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CHEROKEE NATION®

REQUEST FOR PROPOSALS

**Video Production and Post Production Services
Osiyo, Voices of the Cherokee People Season 7**

October 2020



**Rebecca Mitchell, C.P.M.
Director of Acquisition Management
rebecca-mitchell@cherokee.org**

**CHEROKEE NATION
P.O. Box 948
Tahlequah, OK 74465**

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INTRODUCTION

The Cherokee Nation is the federally recognized government of the Cherokee people and thereby has sovereign status granted by treaty and law. Tribal sovereignty is the right to self-governance. It is essentially the right to decide issues which affect the good of the population; to design and implement programs in response to specific needs of the population; and, to establish goals for the improvement of the organization's ability to achieve program objectives. The seat of tribal government is the W.W. Keeler Complex near Tahlequah, Oklahoma, capital of the Cherokee Nation.

SUMMARY

The Cherokee Nation, on behalf of Cherokee Nation Businesses, L.L.C., a wholly-owned entity is receiving proposals from highly qualified individuals or Bidders to provide video production and post-production services for the benefit of the Cherokee Nation/CNB as per the terms and conditions contained in this RFP. Any contract awarded as a result of this RFP will be issued and administered by Cherokee Nation Businesses, LLC. The Cherokee Nation/CNB will make this RFP and the accepted elements of the successful Bidder's proposal a part of any contract awarded under this RFP. **All proposals submitted as a response to this RFP should be submitted as a best and final proposal.**

BIDDER'S ACKNOWLEDGEMENTS

By submitting a proposal in response to this RFP, the Bidder understands, represents and acknowledges that:

- * All information provided by, and representations made by, the Bidder in the proposal are material and important and will be relied upon by the Nation/CNB in awarding any contract;
- * Bidder shall disclose the existence and nature of any relationship in which an employee of the Nation/CNB has an ownership interest in the business or is an employee of the business;
- * The price and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Bidder or potential Bidder;
- * Neither the price nor the amount of this proposal have been disclosed to any other Bidder or person who is a Bidder or potential Bidder, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter of this RFP;
- * No attempt has been made or will be made to induce any Bidder or person to refrain from submitting a proposal on this solicitation, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal;

- * The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any Bidder or person to submit a complementary or other noncompetitive proposal;
- * To the best knowledge of the person signing the proposal for the Bidder, the Bidder, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by federal, state, local or tribal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract;
- * To the best of the knowledge of the person signing the proposal for the Bidder and except as otherwise disclosed by the Bidder in its proposal, the Bidder has no outstanding, delinquent obligations to any federal, state, local or tribal entity, including but not limited to, any tax liability.

INFORMATION FOR BIDDERS AND GENERAL CONDITIONS

The Cherokee Nation, on behalf of Cherokee Nation Businesses, will receive submittals from Bidders qualified to provide these services as per the scope of work and terms and conditions contained in this Request for Proposal. The Cherokee Nation/CNB will make this RFP and the Bidder's submittal a part of the contract.

All correspondence and questions regarding this Request for Proposal and requests for additional information must be directed to Rebecca Mitchell, C.P.M., Director of Acquisition Management, Cherokee Nation, at rebecca-mitchell@cherokee.org and received no later than **Wednesday, October 28, 2020 by 5:00 p.m.** The Nation anticipates responding to questions by posting on the Cherokee Nation bid website by **Friday, October, 30, 2020**. No interpretation of the meaning of the Request for Proposal will be made to any Bidder orally. No telephone inquiries please. A copy of this Request for Proposal will be posted on the Cherokee Nation bid website www.cherokeebids.org under Cherokee Nation procurements. No further notification will be made other than what is posted on the Cherokee Nation bid website www.cherokeebids.org. Responses to any questions that may be posed or updates and/or addendums issued during the RFP process will be posted **only** on the Cherokee Nation bid website www.cherokeebids.org under Cherokee Nation procurements. It is the responsibility of each prospective Bidder to monitor the Cherokee Nation bid website www.cherokeebids.org for information or updates posted regarding this Request for Proposal. Failure of any Bidder to receive any such addendum or interpretation shall not relieve such Bidder from any obligation under their submittal. All addenda so issued shall become part of the agreement documents. No contact should be made with any Cherokee Nation personnel regarding this RFP other than to the individual named above. Contact with any individual other than the contact person named in this RFP may be grounds for disqualification of the proposal.

Any submittal received after the date and time stated above will not be considered.

Proposals should include detailed information as requested in this RFP and will be accepted until **Wednesday, November 4, 2020 by 5:00 p.m.** Two physical copies of the proposal will be required, as well as digital copy supplied on a USB drive. Proposals should be mailed to the attention of Rebecca Mitchell, C.P.M., Director of Acquisition Management, Cherokee Nation, P.O. Box 948, Tahlequah, Oklahoma, 74465, or may be hand-delivered to Ms. Mitchell at the Cherokee Nation Financial Services Building, 17665 S. Muskogee, Tahlequah, Oklahoma, 74464. Proposals mailed or delivered must be sealed and designated "Request for Proposal – Osiyo Season 7 – DO NOT OPEN". The name of the individual or Bidder submitting the proposal should be included on the outside envelope.

Indian Preference and TERO Requirements: Proposals will be accepted from Indian and non-Indian Bidders. Cherokee preference and Indian preference will be given to those Bidders certified as Cherokee-owned and Indian-owned by the Cherokee Nation Tribal Employment Rights Office (TERO), P.O. Box 948, Tahlequah, Oklahoma, 74465. Proof of current certification (front and back) must accompany all proposals.

In addition, by submitting a proposal in response to this RFP, the Bidder agrees to the following:

The Cherokee Nation shall to the greatest extent feasible give preference in the award of contracts to Indian organizations and Indian-owned economic enterprises. The Cherokee Nation will follow the procedures for the selection of Bidders and Sub-contractors as set forth in Cherokee Nation law and the Cherokee Nation Acquisition Management Policies.

