



REQUEST FOR VIDEO PRODUCTION SERVICES

Issued: November 18, 2022

Proposals due on or before: December 16, 2022

Inquiries and proposals should be directed to:

Catherine Johnson

Executive Director

Inter-County Community Council

PO Box 189 Oklee, MN 56742

218.796.5144 Ext. 1027

CJohnson@intercountycc.org

General Information

1. Purpose

Inter-County Community Council Inc. is seeking a videographer to create short videos to promote ICCC programs, recruit employees and participants and tie in our agency's mission and core values.

2. Who May Respond

All qualified videographers/social media content experts.

3. Instructions on Proposal Submissions

- a. Closing Submission Date: Proposals must be submitted no later than 4:00p.m. on December 16, 2022.
- b. Questions: RFP Questions should be directed to Catherine Johnson at 218-796-5144 ext. 1027.
- c. Conditions of Proposal: All cost incurred in the preparation of a proposal responding to this RFP will be the responsibility of the contractor and will not be reimbursed by ICCC.
- d. Instructions to Prospective Contractors: The proposal shall be submitted electronically by e-mail or dropped off at the office by the deadline.

Via email sent to Catherine Johnson at Cjohnson@intercountycc.org with "Video Proposal" in the subject line.

Or delivered to the office by 4:00p.m. on December 16, 2022 to:

Catherine Johnson
Inter-County Community Council
207 North Main Street
Oklee MN 56742

All proposals must be received on or before 4:00 PM on December 16, 2022. Proposals received after the due date will be rejected.

- e. Right to Reject: ICCC reserves the right to reject any and all proposals received in response to this RFP. A contract for the accepted proposal will be based on the factors described in this RFP.

- f. Small and/or Minority-Owned Businesses, Women’s Business Enterprises and labor surplus are firms (200.321): Efforts will be made by ICCC to utilize small and/or minority-owned businesses and women’s business enterprises. A Contractor qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).
- g. Notification of Award:
 - i. It is expected that a decision about selection of the successful contractor will be made by December 21, 2022.
 - ii. Upon conclusion of final negotiations with the successful contractor, all contractors submitting proposals in response to this Request for Proposal will be informed, in writing, of the name of the successful contractor.

4. Description of Entity

Inter-County Community Council is a private non-profit Community Action Agency mostly serving the counties of Clearwater, East Polk, Pennington and Red Lake in Northwestern Minnesota. Through varied and multiple programs, Inter-County Community Council helps people who are primarily income eligible. ICCC is governed by a 15-member Board of Directors that meets every other month at the Oklee office.

5. Code of Conduct

- a. No employee, officer or agent may participate in the selection, award or administration of a contract if he or she has a real or apparent conflict of interest.
- b. Contractors are subject to the non-procurement debarment and suspension regulation implementing Executive Orders 12549 and 12689, 2 CFR part 180. These regulations restrict awards, sub awards, and contracts with certain parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in Federal programs or activities.
- c. Contractors will be held to a code of ethical conduct, including confidentiality of staff and families that we serve.

6. Options

It is expected that the contract shall be a one-year contract.

Specification of Service

Inter-County is seeking someone to create video marketing and recruitment content

1. Payment

Payments will be mailed out within two weeks after receiving the invoice.

2. Contractor’s Technical Qualifications

The contractor, in its proposal, shall, as a minimum, include the following:

- a. **Prior Experience**
The contractor should describe its prior experience including 1 reference (the name, address, contact person, and telephone number) of prior organization serviced.
- b. **Organization, Size, and Structure**
The contractor should describe its business and structure. Indicate, if appropriate, if the business is a small, women's or minority-owned business.
- c. **Qualifications**
The contractor should describe the qualifications of any individuals who may be assigned to this contract.
- d. **Understanding of Needs**
The contractor should describe its understanding of the needs of Inter-County and other pertinent information.
- e. **Price**
The contractor should describe the price.
- f. **Certifications**
Include:
 - Signed certification of Appendix A at the end of this proposal

If awarded the contract will also need:

 - A copy of liability insurance
 - Conflict of interest form completed
 - Verify in writing they have not been debarred from the federal government

Proposal Evaluation

1. Submission of Proposals

All proposals shall include the information listed above, and a copy of the signed certification. These documents will become part of the contract.

2. Nonresponsive Proposals

Proposals may be judged nonresponsive and removed from further consideration if any of the following occur:

- The proposal is not received in a timely manner in accordance with the terms of this RFP
- The proposal does not include the Certifications.

3. Proposal Evaluation

Evaluation of each proposal will be scored according to the scoring criteria laid out in the previous section. In compliance with 2 CFR Part 200.319 – Competition, no geographic preferences will be given in the evaluation of this proposal, since the section states, “The non-Federal entity must conduct procurements in a manner that **prohibits the use of**

statutorily or administratively imposed state or local geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference.”

Prior Experience	0-30
Organization, size, and structure of Offeror’s firm	0-10
Qualifications of Offeror to complete this contract	0-25
Offeror’s understanding of ICCC needs and objectives	0-15
Price	0-20
Maximum Points	100

Review Process

ICCC may, at its discretion, request meetings with any or all contractors to clarify or negotiate modifications to the contractors’ proposals.

However, ICCC reserves the right to make an award without further discussion of the proposals submitted. Therefore, proposals should be submitted initially on the most favorable terms, from both technical and price standpoints, that the contractor can propose.

ICCC contemplates award of the contract to the responsible contractor with the highest total points.

APPENDIX A

Certifications

On behalf of the Offeror:

- A. The individual signing certifies that he/she is authorized to contract on the behalf of the Offeror.
- B. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other consideration for the execution of the agreement, other than to an employee of the Offeror.
- C. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition.
- D. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.

E. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

F. The individual signing certifies that he/she has read and understands all of the information in this RFP.

G. The individual signing this certifies that the Offeror, and any individuals to be assigned to the contract, does not have a record of substandard work and has not been disbarred or suspended from doing work with any governmental organization.

Dated this _____ day of _____, 2021

(Offeror's Firm Name)

(Printed Name & Title of Individual Signing)