

Cornwall Central School District

REQUEST FOR PROPOSALS

RFP: 2025-4

SCHOOL DISTRICT PHOTOGRAPHY SERVICES



Issued: Thursday, March 6, 2025

**DUE: Friday, March 28, 2025
9:00am**

**Cornwall Central School District
24 Idlewild Avenue
Cornwall-On-Hudson, NY 12520**

I. Introduction

A. General Information

Cornwall Central School District, herein referred to as the "District", is requesting proposals from qualified firms to serve as:

School District Photography Services, Inclusive of Senior Pictures and Yearbook Services

This RFP covers school pictures and photography services for all school levels and campuses – elementary (3), middle (1), and high school (1) – as well as the administrative offices of the Cornwall Central School District. The District intends to choose one (1) company to serve each of the above needs as per this request for proposal and provide services to all locations within the Cornwall Central School District. Vendors must submit responses that address all school levels.

There is no expressed or implied obligation of the District to reimburse respondents for any expenses incurred in preparing proposals, or attendance at an interview, if required, in responding to this request.

To be considered, one (1) original plus two (2) copies of the proposal must be received by the District no later than Friday, March 28, 2025 at 9:00am at the following address:

Cornwall Central School District
John P. Fink, Assistant Superintendent for
Business
24 Idlewild Avenue
Cornwall-on-Hudson, NY 12520

The District reserves the right to reject any or all proposals submitted.

Following the notification to the selected company, it is expected that a contract for services will be executed between both parties at the District's next regularly scheduled Board of Education meeting. The contract shall then become operational by Resolution of the Cornwall Central School District Board of Education, herein referred to as the "Board".

All proposals and accompanying documentation become the property of the Cornwall Central School District. The District shall not divulge any information presented in the RFP to anyone outside the District without written approval of the firm.

B. Inquiries

All inquiries concerning this RFP should be directed to:

John Fink, Assistant Superintendent for Business
Cornwall Central School District
24 Idlewild Avenue
Cornwall-on-Hudson, NY 12520
(845) 534-8009 ext. 7104
E-mail: jfink@cornwallschools.com

C. Term of Engagement

This is a three (3) year engagement beginning on July 1, 2025, with the sole discretion of the District to renew the agreement on an annual basis for an additional two (2) years an annual increase of the lesser of 2% or CPI.

D. Right to Reject Proposals

Submission of a proposal in response to this Request for Proposal indicates acceptance by the Proposer of the conditions contained in the RFP unless clearly and specifically noted in the proposal and confirmed in the contract between the District and the Proposer. The Cornwall Central School District reserves the right without prejudice to reject any or all proposals.

E. General Statement of Qualifications

The District is seeking a company that has the resources and expertise to provide responsive and high quality services to the District. As such, companies submitting proposals should be of a sufficient size to ensure timeliness, stability, and responsiveness during the year. Companies submitting proposals shall provide information about their size as well as experience with other school district(s). The District is keenly interested in the level and type of experience of the company and those persons who will be assigned to work with the District.

The District reserves the right to reject staff whom it feels do not have appropriate experience or qualifications to provide high quality services, or whose performance proves unsatisfactory.

F. School District Information

The fiscal year of the Cornwall Central School District is July 1 through June 30. The District provides educational services from pre-kindergarten through twelfth grade. The District, located in Orange County in the State of New York, is approximately 60 miles north of New York City. The District has a student population of approximately 3,000, with a 2024-25 annual budget of \$90,260,773. The District has three elementary schools, one middle school, and one high school, and employs approximately 550 full and part-time employees. The District is governed by nine Board of Education members and is a component of the Orange-Ulster BOCES. The Central Administration is comprised of the Superintendent of Schools,

Assistant Superintendent for Business, Assistant Superintendent for Curriculum, and Director of Human Resources. District administrators consist of a Director of Pupil Personnel Services, Assistant Director of Pupil Personnel Services, Director of Facilities, Director of Food Services, Director of Health/Safety/Aquatics, Director of Technology, Director of Data & Instructional Technology, and Athletic Director. At the building level, the High School has a principal and two assistant principals. The Middle School has a principal and two assistant principals. Each of the elementary schools has a principal, with the largest of the three elementary schools also having an assistant principal.

