



NLOWE 2019

ENTREPRENEUR OF THE YEAR AWARDS

Celebrating women in business

Request for — PROPOSALS

Video Production Services

The Newfoundland and Labrador Organization of Women Entrepreneurs (NLOWE) is pleased to invite qualified businesses to submit a proposal for professional services to assist in shooting, producing and editing six (6), two-minute videos for the 2019 Entrepreneur of the Year Awards Gala to be held on October 29, 2019. The primary objective of these videos is to showcase award winners.

Scope of Work

1. PRODUCTION

- Set up interviews in person with award winners who have been identified by NLOWE;
- Arrange necessary camera crew and equipment;
- Conduct and shoot in-depth interviews with each winner about their entrepreneurial history, i.e. how, why, where and when each subject got into business, who she has been inspired by, what her qualifications are, what obstacles she has faced and how she has overcome them, what her individual and unique challenges have been, etc.
- Incorporate into each video a character profile, i.e. what skills she possesses that contributed to her success in winning the award.
- Discover through the interview process how NLOWE has been of assistance in each subject's entrepreneurial journey.

2. POST PRODUCTION

- Collect footage, digitize, create shot-list and edit into 120 second finished videos with titles, graphics and music.
- Create and provide audio files, or transcription of each winner's interview.
- Send a rough cut of each video to NLOWE for review, comments and approval before delivery.
- Purchase supplies, music rights and graphics as necessary.
- Deliver finished videos on a flash drive at full resolution.

All original recorded interviews/video, purchased supplies, music rights and graphics will remain the property of NLOWE and may not be used for purposes other than that specified herein without permission.

Timelines & Reporting Requirements

Milestone	Date
Release of RFP	July 4
Deadline for questions	July 15 at 12:00 p.m.
Answers to questions posted (www.nlowe.org/news)	July 16 at 4:00 p.m.
RFP closing date	August 9 at 4:00 p.m.
Consideration of proposals and award of contract	Weeks of August 12-30
Completed winner videos delivered to NLOWE	October 18
Audio files or interview transcriptions delivered to NLOWE	October 18

All work must be completed by October 18, 2019

RFP Submission Requirements

Interested parties are asked to submit a proposal by **4:00 p.m. on Friday, August 9, 2019.**

Please ensure the proposal includes the following information:

1. Description of the qualifications of the firm in relation to this project and why your organization would be well suited to provide the required services;
2. Identification of team members, including their role and summary of experience with similar projects;
3. Proposed project schedule;
4. Work plan outlining the approach to be used, including tasks required of NLOWE staff;
5. Detailed fee/expense schedule;
6. Name and contact information for three (3) references which would support the work to be completed;
7. Any special features, abilities or add-ons offered; and,
8. One digital copy of the proposal submitted in PDF format.

Instructions for Submission

Proposals must be received by **4:00 p.m. on Friday, August 9, 2019.**

Email your submission to:

Kristy Hoddinott, Director of Programming & Events
khoddinott@nlowe.org

1. By submitting a proposal for consideration, it is understood that you may be contacted by NLOWE for follow-up and more information on your submission, however; only those applicants selected for further consideration will be contacted.
2. Selection of submission(s) will be based on the evaluation criteria, as stated. NLOWE reserves the right to make the final selection.
3. A decision will be made by NLOWE and the successful applicant notified no later than **August 30, 2019.**
4. Questions on submission guidelines should be directed to Kristy Hoddinott, khoddinott@nlowe.org.
5. Questions will be received until **July 15, at 12:00 p.m.** Answers to all questions will be posted on www.nlowe.org/news by **4:00 p.m. on July 16, 2019.**

Evaluation Criteria

The following criteria and ratings will be used to review and select a proposal submission:

- Relevant knowledge, experience and qualification of firm and team members (20).
- Proposed methodology and work plan to be used in the process (25).
- Understanding of the project and overall completeness of submission (25).
- Proposed project costs and fee schedule (25).
- References (5).