The work under this RFP may be subject to TERO regulations and fees. The successful Bidder will submit all applicable paperwork and pay all applicable fees prior to beginning work on this project. Questions regarding TERO requirements should be addressed to the TERO Office at 918-453-5000.

If awarded the bid, the Bidder and any subcontractors of Bidder in the performance of the work shall, to the greatest extent feasible, give preference to Indian organizations, Indian-owned enterprises and individuals as certified by the Cherokee Nation TERO Office. Indian preference will be given as per TERO requirements and Cherokee Nation policies and procedures.

Cherokee Nation Gaming Commission: Any award made as a result of this RFP may be subject to Cherokee Nation Gaming Commission ("CNGC") policies and procedures. In the event CNGC licensing is applicable, the successful vendor(s) shall be responsible for obtaining all licenses required by CNGC. CNGC licensing requirements may include licensing fees as well as security and background checks of vendor(s) employees. Current policies and procedures can be found on the Cherokee Nation website or by contacting the CNGC office at 918-431-4116.

Withdrawal of Proposals: Any proposal may be withdrawn prior to the above scheduled due date. Any proposals received after the date and time specified shall not be considered. No Bidder may withdraw a proposal within 60 days after the actual due date. Any Bidder may modify their proposal at any time prior to the scheduled closing time for receipt of proposals, provided such communication is received in writing by the designated contact person for this Request for Proposal prior to the closing time. No public bid/proposal opening will be held. All proposals will be submitted based on the information contained in this Request for Proposal. Unless a specific note is made to the contrary, we will assume each Bidder's proposal conforms to the specifications contained herein. All deviations to any part of these specifications must be submitted in writing and clearly identified. Any deviation deemed to be significant by the Nation will disqualify the proposal. Failure by Bidders to identify any such deviation(s) will not in the future accrue to the disadvantage of the Nation in any manner.

Cost of Submitting Proposal: All costs in connection with the preparation and submission of this proposal will be paid by the Bidder. All proposals submitted in response to this RFP become the property of the Nation.

Confidentiality: It is understood any information submitted to the Bidder by the Nation in respect to this Request for Proposal embodies certain proprietary information and is loaned to the Bidder on a confidential basis. Any information acquired at the Nation or otherwise relating to processes belonging to the Nation incorporated into this Request for Proposal shall be kept confidential. The Bidder agrees not to use in any unauthorized manner or communicate to others any such confidential items without the prior written consent of the Nation and will undertake such measures as are necessary to require its employees to maintain complete confidentiality.

Debarment: By submitting a response to this Request for Proposal, the Bidder certifies to the best of their knowledge and belief that the Bidder or any of its principals are not presently debarred, suspended, or proposed for debarment by any federal, state, local or tribal entity. This certification is a material representation of fact upon which reliance was placed when making award. If it is later determined the Bidder rendered an erroneous certification, in addition to other remedies available to the Nation or its entities, the Nation may terminate the Contract Agreement resulting from this Request for Proposal for default.

Verification of Scope of Work: Each Bidder must inform themselves fully of the Scope of Work and all terms and conditions in this Request for Proposal. Failure to do so will not relieve a successful Bidder of his obligation to carry out the terms and conditions of this RFP, as well as the provisions of their contract. Any discrepancy between the terms and conditions in this RFP and the Bidder's proposal, the RFP terms and conditions shall govern. All applicable laws and ordinances, and the rules and regulations of all authorities having jurisdiction over this project shall apply to the Contract Agreement throughout, and they will be deemed to be included in the contract the same as though written out in full.

All Bidders will be responsible for performing all services required or furnishing all things as the RFP requires, including all supervision, labor, materials, supplies, tools, equipment, light, lighting, water, fuel, power, heat, transportation, or other facilities necessary for the discharge of all of the Bidder's obligations as described in the Statement of Work.

All Bidders have the responsibility to estimate the time and quantities of work required to complete the work. Failure or neglect of the Bidder to discharge its responsibility will not excuse non-performance.

Subcontractors and Parent Companies:

If applicable, the Bidder must furnish, with its proposal, a subcontractor plan that (1) identifies prospective subcontractors and their respective TERO statuses, and their tribal affiliation, and (2) reflects the amount of the quote, either in dollar estimate or percentage or work estimate, that will be subcontracted with each subcontractor.

If the Bidder has a parent company or relies on a parent company to obtain or fulfill any of the work to be contracted, then the Cherokee Nation/CNB has the right to require Bidder's parent company to provide guarantee of Bidder's proposal and the performance of any obligations arising under a Contract Agreement if Bidder has been awarded the bid.

Insurance Requirements:

Insurance requirements are outlined in Attachment E.

Governing Laws and Contract: The Cherokee Nation/CNB will make this Request for Proposal and the successful Bidder's proposal a part of the contract. This Request for Proposal and any subsequent contract shall be construed under the laws of the Cherokee Nation and in the absence of applicable law on point the laws of the United States shall apply. Nothing in this Request for Proposal, any subsequent documents or contract shall be construed as a waiver of limitation upon the Nation's sovereign immunity. To the extent this statement is found to be inconsistent with any other language in this Request for Proposal or any subsequent document or contract, this statement shall control. This statement shall survive the completion or termination of any subsequent contract. By submitting a proposal in response to this Request for Proposal, the Bidder agrees to these terms and conditions. The Bidder further agrees that if awarded the bid the resulting Contract Agreement shall be governed by the laws of the Cherokee Nation and in the absence of applicable law on point, the laws of the United States shall apply. The Cherokee Nation will make the final decision on the contract format to be utilized for any award(s) under this procurement.