The list of buildings are below:

1. Cornwall Central School District Offices
24 Idlewild Avenue
Cornwall-on-Hudson, NY 12520
2. Cornwall Central High School
10 Dragon Drive
New Windsor, NY 12553
3. Cornwall Central Middle School
122 Main Street
Cornwall, NY 12518
4. Cornwall Elementary School
99 Lee Road
Cornwall, NY 12518
5. Cornwall-on-Hudson Elementary School
234 Hudson Street
Cornwall-on-Hudson, NY 12520
6. Willow Avenue Elementary School
67 Willow Avenue
Cornwall, NY 12518

The enrollments of the buildings for the 2024-2025 school year are as follows:

Cornwall Central High School = 1014
 Cornwall Central Middle School = 908
 Cornwall Elementary School = 596
 Cornwall-on-Hudson Elementary School = 239
 Willow Avenue Elementary School = 236

The District staffing levels for the 2024-2025 school year are as follows:

Unit	# of Employees
Teachers / Nurses	287 F/T, 1 P/T
Para-Professionals	71 F/T, 28 P/T
Custodial / Maintenance	48 F/T

Clerical	31 F/T, 3 P/T
Administrative	19 F/T
Food Service	3 F/T, 34 P/T
Individual Contracts	14 F/T, 0 P/T

II. Scope of Services

This RFP is for school pictures and photography services related to school activities within the Cornwall Central School District. Vendors must be able to accommodate these minimum requirements. The vendor shall furnish all supervision, labor, materials, equipment, tools, supplies, incidentals, duties and services of every kind necessary for proper photography services. The vendor shall pay all fees, incur all expenses, and secure all permits necessary to complete the work in every respect. The vendor will provide all pictures to the District and/or building yearbook advisor on an agreed upon data device. The scope of the work includes:

- A. Elementary Campuses (K-4)**
 1. Individual student portraits – fall (spring optional).
 2. Class photos (optional, to be determined).
 3. Student identification cards – grades K-4.
 4. Formal staff photos.
 5. Staff identification cards.
 6. Yearbook services. (optional, to be determined) (see E below)
- B. Middle School Campus (5-8)**
 1. Individual student portraits – fall (spring optional).
 2. Class photos (optional, to be determined).
 3. Student identification cards – grades 5-8.
 4. Formal staff photos.
 5. Staff identification cards.
 6. Clubs/Activities portraits. (see E below)
 7. Yearbook services. (optional, to be determined) (see E below)
- C. High School Campus (9-12)**
 1. Individual student portraits – fall (spring optional).
 2. Student identification cards.
 3. Formal staff photos.
 4. Staff identification cards– grades 9-12.
 5. Clubs/Activities portraits. (see E below)
 6. Athletic team portraits. (see E below)
 7. Senior portrait packages. (see E below)
 8. Graduation photo packages. (see E below)
 9. Yearbook services. (see E below)
 10. Drone photography service for senior class photo and “26” on the football field.
- D. School Administration Location**
 1. Formal staff photos.
 2. Staff identification cards.
 3. School Board Member photos.
- E. Additional Scope of Work**

