



REQUEST FOR PROPOSALS: VIDEO PRODUCTION SERVICES

March 15, 2022

I. Background Information

The North Olympic Salmon Coalition, a 501 (c) (3) non-profit, works to restore wild salmon stocks for families, fishers and local economies through habitat restoration and education on the North Olympic Peninsula. For more information, please visit our website at www.nosc.org.

Many of NOSC's salmon habitat restoration projects involve collaboration with landowners and partners. We are seeking a video that highlights the results of these collaborative partnerships and projects in the Chimacum Valley, with a particular focus on the conservation and restoration project at Kodama Farm with the Jefferson Land Trust ([background story here](#)). NOSC seeks a qualified local production company or individual to provide this service.

II. Nature of Services Required

There is **\$4,000 currently available** to complete the scope of work with a possibility that we can work together on fundraising for them film. Any donated services will be tax-deductible as we are a 501 (c)(3) non-profit. NOSC anticipates that these services might include, but may not be limited to:

A. Project Management Assistance

- Provide consulting services in the development stages of a video production project.
- Work with staff to coordinate roles, responsibilities, and expectations.
- Coordinate quality control of all development work and deliverables.
- Ensure that project(s) stay on schedule and within scope and budget.

B. Production and Direction

- Assist with development of timelines and/or scripts.
- Scout locations and schedule video shoots either in studio or on location.
- Conduct video shoots, providing all necessary equipment and qualified operators.

C. Post-Production

- Provide post-production services to edit raw footage into the finished product, including rough cut and final editing, sound mixing and visual effects.
- Provide supplemental graphics and audio as needed.
- Deliver finished product in desired format(s).

II. Potential Deliverables

The agreement with the selected vendor is expected to cover video services performed between May 1, 2022 and December 1, 2022.

Deliverables may include:

- Outlines
- Scripts
- Graphics
- Photos
- Digital files
- Audio recordings

Materials produced will become the property of NOSC and may not be reproduced or reused without written permission from NOSC.

III. Submission of Proposals

Proposals must be received electronically by **5 pm, Friday, April 15, 2022**. The proposal should include:

- The company or individual's qualifications and capacity to provide the requested services.
- Samples of previous work. (Links to online samples are acceptable.)
- A schedule of estimated costs for potential services (see Appendix A).
- Any other information that might be helpful in evaluating the proposal.

Submit proposals via email to Sarah Doyle, Program and Partnership Manager, at sdoyle@nosc.org

IV. Evaluation and Selection Procedures

Proposals will be evaluated by NOSC staff using the following criteria:

- Demonstrated understanding of the needed products and services.
- Qualifications.
- Availability for timely completion of the required tasks.
- Cost of the services.

At NOSC's discretion, proposers may be asked to participate in a conversation either in person or by phone. It is anticipated that the evaluation/selection process will be completed by **Wednesday, April 27 2022**.

APPENDIX A: SAMPLE FEE PROPOSAL

This list of potential costs is intended to serve as a guideline for fee proposals and should not be viewed as an exhaustive list. Please include estimates for potential costs that may be incurred in meeting project deliverables as described in the Request for Proposals, either by hourly rate or unit price. If this form does not provide enough space to describe the costs and services, please feel free to use a separate document. Only the items listed will be used to evaluate cost proposals.

	Unit Price
Pre-Production Services	
Consulting and Planning	
Script Writing	
Production Services	
On-Location Production (Crew & Equipment)	
Photography	
Post-Production Services	
Footage Logging	
Rough-Cut Editing	
Visual Effects/Graphics/Titles	
Audio Effects/Music	
Final Editing and Sound Mixing	
Distribution of Final Product	
Duplication	
Full-Resolution and online format	
Donated Services	