Evaluation Process: An Evaluation Committee ("Committee") of qualified persons will evaluate each proposal received. As part of the evaluation process, the Committee reserves the right to direct Acquisition Management to contact responding parties with questions regarding the proposal. The Committee reserves the right to schedule

presentations with prospective Bidders. Bidders may be asked to provide additional data or oral discussion for the purpose of addressing identified concerns or questions in the proposal, clarify any ambiguities, and discuss aspects of the cost and/or delivery of services. The Committee may make such investigations as they deem necessary to determine the ability of the Bidder to perform the work, and the Bidder shall furnish to the Committee all such information and data for this purpose as may be requested.

Evaluation Criteria and Required Bid Responses & Deliverables: The award of a contract will be made to the Bidder whose proposal is determined, in the sole discretion of the Nation/CNB, to be in the best interests of the Nation/CNB. Criteria to be considered by the Nation/CNB in making its selection among proposals submitted is detailed in the attached Required Bid Responses and Deliverables, attached hereto and incorporated herein as Attachment "G" ("Questionnaire"). The Questionnaire includes questions for Bidders to answer for the Nation/CNB's consideration and a list of deliverables expected to be provided by Bidders on a USB drive with the bid. The Nation/CNB will consider each Bidder's Responses and Deliverables with consideration being given to the following evaluation criteria:

1) **Experience and Qualifications:**

Bidders should provide a detailed explanation of their proposed approach to the project. Describe any previous experience with tribal entities. Provide information on office location and what equipment is commonly used by the company. Describe the team that is proposed to work on this project – their length of time working together, qualifications/experience of team members, and any awards received for their work individually or as a team.

Discuss what work processes your company has implemented since the start of Covid 19.

2) **Ability to Meet the Project Timeline:**

Proposals should outline in detail the ability of the individual or Bidder to meet the timeline required to perform the Statement of Work in this RFP.

3) **Cost:**

Any agreement awarded as a result of this RFP will be a Bidder fixed price award. Proposals should include a detailed list of costs and a grand total for the entire project as outlined in the form on Attachment F of this RFP.

All proposals submitted as a response to this RFP should be submitted as a best and final offer.

4) **References:**

Individuals or Bidders should provide a list of two, but no more than five recent references, including the name of the company, contact person and their phone number and email address, as well as letters of references. References should be of the same size and type as the project outlined in this RFP. If applicable,

references should include work performed for tribal, federal or other governmental entities.

- 5) Describe the creative approach proposed for this project. Discuss whether the music is original, or licensed, discuss any experience working with tribal elders, work with speakers of languages other than English, and other creative capabilities.

- 6) **Technical Capabilities:**

Discuss your Bidder's technical capabilities and work processes for pre-production and planning, production and post-production.

- 7) **Indian Preference:**

Indian preference will be given to those Bidders who are certified as Indian-owned by the Cherokee Nation Tribal Employment Rights Office (TERO). Proof of current certification (front and back) must accompany all proposals.

Nation's Right to Inspect: The Nation reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation and other qualifications of the Bidder and to reject any proposal irrespective of price if it shall be administratively determined that the Bidder is deficient in any of the essentials necessary to assure acceptable standards of performance. The Nation reserves the right to continue this inspection procedure throughout the life of the Contract Agreement that may arise from this RFP.

Award: An award for this project will be made subject to available funding. An award for this project will be made at the discretion of the Nation. The Nation reserves the right to determine a proposal acceptable in terms of meeting RFP requirements. The Nation reserves the right to accept or reject any and all proposals received and may negotiate with Bidders regarding the terms of their proposals or parts thereof. The Nation reserves the right to award an agreement in the best interests of the Nation. All proposals associated with this RFP become the property of the Nation and CNB.

The Cherokee Nation may review any information and data they deem necessary to determine the ability of the Bidder to perform the work and the Bidder shall furnish to the Cherokee Nation all such information and data for this purpose as the Cherokee Nation may request. The Cherokee Nation reserves the right to reject any submittal if the evidence submitted by, or investigation of, such Bidder fails to satisfy the Cherokee Nation that such Bidder is properly qualified to carry out the obligations of the Contract Agreement and to complete the work contemplated herein.

The Nation reserves the right to reject any and all bids when such rejection is in the best interests of the Nation. All bids are received subject to this stipulation and the Nation reserves the right to decide which bid shall be deemed lowest and best. A violation of any of the following provisions by the Bidder shall be sufficient reason for rejecting the

bid, or shall make any Contract Agreement between the Nation/CNB and the successful Bidder which is based on its bid null and void: (i) divulging the information in said sealed bid to any person, other than those having a financial interest with the Bidder in sealed bid, until after the bids have been opened; (ii) submission of a bid which is incomplete, unbalanced, obscure, incorrect, or which has conditional clauses, additions, or irregularities of any kind not in the original Bid Schedule, or which is not in compliance with any clauses contained in this RFP.

The Nation reserves the right to reject any and all bids, to waive any and all bid document requirements and to negotiate Contract terms with the successful Bidder, and the right to disregard all nonconforming, nonresponsive or conditional bids. Discrepancies between words and figures will be resolved in favor of words. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

The Nation reserves the right to issue one award, multiple awards, or reject all bids. **Awards may be made without discussion of quote received, and quotes should initially be submitted on the most favorable terms from a price and technical standpoint.**

No work shall be commenced until the successful Bidder has provided the requisite bonds, proofs of insurance, and all applicable TERO paperwork.

Media Announcements: Any and all media announcements pertaining to this RFP or any subsequent award require the Nation's prior written approval.

Drug Free and Tobacco Free Workplace: The Bidder understands and recognizes that all Cherokee Nation buildings, whether leased or owned by the Nation, are to be considered and treated as tobacco free workplaces. The Bidder will ensure all employees, subcontractors, and other workers will abide by this policy.

Assignment: No assignment of the contract or of any right or obligation under this RFP will be made by either party unless otherwise agreed to in the Contract Agreement.