1. One (1) color yearbook image of each student photographed for the yearbook.
2. Vendor shall utilize “Blue Screen” technologies with over 50 background choices in order for portraits to be personalized at purchaser’s discretion.
3. An actual “live” representative that will work with the yearbook advisors and schedule meetings at school to plan and review.
4. Photo Workshop – to teach yearbook students how to take better candid images using their cameras or phones.
5. Individual student and staff pictures shall be taken at no charge. The vendor agrees to schedule photography sessions at each school during the school day.
6. The vendor will schedule at least one re-take session per school during the school day. These re-take sessions will be at no charge.
7. Senior Photographs: Senior photographs will either be taken at the vendor’s studio or at the high school for a sitting fee, a portion of which will be credited towards the student’s final purchase price. NOTE: only those seniors accompanied by a parent or guardian will be allowed to sit for their senior pictures at the vendor’s studio.
8. Senior Photographs: Vendor will provide to the District and/or the building yearbook advisor one (1) preselected [by senior] formal photo, and at senior choice, one (1) preselected casual photo.
9. Senior Photographs: Photograph any student free of charge who can’t afford to buy a sitting. This would be one pose with no retouching.
10. Underclass (K-11) Photographs: Underclass photographs will be taken at the designated building without a sitting fee.
11. Athletics: A team picture and candid photographs of each athletic team, including Fall, Winter, and Spring sports to be given to the District and/or building yearbook advisor, digitally, for use in the yearbook. They will be submitted by the end of each season unless otherwise agreed upon by the District and/or advisor and vendor.
12. High School and Middle School Events: Photographs of school events i.e. prom, graduation, plays, concerts, class events etc... will be submitted at the conclusion of the event unless otherwise agreed upon by the District and/or advisor and vendor. Requests for events will be honored with as little as 48 hours’ notice.
13. High School and Middle School Clubs/Activities: Photographs of school clubs and activities, etc... will be arranged by the District and/or building advisor and submitted at the conclusion of the event unless otherwise agreed upon by the District and/or advisor and vendor.
14. Digital images of each student’s picture will be given to the District and/or building for use in their student management system.
 - a) Vendor will be provided a listing with student names and student identification numbers, along with their campus building, grade level, and homeroom teacher (where applicable). Photos provided by the vendor to the District for District use in Information Technology applications are required to be in JPEG (.jpg) format, with the student identification number used as the file name, with images to be sorted by the school. File size should be 12 to 20kb per JPEG. Remove any faculty photo files and send them separately in another file. Remove or correct any files not labeled

- with a student id or with an incorrect student id.
- b) Vendor will be provided a list of faculty names. Photos provided by the vendor to the District for District use in Information Technology applications are required to be in JPEG (.jpg) format, with the faculty member's name used as the file name, with images to be sorted by the school/department. File size should be 12 to 20kb per JPEG. Remove any student photo files and send them separately in another file. Remove or correct any files not labeled with a faculty id or with a faculty student id.
 - c) Digital images provided to the Information Technology Department can be sent via download, portal or other media storage device.
15. Photo Identification (ID) Cards will be provided to each student grades K-12.
 16. Software and hardware to produce replacement IDs for both students and staff.
 17. Technology/Branding Budget for new camera equipment or other technology to make the job of yearbook advisor easier or school branding.
 18. Purchase one full-page ad in the high school and middle school yearbook per year.
 19. Create and disseminate all advertising materials to all students and their families with prior District's approval of such communication.
 20. As the District's official and exclusive photographer for those years awarded, the vendor is permitted to offer student photography packages to the District students, in addition to their formal yearbook image. This includes images noted in (7), (8), and (9) above.
 21. Graduation Photographs: The vendor will be required to take "student handshake" pictures at the high school graduation and offer them for sale to the high school students. NOTE: Any pictures shared on a website will be password protected for viewing.
 22. Vendor will offer a minimum of 4 package options with pricing for Senior Portraits and underclassman pictures.
 23. Price list for additional purchase of pictures from (7), (8), (9), and "student handshake" will be made available and public prior to events.
 24. The vendor shall not use, maintain or provide to other persons any student and parent related information, including student name, address, or contact information, obtained through this request for any purpose other than providing services directly to the District. Vendor is further prohibited from using District provided student and parent information for direct marketing of school photographs or other vendor services to student and parents. These conditions do not apply to any information provided directly to the vendor by students and parents in the course of their direct dealing with the vendor.
 25. Vendors may also offer additional photography services in their RFP submission, and they may also be required to provide additional services as requested by school administrators.

III. Proposal Requirements

A. Deadline

Vendors wishing to submit proposals to the District must include responses to the following specifications by 9:00 A.M. on March 28, 2025.

