Request for Quotes – Video Production

I. **Purpose.** This is a request for quotes for video production work for the CVMVCD DIY self-help and instructional videos for use on the CVMVCD website and other social media channels. Key messages of this project include:

> 1. What to do when you are getting bit by mosquitoes (ENG and SPA)
> 2. Protect yourself from mosquitoes
> 3. What to expect from mosquito treatments (ENG and SPA)

The videos should:

- Inspire residents to modify behaviors
- Inform residents of local issues and how to help themselves
- Showcase actions residents can take to protect themselves from mosquito bites and mosquito-borne diseases

The District may offer the successful proposer two (2) additional one-year renewal terms for additional video production and editing.

Please note: The agreement term will run through June 30, 2020, provided however, that either party to the agreement shall have the option to cancel and terminate the agreement by giving the other party thirty (30) days written notice of its intent to terminate.

II. **Selection.** The District will select what in its sole judgement it determines to be the quote that will be in the best interests of the District. A successful quote must include examples of past work and references. Quotes must be emailed with hyperlinks to an online portfolio. Please do not fax or mail quotes. The deadline for quotes is 4:30 PM PST on March 6, 2020. Any quote received after that date will not be considered for evaluation. The District reserves the right to waive any formalities in said proposals, to accept or reject any or all quotes for any reason.

III. **Scope of work.** The District and the production company representative will agree on the project schedule before production begins. Final videos must be completed before June 30, 2020 due to the budgeting deadlines.

- Video copy editing
- Video shooting
- Voice over
- All logos and credits will be provided by the District.
- The contractor is responsible for music that will enhance the final version.

IV. **Project Specifications.**

- Final videos between 1-3 minutes each in high resolution.
- The designer must submit final video files and some raw footage to the District.
- Footage and shooting
- The finished videos will feature new footage shot by the contractor.

V. **Deliverables**

1. Storyboard for each video
2. Fully produced, edited and delivered video for the first video outlined in the content section above, no later than Friday, May 1, 2020.
3. Fully produced, edited and delivered videos for the second and third videos as outlined in the content section above, no later than Friday, May 29, 2020.
4. Production will take place during March and April 2020. Contractor will collaborate with and arrange for reviews and approvals with stakeholders for the concept development, rough cut, and final cut of the videos. Contractor will provide professional video and audio production and will use professional grade editing applications such as Adobe Premier or Final Cut Pro and After Effects.

VI. **Content of quotes.**

1. A statement of the designer's proposed methodology in accomplishing the project specifications.
2. A sampling of previous work and descriptions of projects for which the designer has provided similar professional services.
3. Proposed schedule to complete the scope of work.
4. Detailed fees for design by hour or per project.
5. Client references.

VII. **Payment Schedule**. Contractor and District will establish a schedule so that itemized invoices are submitted as follows: Invoice 1: Upon delivery of storyboards

Invoice 2: upon delivery of video 1 detailed above

Invoice 3: upon completing all deliverables

VIII. **Contractor Travel**. The professional identified for this work assignment bears the cost of travel expense, during the performance of duties. No reimbursement will be made by the District for travel.

IX. **Submission of quotes**. Submit quotes to the CVMVCD by 4:30 PM PST on March 6, 2020.

Submissions by email
Email to:
tgordon@cvmvcd.org
Submissions must be attached to the email in PDF format.