Audit/Examination/Retention of Records: Unless agreed to otherwise in the Contract Agreement, the successful Bidder, any subcontractors, or joint ventures shall be expected to maintain books and records related to their performance under the resulting Contract Agreement in accordance with applicable law, terms and conditions of any contract with the Nation, and generally accepted accounting standards. Such books and records shall be maintained for a minimum of three (3) years after the completion of the contract, final payment, or completion of any contract, audit, or litigation, whichever is later. All books and records shall be available for review or audit by the Nation/CNB, its representatives, and other governmental entities with monitoring authority upon reasonable notice and during normal business hours. The successful Bidder will be expected to cooperate fully with any such review or audit.

Attachment A Statement of Work

STATEMENT OF WORK

Proposals are being solicited for “Osiyo, Voices of the Cherokee People.” This groundbreaking series features the people, places, history, language, and culture of the Cherokee Nation. The series’ previous 6 seasons have received multiple Heartland Regional Emmy awards.

The purpose of this project is to create the highest quality docuseries for broadcast and streaming platforms. “Osiyo, Voices of the Cherokee People” is self-distributed on major social media platforms including YouTube, Facebook and Instagram. It is broadcast on regional PBS stations throughout Oklahoma and Arkansas and in Joplin, Missouri. It is also broadcast on the FNX network and streamed worldwide.

This project/contract is for a one (1) year term with the option to renew for up to two (2) consecutive years, subject to availability of funds and satisfactory delivery of services.

Final deliverables for the series will include ten (10) fully-edited episodes consisting of thirty (30) short documentaries, ten (10) almanacs, ten (10) language lessons, one (1) welcome standup from the Chief, one (1) title sequence, at least fifty (50) landscape “beauty shots,” ten (10) “coming up” teases, series host segments woven throughout each episode and promotional materials. All footage will be shot in 4K HD format and delivered in 1080p.

ABOUT THE PROJECT

This project will consist of ten (10) 30-minute video segments promoting Cherokee culture, history, traditions, events and extraordinary citizens. The project also includes promotional materials for the series as defined below.

Each 30-minute episode will consist of approximately five (5) main segments, varying between one and eight minutes apiece, with a possibility of extended cuts, for a total of approximately 50 segments. The five (5) main segments of each episode include: three (3) short documentaries, one (1) almanac, and one (1) language lesson. Each episode also includes one (1) title sequence, one (1) “coming up” tease montage, one (1) standup welcome message from the Chief, five (5) landscape or nature shots, and five (5) standups by the series’ host Jennifer Loren, introducing each segment, plus music and credits.

Ten (10) complete episodes consisting of the following elements are expected.

Each 30-minute episode can be entirely broken down into the following elements with all listed times as approximate:

- **Coming Up** intro (45 sec)
 - Visual synopsis with host VO and short interview clips to introduce what stories will be featured in that episode
 - Will be produced and assembled to each episode
 - 1 deliverable per episode
- **Show Open** (45 sec)
 - Opening intro for OsiyoTV that will play at the start of every episode, and includes a montage of video clips and five (5) animations including English text and in Cherokee syllabary
 - Show Open will be the same throughout the season
 - 1 deliverable per season
- **Chief's Welcome** (20 sec)
 - Standup intro and thank you to viewers from Principal Chief of the Cherokee Nation Chuck Hoskin, Jr.
 - Same standup will be used throughout the season's 10 episodes
 - 1 deliverable per season
- **Host Standups** (30 sec. each)
 - Host stand-up shots (on location) introducing each feature story and almanac
 - Deliverables include 4 story intro stand-ups & 1 sign-off stand-up
 - 5 deliverables per episode
- **Feature Story** (7-8 min. each)
 - Short documentary of an extraordinary Cherokee Nation citizen or topic. These stories often are of artists, athletes, culture keepers, etc. and consist of interviews, video and sometimes short re-enactments and animation
 - Stories can be historical or contemporary.
 - 3 deliverables per episode, including licensed music
- **Cherokee Almanac** (3-5 min.)
 - Historical short documentary featuring a notable Cherokee event, consisting of interviews, video, historical re-enactments and animations
 - Includes opening animation, including English text and Cherokee syllabary
 - 1 deliverable per episode, including licensed music
- **Beauty Shots** (10 sec. each)
 - Footage that embodies the beauty and landscapes of the Cherokee Nation's 14 counties
 - Footage can be drone or tripod shots
 - 5 deliverables per episode, including licensed music
- **"Let's Talk Cherokee"** Language Lesson (approximately 1-2 minutes)
 - Cherokee language lesson consisting of in-studio video of Cherokee language immersion students and VO by Cherokee speaker
 - Requires work with translators and Includes animations in English, Cherokee phonetics and syllabary

- Includes opening and closing animations, including English text and Cherokee syllabary
- 1 deliverable per episode, including licensed music
- **Closing Credits**
 - Full credits run after each episode
 - 1 deliverable per episode, including licensed music

PRODUCTION SERVICES SPEC SHEET

- **NEEDS:** Cherokee Nation is seeking a single contractor to shoot and edit ten (10) 30-minute videos consisting of multiple segments. The segments will vary from ten seconds to approximately 8 minutes in length, with possible extended cuts.
- Videos will be shot both indoor and outdoor, depending on the material.
- Cherokee Nation Businesses would like the video format to be 4K HD.
- Videos must be able to be reduced in size without diminishing quality
- Cherokee Nation Businesses will provide topics/subjects for all videos. The selected contractor will be responsible for providing all the creative and technical aspects of shooting (production) and editing (post-production) for the videos.
- Tasks will be considered complete only after approved by Cherokee Nation Businesses.