B. Proposal of Costs

A statement of the fees the vendor intends to charge the District's students as outlined on the attached submittal Addendum B.

C. Quality of Work

Sample photograph packages that are of the quality the vendor proposes to provide. This should include a variety of photographs for the school levels and be arranged and identified as to the school level. Vendors may provide additional information regarding other services provided by their firm. Supplemental information will not be used in the evaluation of the RFP responses but may be useful for Cornwall Central School District administration in determining other services that may be required.

D. Commission and Support

If the vendor plans to offer the Cornwall Central School District commission on the sale of photo packages and other services, please provide details of the commission proposal.

E. Staffing

Provide the names and resumes of all principal, supervisory and management staff to be assigned to the Cornwall Central School District. The vendor should provide as much information as possible regarding the qualifications and experience of the specific staff to be assigned to the Cornwall Central School District. Provide the name, address, and phone number of the individual(s) that will assume responsibility for these photography services.

F. References

Provide the names of all current and former school district clients, with information on the number of years of service to each, along with the names and telephone numbers of contact persons in each district (see attached Addendum C).

G. Litigation

Identify any litigation brought against the vendor during the past five years. Explain any pending litigation that may have a financial impact on your organization.

H. Affirmation

Provide an affirmation by the vendor that it will not delegate or subcontract its responsibilities under an agreement without the express written permission of the Cornwall Central School District.

I. Addendums

Completion of all required addendums included in this RFP.

Addendum A: Company Contact

Addendum B: Proposal of Costs

Addendum C: References

Appendix A: Insurance Requirements

Appendix B: Hold Harmless

Appendix C: Bid Proposal and Non-Collusive Bidding Certifications

Appendix D: Iran Divestment Act Certifications
 Appendix E: Sexual Harassment Certification

IV. Termination of Contract

Either the vendor or District may cancel this agreement for any reason, provided 45 days prior notice is provided to the other party via certified mail.

If early termination is initiated by the District after the commencement of receiving any photographic services from the vendor in that school year, the vendor will be permitted to continue with and finish out that year's services. A school year is defined as July 1 through June 30.

If early termination is initiated by the vendor after the commencement of providing any photographic services to the District in that school year, the vendor must continue with and finish out that year's services. If the vendor does not continue, the vendor will be required to compensate the District the difference of their base senior sitting fee and the base senior sitting fee of a like-kind photographic vendor chosen to replace it. .

V. Timeline Requirements

Distribution of RFP to Potential Vendors:
 Thursday, March 6, 2025

Due Date for Request for Proposal Responses:
 Friday, March 28, 2025 at 9:00AM

Evaluation of proposals:
 March 28 – April 4, 2025

Board of Education Appointment:
 April 7-24, 2025

VI. Evaluation Procedures

A. Evaluation Criteria

Proposal evaluation criteria will include, but not be limited to:

1. Expertise and Experience – Experience of vendor, size and experience of staff, educational background, specialized skills, and expertise working with school districts.
2. Price – Cost will be a consideration, but will not be the primary factor in the selection.
3. Price of the basic package.
4. Overall range of prices and options of remaining packages.
5. Value of commission/support vendor intends to provide the Cornwall Central School District, if applicable.
6. Demonstrated experience in providing school pictures as evidenced by corporate profiles, positive references, and prior experience with school districts.
7. Ability to provide a sufficient number of photographers to meet the photography

schedules set forth by the school administration.

8. Overall responsiveness to the terms and conditions set forth herein and to satisfy the needs of the Cornwall Central School District.
9. During the evaluation process, the District may, at its discretion, request any one or all vendors to make oral presentations. Such presentations will provide vendors with an opportunity to answer any questions the District may have on a vendor's proposal.

Addendum A – COMPANY CONTACT

The following individual(s) is(are) responsible for this proposal and any services awarded.

