

2019 VIDEOGRAPHY REQUEST FOR PROPOSAL RIVERLAND ASSOCIATION

Riverland Association is seeking paid services with a professional videographer to capture the people, places, events and attractions of our six (6) member communities through the use of video. These images will be used for our website, social media accounts, collateral materials, and various promotional publications.

Member communities are Crookston, Fertile, Greater Grand Forks, Red Lake Falls, St. Hilaire, and Thief River Falls.

VIDEOGRAPHY SERVICES OVERVIEW

Riverland Association seeks a professional videographer to take video of retail, recreation, and events in each of its five member communities listed above. Images would reflect all four seasons. Preferred photography style is festive, warm, natural, vibrant, and engaging.

DELIVERABLES:

- The consultant shall develop two short high-definition videos, each approximately 30 - 60 minutes in length. These videos should highlight the Riverland area of NW Minnesota as a primary choice for shopping, dining, events, and outdoor recreation including, but not limited to: golf, fishing, winter sports, and hiking. Riverland Association will rely on the consultant's creativity and expertise on concept development and production.
- The consultant shall provide Riverland Association with the video files in a format that can be edited in Adobe Premiere Pro. The raw footage and finished products will be the sole property of the Riverland Association.
- The videographer will be credited in the final product and such credit will be according to the Riverland Association's design preferences.
- Riverland Association reserves the right to make at least two rounds of edits before the final video product is approved.

PROPOSAL REQUIREMENTS AND HOW TO SUBMIT

- Introduction summarizing you/your company's background, resources, and relevant experience.
- Examples of past projects, preferably of a similar size and scope.
- References from past projects.
- Proposed budget for the project with filming and editing fees listed separately.
- Optional supporting materials of your choosing.

PROJECT MANAGEMENT

Riverland Association will designate a project manager to oversee the project and be the primary point of contact for the selected vendor. The project manager will work with the consultant to develop project timelines, track project status, identify potential challenges, facilitate/present solutions, and monitor costs to remain within budget.

The project manager will:

- Provide a "shots list" where the recording will occur
- Facilitate coordination with Riverland Association communities, as needed
- Provide access to events and facilities, as needed
- Review content

USE OF DRONES FOR AERIAL FOOTAGE

The company must comply with all federal and local laws pertaining to the use of drones.

COSTS

Proposal should include all costs for delivering a final portfolio, as described above. This includes travel, meals and any other related expenses.

The consultant shall furnish all camera and video equipment, sound and lighting, editing software applications, and other equipment required to produce a professional product.

PROPOSAL SUBMISSION

Deadline for submission is 5PM Friday, June 28, 2019.

Proposals can be sent to:

Email: visitriverland@gmail.com Subject line: 2019 Videography Proposal

OR

Hardcopy: Riverland Association

P.O. Box 692

Thief River Falls, MN 56701

Please label "2019 Videography Proposal" on outside of envelope

PERIOD OF AGREEMENT

The term of the agreement will be for a period of one (1) year with the possibility of a one (1) year extension. Extension of the agreement will be based on satisfactory performance as determined by Riverland Association leadership. This agreement is expected to commence on or soon after July 31, 2019 and end July 31, 2020.

2019 VIDEOGRAPHY REQUEST FOR PROPOSAL
RIVERLAND ASSOCIATION
RFP ATTACHMENT A
DEADLINE FOR SUBMISSION: 5PM FRIDAY, JUNE 28, 2019

Applicant information

Provide the following information regarding the Bidder:

Name: _____

(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: State Zip Code: _____

Telephone # & Fax #: _____

Website address: _____

Year established: Provide number of years in business under present name: _____

Business Structure: Check the box that indicates the business structure of the Respondent.

Individual or Sole Proprietorship

Corporation If selected, check one: For-Profit Nonprofit

Partnership Other: If checked, list business structure: _____

Contact Information: List the one person Riverland Association may contact concerning your proposal or setting dates for meetings.

Name: _____

Job Title: _____

Email: _____

References

Provide at least two (2) references, that the Bidder has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 2: _____

Bidder/Company Name: _____

Contact Name: Title: _____

Address: _____

City: State & Zip Code: _____

Telephone #: _____ Email: _____

Date and Type of Service(s) Provided:

Reference No. 2: _____

Bidder/Company Name: _____

Contact Name: Title: _____

Address: _____

City: State & Zip Code: _____

Telephone #: _____ Email: _____

Date and Type of Service(s) Provided:

Budget

List proposed budget for the project.

Filming	
Editing	
Other (Please list)	
TOTAL PRICE	

Supporting materials

Optional supporting materials of your choosing (websites, photos, etc.).