PRODUCTION DETAILS

- Videographers will film throughout the 14 counties of the Cherokee Nation and are expected to film interior and exterior settings.
- Travel is sometimes required outside the state of Oklahoma and on occasion internationally. Travel expenses are reimbursable with documentation and monthly invoicing.
- Production Assistance for all days of shooting.
- Any casting to be executed by vendor in collaboration with client's producers. Paid for by vendor with reimbursement by CNB with supporting documentation and monthly invoices
- Any and all set dressing, props, costumes and special hair and makeup to be selected in collaboration with client's producers, paid for by vendor with reimbursement by CNB with supporting documentation and monthly invoices
- Hair and Makeup Artist for all days, paid for by vendor with reimbursement by CNB with supporting documentation and monthly invoices
- Craft services to all production crew with the exception of CNB employees where applicable. Costs are the responsibility of the vendor. Not reimbursable.
- Cherokee Nation Businesses will provide an executive producer, production manager and two producers to work with vendor and production crew.

- Cherokee Nation Businesses will have weekly progress meetings with production company and CNB producers to ensure production is occurring in a timely manner for delivery
- Certain stories can be selected for film festival submissions. These stories may require additional video length and story development with editors, in addition to more time spent in delivery to festivals.

POST-PRODUCTION

Vendor is responsible for all aspects of post-production including but not limited to setting and maintaining reasonable deadlines, ingesting raw materials, syncing, licensing, editing, animating, sound mixing, color-correction and closed captioning.

Vendor will consult with Cherokee Nation Businesses producers to complete production of each segment and each episode.

Each segment is considered complete when approved by the Executive Producer, provided by CNB.

Any licensed materials will be executed, maintained and updated through the vendor.

DELIVERABLES/ DISTRIBUTION

- A full copy of the final project will be delivered to the client on a suitable hard drive.
- Digital copies of all films will be delivered to the client electronically in the requested format.
- Cherokee Nation will distribute the videos through traditional media holding distribution contracts with CNB such as television, closed-circuit television, as well as files for social media channels, including (but not limited to) YouTube, Vimeo, Hulu, Facebook, Instagram, etc.
- Cherokee Nation Businesses will own and retain full rights to all video and audio, both raw and completed products, and repurpose in any way CNB sees fit.

PROJECT DEADLINES/TIMELINE

Preliminary Preparation -Upon award of contract - December 31, 2020

- Upcoming season story establishment, development, and research

January - February 2021

- Preproduction meetings with client to development production strategies

February - June 2021

- Production and Post-Production to include shooting, audio, and editing

Jul - Sep 2021

- Post-Production to include editing and episode assembly, shooting may be required as needed.

Dates may be adjusted by Cherokee Nation Businesses

All rough/first cuts of segments will be due no later than 3 weeks before the final delivery date.

All footage and completed video segments including assembly will be due no later than September 30, 2021.

PROMOTIONAL MATERIALS

Promotional/Marketing Needs will include:

- One 30-second series season trailer to be delivered two months before season debut
- One 15-second cut-down of the 30-second trailer
- Pre-Roll for various digital platforms in the following lengths :15, :30 and 1:00
- One 15-second pre-roll for various platforms during non-broadcast season
- Ten-episode promos (approx. 20-seconds each) to be delivered two weeks before each episode airs
- Six 30-second videos produced for social to support marketing campaigns throughout the year
- Talent photo shoot with deliverables three months before the new season.
- Marketing photo shoot with 5 featured subjects three months before the new season.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals should include all of the following:

A company profile that addresses the following:

- Core competencies
- Past relevant experience
- Number of employees
- Physical location of company

List of references (2 minimum, 5 maximum)

Name of project point person(s)

- Project point person(s) resume(s)
- A description of the team that will be assigned to this project

Two examples of your company's best work which applies to this project

BUDGET

The budget proposed must be clear and should include all work to be completed through the completion of the videos.

The price quote should be comprehensive. If typical pricing excludes certain fees or charges, provide a detailed list of excluded fees with a complete explanation of the nature of those fees. Further, please provide itemized pricing to the fullest extent possible. Cherokee Nation Businesses may consider modifying the scope of work based on itemized costs.

If the execution of work to be performed requires the hiring of sub-contractors, please clearly state this in the proposal.

All questions should be submitted to Rebecca Mitchell at rebecca-mitchell@cherokee.org.

NOTE: All deliverables from this project will be owned by Cherokee Nation Businesses.

(If none of the business relationships hereinabove mentioned exist, affiant should so state.)

SIGNATURE PAGE TO THE BUSINESS RELATIONSHIP AFFIDAVIT

Subscribed and sworn to before me this _____ day of _____ 20__.

Notary Public

My Commission Expires: _____

ATTACHMENT D
Non-Disclosure Affidavit
(Required Submittal with Proposal)

NON-DISCLOSURE AGREEMENT

Cherokee Nation Businesses, L.L.C. or the Cherokee Nation Businesses, L.L.C. wholly-owned entity identified in the attached Statement of Work with offices located at 777 West Cherokee Street, Catoosa, OK 74015 (“Company”) and

with its principal offices located at

(“Bidder”)

in consideration of the mutual covenants of this Non-disclosure Agreement (“Agreement”), hereby agree as follows:

1. In connection with discussions and/or negotiations between the parties regarding

PROJECT NAME: Osiyo, Voices of the Cherokee People

RFP NUMBER: 108788

(“Subject Matter”), each party to this Agreement may wish to disclose its proprietary or trade secret information (“Information”) to the other party on a confidential basis. The disclosing party may consider such Information proprietary under this Agreement either because it has developed the Information internally, or because it has received the Information subject to a continuing obligation to maintain the confidentiality of the Information, or because of other reasons. The disclosing party may consider such Information as a trade secret because such Information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertained by proper means by, other persons who can obtain economic value from its disclosure or use.