COMPANY: _____

ADDRESS: _____

PHONE: _____

EMAIL: _____

AUTHORIZED SIGNATURE: _____

PRINTED NAME: _____

TITLE: _____

DATE: _____

Addendum B – PROPOSAL OF COSTS

For the Period: July 1, 2025 through June 30, 2026

Underclass Packages

1) As the official, exclusive District photographer, the vendor will make an annual donation back to District (as a % of underclass packages revenue):

Underclass (K-11) package revenue: _____%

Senior Packages

1) As the official, exclusive District photographer, the vendor will make an annual donation back to District (as a % of the senior packages revenue):

Senior Sitting Fee: \$ _____

Credit amount of sitting fee toward student package purchase _____%

Senior Package revenue: _____%

Scope of Work (E#7, E#8, E#9) revenue: _____%



Appendix A - INSURANCE REQUIREMENTS

The selected firm will be required to provide the District with a certificate(s) of insurance, evidencing that the following insurance requirements have been met:

1. Commercial General Liability Insurance: \$1,000,000 per occurrence/\$2,000,000 aggregate.
2. Workers' Compensation and Employer's Liability and NYS State Disability Insurance for all employees at statutorily required amounts.
3. Professional Liability Insurance: \$5,000,000 per occurrence/ \$5,000,000 aggregate. If written on a "claims-made" basis, the retroactive date must pre-date the inception of the contract or agreement that results from the firm's proposal. Coverage shall remain in effect for two years following the completion of work for the District.
4. Excess Insurance: \$3,000,000 each occurrence and aggregate. Excess coverage shall be on a follow-form basis.

In addition, the selected firm will be required to agree to indemnify the District for any applicable deductibles and self-insured retentions.

The selected firm will be required to effectuate the naming of the District as an additional insured on the firm's insurance policies, with the exception of workers' compensation, and professional liability. The District shall be listed as an additional insured by using endorsement CG 2026 or equivalent. A completed copy of the endorsement must be attached to the certificate of insurance. If a policy is written on a claims-made basis, the retroactive date must precede the date of any resulting contract. The policy(ies) on which the District is named as an additional insured must be purchased from an A.M. Best rated A- or higher insurer, licensed in New York State and must state that the firm's coverage shall be primary and noncontributory coverage for the School, its Board, employees and volunteers. The certificate of insurance for all policies shall require that the District receive no less than 10 days a written notice in the event the policy is terminated or canceled prior to the expiration date of the policy.

At the District's request, the selected firm shall provide a copy of the declaration page of the liability and umbrella policies with a list of endorsements and forms. If so requested, the firm will provide a copy of the policy endorsements and forms.

Firms submitting proposals acknowledge that failure to obtain the above-described insurance on behalf of the District will constitute a material breach of any resulting contract. The failure of the District to object to the contents of the certificate or the absence of same shall not be deemed a waiver of any and all rights held by the District.

Appendix B - HOLD HARMLESS AGREEMENT

The undersigned hereby agrees to defend, indemnify, and hold harmless the Cornwall Central School District from and against any and all liability, loss, damages, claims for bodily injury and/or property damages, cost and expense, including Counsel fees, to the extent permissible by law, that may occur or that may be alleged to have occurred in the course of the performance of this agreement by the firm, whether such claims shall be made by an employee of the firm or by a third party. The firm covenants and agrees that it will pay all costs and expenses arising therefrom and in connection therewith, and if any judgment shall be rendered against the Owner, in any such litigation, the Firm shall at this own expense satisfy and discharge the same.

REPRESENTATIVE: _____

SIGNATURE: _____

TITLE: _____

FIRM/PARTNERSHIP: _____

DATE: _____

Appendix C - BID PROPOSAL and NON-COLLUSIVE BIDDING CERTIFICATIONS

Firm Name: _____

Business Address _____

Telephone Number _____ Date of Bid/Proposal _____

I. General Bid Certification

The bidder certifies that s/he will furnish, at the prices herein quoted, the materials, equipment and/or services as proposed on this bid.

