digital with the digital proposal? **Yes, we want hard copy samples with hard copy proposal and digital with the digital proposal.**
5. Pricing Sheet, Page 10: Is the pricing sheet in reference for seniors or underclassmen? Are we able to provide pricing for both? **Vendors should provide pricing sheets for seniors and underclassmen along with staff if applicable.**