2. When Information deemed to be proprietary or trade secret is furnished in a tangible form, including electronic mail, the disclosing party shall clearly mark the Information in a manner to indicate that it is considered proprietary, confidential, trade secret or otherwise subject to limited distribution as provided herein. When Information deemed to be proprietary is provided orally, including information conveyed to an answering machine, voice mail box or similar medium, the disclosing party shall, at the time of disclosure, clearly identify the Information as being proprietary or confidential or otherwise subject to limited distribution as provided herein. If the disclosing party fails to identify Information as confidential, such disclosing party may correct the omission by later notice consisting of a writing or statement, and the recipient shall only be liable for unauthorized disclosures of such Information made subsequent to said notice. In addition, the existence and terms of this Agreement, and the fact and substance of discussions and correspondence between the parties concerning goods or services, shall be deemed proprietary Information.
3. With respect to Information disclosed under this Agreement, the party receiving Information shall:
 - a. hold the Information in confidence, exercising a degree of care not less than the care used by receiving party to protect its own proprietary or confidential information that it does not wish to

- disclose;
- b. restrict disclosure of the Information solely to those directors, officers, employees, affiliates, and/or agents/consultants, including either party's ability to disclose to commercial lenders, and the Chief and Tribal Council of the Cherokee Nation, with a need to know and not disclose it to any other person;
 - c. advise those persons to whom the Information was disclosed of their obligations with respect to the Information; and,
 - d. use the Information only in connection with continuing discussions by the parties concerning the Subject Matter, except as may otherwise be mutually agreed upon in writing; and
 - e. except for the purposes of evaluating the Subject Matter, not copy or distribute such Information or knowingly allow anyone else to copy or distribute such Information, and any and all copies shall bear the same notices or legends, if any, as the originals.
4. The Information shall be deemed the property of the disclosing party and, upon request, the other party will return all Information received in tangible form (and marked proprietary or confidential) to the disclosing party or will destroy or erase if such Information is recorded on an erasable storage medium, all such Information at the disclosing party's direction, and certify to the disclosing party the Information has been destroyed or erased. If either party loses or makes an unauthorized disclosure of the other party's Information, it shall notify such other party immediately and use reasonable efforts to retrieve the lost or wrongfully disclosed Information.
 5. In the event a party or its affiliate(s) makes an unauthorized disclosure, such party shall indemnify the aggrieved party, including the aggrieved party's officers, directors, managers, agents and/or employees for any loss proximately arising from such disclosure.
 6. The party to whom Information is disclosed shall have no obligation to preserve the proprietary nature of any Information which:
 - a. was previously known to such party free of any obligation to keep it confidential;
 - b. is or becomes publicly available by other than unauthorized disclosure;
 - c. is developed by or on behalf of such party independent of any Information furnished under this Agreement;
 - d. is received from a third party whose disclosure does not violate any confidentiality obligation; or
 - e. is disclosed pursuant to the requirement or order of a duly empowered governmental agency or court of competent jurisdiction to the extent such disclosure is required by a valid law, regulation or court order, or is disclosed pursuant to the requirement of an applicable statute, regulation or rule, and in all such cases sufficient notice is given by the recipient to the disclosing party of any such requirement or order to permit the disclosing party to seek an appropriate protective order or exemption from such requirement or order, unless such notice is prohibited by said requirement, order, statute, regulation or rule.
 7. Neither this Agreement, nor the disclosure of Information under this Agreement, nor the ongoing discussions and correspondence between the parties, shall constitute or imply a commitment or binding obligation between the parties or their respective affiliated companies, if any, regarding the Subject Matter. If, in the future, the parties elect to enter into a binding commitment regarding the Subject Matter, such commitment will be explicitly stated in a separate written agreement executed by both parties, and the parties hereby affirm that they do not intend their discussions, correspondence, and other activities to be construed as forming a contract regarding the Subject Matter or any other transaction between them without execution of such separate written agreement.

8. This Agreement may not be assigned by either party without the prior written consent of the other party, except that no consent is necessary for either party to assign this Agreement to a corporation succeeding to substantially all the assets or business of such party whether by merger, consolidation, acquisition or otherwise. This Agreement shall benefit and be binding upon the parties hereto and their respective successors and permitted assigns.
9. The parties acknowledge that they have had an adequate opportunity to review this Agreement and to consult legal counsel knowledgeable in Federal Indian Law and Cherokee Nation Law regarding the legal effect of this Agreement.
10. This Agreement shall become effective as of the date set forth below ("Effective Date"). Disclosure of Information between the parties under this Agreement may take place for a period (the "Information Disclosure Period") of one (1) year after the Effective Date. The obligations of the parties contained in Paragraphs 3 and 4 shall survive and continue beyond the expiration of the Information Disclosure Period indefinitely with regard to Information designated as a trade secret by disclosing party and for a period of two (2) years with regard to all other Information.
11. The parties acknowledge that in the event of an unauthorized disclosure, the damages incurred by a non-disclosing party may be difficult if not impossible to ascertain, and that such non-disclosing party may seek injunctive relief as well as monetary damages against a party that breaches this Agreement.
12. This Agreement constitutes the entire understanding between the parties with respect to the Subject Matter provided hereunder and supersedes all proposals and prior agreements (oral or written) between the parties relating to the confidential nature of the Information provided hereunder. No amendment or modification of this Agreement shall be valid or binding on the parties unless made in writing and executed on behalf of each party by its duly authorized representative.
13. Neither party:
 - a. is responsible or liable for any business decisions made or inferences drawn by the other party in reliance on this Agreement or in reliance on actions taken or disclosures made pursuant to this Agreement;
 - b. shall be liable to or through the other hereunder for amounts representing loss of profits, loss of business, or special, indirect, consequential, or punitive damages.
14. **NOTWITHSTANDING ANYTHING IN THIS AGREEMENT TO THE CONTRARY, NEITHER DISCLOSING PARTY MAKES ANY REPRESENTATIONS OR WARRANTIES OF ANY NATURE WHATSOEVER WITH RESPECT TO ANY INFORMATION DISCLOSED, INCLUDING, WITHOUT LIMITATION, ANY WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OR AGAINST INFRINGEMENT.**
15. The parties acknowledge that this Agreement does not restrict the ability of the parties to engage in their respective businesses, nor does it limit either party's use or application of any information or knowledge acquired independently of the other without a breach of this Agreement in the course of such party's business.
16. This Agreement may be executed in one or more counterparts each of which shall be deemed an original, but all of which together shall constitute one and the same agreement. Facsimile signatures to this Agreement shall be deemed to be binding upon the parties.

