

NLOWE 2021

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 eight (8), two-minute videos for the 2021 Entrepreneur of the Year Awards Gala to be held on November 4, 2021. 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.

Deadline: September 10, 2021.



Timelines & Reporting Requirements

Milestone	Date
Release of RFP	August 30, 2021
Deadline for questions	September 3 at 12:00 PM
Answers to questions posted (https://www.nlowe.org/news/)	September 7 at 4:00 PM
RFP closing date	September 10 at 4:00 PM
Consideration of proposals and award of contract	September 14
Completed winner videos delivered to NLOWE	October 25
Audio files or interview transcriptions delivered to NLOWE	October 25
All work must be completed by October 22, 2021.	

RFP Submission Requirements

Interested parties are asked to submit a proposal by **4:00 p.m. on Friday, September 10, 2021.**

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, September 10, 2021.**

Email your submission to:

Barbie Drover, Director of Administration & Special Events
bdrover@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 September 14, 2021.
4. Questions on submission guidelines should be directed to Barbie Drover at bdrover@nlowe.org.
5. Questions will be received until **September 3, at 12:00 p.m.** Answers to all questions will be posted on <https://www.nlowe.org/news/> by **4:00 p.m. on September 7, 2021.**

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)**.