



REQUEST FOR QUOTATIONS

To: Interested and qualified individuals or entities interested in providing video production services for developing promotional materials for local businesses and workforce development initiatives

From: Fairfield County Economic and Workforce Development

Issued: March 24, 2022

PURPOSE

On behalf of the Commissioners of Fairfield County, the Fairfield County Economic and Workforce Development office is seeking quotes from qualified individuals or entities to perform video production services for the Area 20 Workforce Development Board (WDB) (Fairfield, Hocking, Pickaway, Ross, and Vinton Counties) through the Workforce Innovation and Opportunity Act (WIOA).

QUALIFICATIONS

Interested parties must have experience in providing similar video production services to clients and must include a summary of relevant past projects in their Statement of Qualifications. Website links to projects can be included.

SCOPE OF WORK

The Area 20 WDB has received a grant through WIOA to create promotional videos to highlight in-demand jobs to increase interest in these fields. Services will include visiting local businesses and training providers on-site and coordinating, designing, filming, and editing promotional video that both the businesses and Area 20 WDB will use in workforce development initiatives. Materials developed and produced by the service provider within this scope of work will be solely owned by Fairfield County Economic and Workforce Development and each respective participating business. There will be three versions of each video. The first will be 2 minutes for use on company and Area 20 websites, the second will be 30 seconds to be used for commercials, and the third will be 15 seconds or shorter to be used on social media. Video production would take place between May 1, 2022 and November 30, 2022. Dates and times within this timeframe are negotiable.

REQUIREMENTS

Interested parties must submit a brief Statement of Qualifications and a fee structure for services. If approved, the services can begin as soon as administratively possible. Statement of Qualifications should include the individual or organization's history of providing video production services to clients. Parties should have the ability to meet with business owners and appropriate staff virtually and in-person throughout Fairfield, Hocking, Pickaway, Ross, and Vinton Counties and provide the aforementioned services in a timely and professional manner. Quotes should be based cost per video and provided in three tiers:

Tier 1: 5 videos; Tier 2: 10 videos; Tier 3: 20 videos

Responses to this R.F.Q. and any additional questions must be received by April 8, 2022 at 11:59pm and should be forwarded to:

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