Workforce Southwest Washington
REQUEST FOR QUOTE (RFQ) – for Sectors Video Development

I. INTRODUCTION

Workforce Southwest Washington (WSW), a nonprofit corporation founded in 2002 and located in Vancouver, Washington, is soliciting quotes from qualified organizations to develop several videos to highlight the high-growth, high-demand sectors of manufacturing, health care, construction, technology and transportation/logistics. Bidders should have experience in successfully planning, scripting, filming and producing videos for business, nonprofits and/or governmental agencies and/or workforce development.

WSW is a Washington State 501 (c) (3) nonprofit corporation responsible for the administration, finances and oversight of federal workforce development programs operating within Clark, Cowlitz and Wahkiakum counties in Washington State. These federally-funded programs improve the skills and education of the workforce. They help businesses find and hire the employees they need and provide job seekers the skills, education and training to find work or advance in their careers. WSW provides funding to the WorkSource centers, other nonprofits and community-based organizations to provide these services.

Project Deadline: Project to be completed by **June 30, 2018**

Project Budget: **$50,000**

Quote Due Date: **March 19, 2018** at 5 p.m. (Pacific Time)

Email quotes to: Julia Maglione, Communications Manager at jmaglione@workforcesw.org

II. SERVICES REQUESTED

The purpose of this RFQ is to seek quotes from organizations able to assist WSW in developing videos to showcase key industries of manufacturing, health care, construction, technology and transportation/logistics, local companies and individuals working in the industries.

The goal of the videos is to provide information on the sectors, types of jobs, salary, career pathways, etc. to entice young people and job seekers to learn more about possible jobs or careers in these industries.

Videos would potentially be 3-4 minutes each and highlight three or more companies in each sector. Videos would include interviews with employees about what it's like to work in the industry.

On-location filming at businesses in Clark County and Cowlitz County will be required as well as interviewing/filming several individuals per company.

Bidder will handle all aspects of producing the videos, including script writing, interview question development, narration, filming/editing/production, etc.

At a minimum, please include the following in your proposal:

- Development of the script and interview questions with input from Workforce Southwest
- Filming to occur at different locations in two counties
- Videographer will shoot B-Roll on location
- Research and recommendation of background music selection
- Editing and production of videos to enable use on websites and in presentations
- Please include links to at least two samples of your work that would be applicable to this project

Ownership of the final products will be delivered to WSW upon completion of the project.

III. FUNDING

The budget for this project is $50,000. Proposer may include optional items in an addendum to their bid that go beyond the $50,000 and could potentially be provided in subsequent years if funding is available. In the event additional funding becomes available, any contract awarded may be renegotiated to provide for additional related services. Any contract(s) awarded as a result of this procurement is contingent upon availability of funding. Funding amounts are subject to change due to funds availability or through the contract negotiation process.

Quotes should include a proposed payment schedule and hourly rates for proposed services.

WSW reserves the right to request additional data or oral discussion or documentation in support of written offers. Selected bidders may be invited to present their proposal. No costs will be paid to cover the expense of preparing a quote, making a presentation or procuring a contract for services or supplies.

This RFQ does not commit WSW to award a contract. WSW reserves the right to accept or reject any or all quotes received. Quotes may be kept on file in case future funding becomes available.

IV. CONTRACT TERM

The term of the contract will commence upon signature of agreed upon contract terms, scope of work and deliverables and will continue through June 30, 2018 when final deliverables are due.

Expected Contract Period: This project is anticipated to begin approximately March 26 and end June 30, 2018.

V. DUE DATE

All quotes in response to this request must be received via email by WSW by 5 p.m. Pacific Time on March 19, 2018. Quotes received after this time will not be accepted.

Submissions should be emailed to jmaglione@workforcesw.org with “Sector Video Development Proposal” in the subject line and read receipt requested.

Workforce Southwest Washington (WSW) is an equal-opportunity employer and funder of employment and training services. Auxiliary aids and services are available upon request to persons with disabilities.