II. Non-Collusive Bidding Certification

By submission of this bid proposal, the bidder certifies that s/he is complying with Section 103-d of the General Municipal Law as follows:

Every bid or proposal hereafter made to a political subdivision of the state or any public department, agency or official thereof where competitive bidding is required by statute, rule regulation or local law, for work or services performed or to be performed or goods sold or to be sold, shall contain the following statement subscribed by the bidder and affirmed by such bidder as true under the penalties of perjury;

(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) A bid shall not be considered for award nor shall any award be made where (a) (1), (2) and (3) above have not been complied with; provided, however, that if in any case the bidder cannot make the foregoing certification, the bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where (a) (1), (2) and (3) above have not been complied with, the bid shall not be considered for award nor shall any award be made unless the head of the purchasing unit of the political subdivision, public department, agency or official thereof to which the bid is made, or his designee, determines that such disclosure was not made for the purpose of restricting competition.

Any bid hereafter made to any political subdivision of the state or any public department, agency or official thereof by a corporate bidder for work or services performed or to be performed or goods sold or to be sold, where competitive bidding is required by statute, rule, regulation, or local law, and where such bid contains the certification referred to in subdivision one of the section, shall be deemed to have been authorized by the board of directors of the bidder, and such authorization shall be deemed to include the signing and submission of the bid and the inclusion therein of the certificate as to non-collusion as the act and deed of the corporation or partnership.

Signature (Authorized): _____

Title: _____

Appendix D - IRAN DIVESTMENT ACT CERTIFICATION

The Iran Divestment Act of 2012 (“Act”), Chapter 1 of the 2012 Laws of New York, added State Finance Law (SFL), §165-a and General Municipal Law §103-g, effective April 12, 2012. Under the Act, the Commissioner of the New York State Office of General Services (“OGS”) developed a list (“Prohibited Entities List”) of “persons” who are engaged in “investment activities in Iran” (both are defined terms in the law). In accordance with SFL §165-a(3), the Prohibited Entities List may be found at the OGS website:
<http://www.ogs.ny.gov/about/regs/docs/ListofEntities.pdf>

Pursuant to General Municipal Law §103-g, by signing below, Bidder certifies as true under the penalties of perjury that: By submission of this proposal each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint proposal each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law.

A proposal shall not be considered for award nor shall any award be made where the certification has not been made, provided, however, that if in any case the Bidder cannot make the certification, the Bidder shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therefor. The Cornwall Central School District (“District”) may award a contract to a Bidder who cannot make the required certification on a case-by-case basis if:

- 1) The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the person has adopted, publicized, and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran: or
- 2) The District makes a determination that the goods and services are necessary for the District to perform its functions and that, absent such exemption, the political subdivision would be unable to obtain the goods or services for which the contract is offered. Such determination shall be made in writing and shall be a public document.

During the term of the Contract, should the District receive information that a person is in violation of the above-referenced certifications, the District will offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment which is in violation of the Act within 90 days after the determination of such violation, then the District shall take such action as may be appropriate including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the contractor in default.

The District reserves the right to reject any bid, proposal, contract or request for assignment for an entity that appears on the Prohibited Entities List prior to the award or execution of a contract or any renewal thereof, as applicable, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities List after contract award.

DATE

SIGNATURE

BUSINESS NAME

PRINTED NAME

TITLE

Appendix E – SEXUAL HARASSMENT CERTIFICATION

In accordance with State Finance Law §138-l, which generally prohibits the School District from entering into contracts pursuant to the Bid/RFP process with persons who fail to submit a certification affirming compliance with New York State Labor Law §201-g, the Proposer submits the following certification under the penalty of perjury:

By submission of this proposal, each Proposer and each person signing on behalf of any Proposer, certifies, and in the case of a joint bid/proposal each party thereto certifies as to its own organization, under penalty of perjury, that the Proposer has implemented written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment training to all of its employees. Such policy shall, at a minimum, meet the requirements of Section 201-g of the NYS Labor Law.

Firm's Name

Name (Please Print)

Signature (Authorized)

Date

_____, New York
County Of

Sworn to before me this _____ day of _____, 20 _____

Notary Public Signature

Please Print Name

Commission Expiration Date