Each party represents that it has caused this Agreement to be executed on its behalf as of the date written below by a representative empowered to bind that party with respect to the undertakings and obligations contained herein.

This Agreement shall be effective as of the last date of execution as indicated below.

Company

Bidder

(SIGNATURE)

(SIGNATURE)

(PRINT NAME)

(PRINT NAME)

(TITLE)

(TITLE)

ATTACHMENT E

Bonding and Insurance Requirements

BONDING AND INSURANCE REQUIREMENTS

Minimum Insurance for Bidding: Bidder shall provide with its bid, certificates of insurance on an ACORD 25 or 25S form evidencing all available coverages, however, to be considered an acceptable bid the following minimum coverages and limits and any additional insurance requirements specified in the Statement of Work must be evidence on the submitted certificates of insurance. The limits set forth below are minimum limits. Additional limits or policies may be required per the terms and conditions of the Contract Agreement.

(A) Worker's Compensation insurance complying with the laws of the State or States having jurisdiction over each employee, whether or not Contractor is required by such laws to maintain such insurance, and Employer's Liability with limits of \$1,000,000 each accident, \$1,000,000 disease each employee, and \$1,000,000 disease policy limit.

(B) Commercial or Comprehensive General Liability insurance on an occurrence form with a combined single limit of \$1,000,000 each occurrence, and annual aggregates of \$2,000,000, for bodily injury and property damage, including coverage for blanket contractual liability, broad form property damage, personal injury liability, independent contractors, products/completed operations, and when applicable the explosion, collapse and underground exclusion will be deleted.

(C) Automobile Liability insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage to include coverage for all owned, non-owned, and hired vehicles. In each of the above described policies, Contractor agrees to waive and will require its insurers to waive any rights of subrogation or recovery they may have against Company its parent, subsidiary, or affiliated companies.

(D) Professional Liability insurance with limits of not less than \$2,000,000 for each claim and an annual aggregate of not less than \$2,000,000 (only applicable for bidding if required per the Statement of Work). Upon award of the bid Company may require this coverage per the applicable Contract Agreement or Service Agreement if such coverage is merited per the scope of the Work to be performed. The limits for professional liability insurance may be adjusted depending on complexity and size of the project and the scope of services to be provided. Any adjustments to these limits will be identified in the applicable terms and conditions of the Contract Agreement or Service Agreement.

Additional Insurance Requirements upon Award of Bid:

(A) At a minimum the following will be required for Commercial or Comprehensive General Liability and Automobile Liability policies (Company may identify additional policies that are subject to this requirement and such additional policies and requirements will be made a part of the terms and conditions of the Contract Agreement):

- Company its parent, subsidiary and affiliated companies will be named as additional insured.
- The policies shall include the following "other insurance" amendment: "This insurance is primary insurance with respect to Company its parent, subsidiary and affiliated companies, and any other insurance maintained by Company its parent, subsidiary or affiliated companies is excess and not contributory with this insurance."

Waiver of Subrogation: In each of the policies required per the Contract Agreement, Bidder agrees to waive and will require its insurers to waive any rights of subrogation or recovery they may have against Company, its parent, subsidiary, or affiliated companies.

At least five (5) days prior to the commencement of the Work, Contractor shall deliver to Company certificates of insurance on an ACORD 25 or 25S form evidencing the existence of the insurance coverage required per the Contract Agreement. In the event coverage is denied or reimbursement of a properly presented claim is disputed by the carrier for insurance provided in subsections (A) through (E) above, Contractor shall, upon written request, provide Company with a certified copy of the involved insurance policy or policies within ten (10) business days of receipt of such request.

Bid Bond and Performance, Payment and Maintenance Bonds:

- (A) Bid Bond. If required per the Statement of Work, a Bid Bond may be required as proof of the Bidder's ability to bond the Work. If awarded the Work, Performance, Payment and Maintenance Bonds may be required as indicated below.

- (B) Performance and Payment Bond. If required per the Statement of Work or Contract Agreement, the successful Bidder shall obtain and provide to Company a Payment and Performance bond covering discharge of the successful Bidder's obligations. This insurance guarantee shall represent one hundred percent (100%) of the total contract award (including any and all subsequent additions and deletions to the contract award due to changes in the scope of the work). Said bond shall be issued in a form acceptable to Company covering the obligations of the successful Bidder under the Contract Agreement. Company may, at its election, terminate the Contract Agreement if the required bond is not obtained within such time as Company will deem reasonable (in no event later than commencement of the Work). This insurance guarantee shall remain in full force until final acceptance of successful Bidder's work.

Any increase in the Contract amount shall automatically result in a corresponding increase in the Bond's penal amount without notice to or consent from Surety, such notice and consent being hereby waived. Decreases in the Contract amount shall not, however, reduce the Bond's penal amount unless specifically provided in said Change Order.

The Surety hereby waives notice of any change, including changes of time, to the Construction Contract or to related subcontracts, purchase orders and other obligations.

- (C) Maintenance Bond. If required per the Statement of Work or Contract Agreement, the successful Bidder may be required to obtain and provide to Company a Maintenance Bond guaranteeing Company, that the Bidder will solve all maintenance issues during the specified maintenance period, which is usually one (1) year from final acceptance of successful Bidder's work. The maintenance period could be longer depending upon the terms of the Contract Agreement.

Additional bonding requirements may be identified by Company in the Statement of Work or Contract Agreement.

Attachment F
Mandatory Price Response Sheet

Attachment F Mandatory Price Response Sheet

(A spreadsheet for providing costs is available upon request)

PROPOSED PRODUCTION COSTS					
Production	# of Deliverables	Production segment breakdown for:	Role needed for segment production:		Cost
	1	Chief's Welcome			
			Director of Photography		
			Director/Producer		
			Project Manager		
			Camera Operator		
			Asst Camera Operator		
			Audio Person		
			Drone Camera Operator		
			Production Assistant		
			Hair & Makeup		
			Equipment needed for segment production:		
			Camera(s)		
			Audio pack		
			Lights		
			Drone		
			Props/Set dressings		
			Craft services		
			Per diem		
			Travel costs		
Production	1	Standups			
			Director of Photography		
			Director/Producer		
			Project Manager		
			Camera Operator		
			Asst Camera Operator		
			Audio Person		
			Drone Camera Operator		
			Production Assistant		
			Hair & Makeup		
			Equipment needed for segment production:		
			Camera(s)		
			Audio pack		
			Lights		
			Drone		
			Props/Set dressings		
			Craft services		
			Per diem		
			Travel costs		
Production	30	Features			
			Director of Photography		
			Director/Producer		
			Project Manager		
			Camera Operator		
			Asst Camera Operator		
			Audio Person		
			Drone Camera Operator		
			Production Assistant		
			Hair & Makeup (if applicable)		
			Equipment needed for segment production:		
			Camera(s)		
			Audio pack		
			Lights		
			Drone		
			Props/Set dressings		
			Craft services		
			Per diem		
			VO Actors (if applicable)		
			Actors (if applicable)		

**Attachment F
Mandatory Price Response Sheet**

(A spreadsheet for providing costs is available upon request)

PROPOSED PRODUCTION COSTS					
Production	# of Deliverables	Production segment breakdown for:	Role needed for segment production:		Cost
			Travel costs		
Production	10	Almanacs			
			Director of Photography		
			Director/Producer		
			Project Manager		
			Camera Operator		
			Asst Camera Operator		
			Audio Person		
			Drone Camera Operator		
			Production Assistant		
			Hair & Makeup (if applicable)		
			Equipment needed for segment production:		
			Camera(s)		
			Audio pack		
			Lights		
			Drone		
			Props/Set dressings		
			Craft services		
			Per diem		
			VO Actors (if applicable)		
			Actors (if applicable)		
			Travel costs		
	10	Language Lessons			
			Director of Photography		
			Director/Producer		
			Project Manager		
			Camera Operator		
			Asst Camera Operator		
			Audio Person		
			Drone Camera Operator		
			Production Assistant		
			Hair & Makeup		
			Equipment needed for segment production:		
			Camera(s)		
			Audio pack		
			Lights		
			Drone		
			Props/Set dressings		
			Craft services		
			Per diem		
			VO Actor		
			Travel costs		
	50	Beauty Shots			
			Director of Photography		
			Director/Producer		
			Project Manager		
			Camera Operator		
			Asst Camera Operator		
			Audio Person		
			Drone Camera Operator		
			Production Assistant		
			Equipment needed for segment production:		
			Camera(s)		
			Audio pack		
			Lights		
			Drone		
			Per diem		

Attachment F
Mandatory Price Response Sheet
(A spreadsheet for providing costs is available upon request)

PROPOSED POST-PRODUCTION COSTS

Post-production	# of Deliverables	Post-Production segment breakdown for:	Role needed for segment post-production:	Cost
	1	Chief's Welcome		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	10	Coming Up Intro		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	1	Show Open		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	50	Stand-ups		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	30	Feature Story		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Editor (Directors Cuts)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	10	Almanac		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Editor (Directors Cuts)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	50	Beauty Shots		
			Episode Assembly Editor	
			Editor (Broadcast)	

Attachment F
Mandatory Price Response Sheet
(A spreadsheet for providing costs is available upon request)

PROPOSED POST-PRODUCTION COSTS

Post-production	# of Deliverables	Post-Production segment breakdown for:	Role needed for segment post-production:	Cost
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	10	Language Lessons		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
	10	Credits		
			Episode Assembly Editor	
			Editor (Broadcast)	
			Project Manager	
			Sound Mix	
			Color Correction	
			Transcription	
			Captioning	
			Episode Delivery to Stations & Broadcast	
		Licensing		
	40		Music Licensing costs for all feature stories and almanacs	
	40		Stock footage licensing for all features & almanacs	
	40		Stock photography licensing for all features & almanacs	

Total post production cost	
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Attachment F

Mandatory Price Response Sheet

(A spreadsheet for providing costs is available upon request)

PROPOSED MARKETING COSTS

Marketing	# of Deliverables	Description	Cost
	1	Season Trailer (:30)	
	1	:15 cutdown of :30 trailer	
	3	Pre-rolls for at varying lengths :15, :30, 1:00	
	10	Episode promos	
	6	30-sec promos for social	
	1	Host marketing photo shoot & editing	
	5	Subject/Features photo shoot & Editing	
		File delivery of all photo shoots	
		Hair & Makeup for all photos shoots	
		Music Licensing for all promos developed	

Total marketing cost	
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Attachment F
Mandatory Price Response Sheet

(A spreadsheet for providing costs is available upon request)

PROPOSED ADDITIONAL COSTS

Additional	# of Deliverables	Description	Cost
	Unknown	Award Entries	
	Unknown	Film Festival editing & delivery	
		COVID related costs (testing, PPE, additional mileage, etc.)	
		Cloud media storage if applicable	
	Unknown	Footage pull requests	

Total additional cost	
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Print Name

Title

Company

Physical Address

City/State/Zip

Date

E-Mail Address

Telephone Number

Fax Number

Signature of Authorized Individual

Attachment "G"

Required Bid Responses and Deliverables

REQUIRED BID RESPONSES
CORE OBJECTIVES
- Ability to work with Native American subject matter with a fresh, non-stereotypical lens that advances the contemporary media status of Natives today.
- High production capabilities that continue OsiyoTV's Emmy-award winning status. We maintain high bars for cinematography and story content.
- Ability to create high quality short films about contemporary Native stories that can stand on their own outside of episodes. This allows for continued Emmy success and submissions to film festivals garnering further accolades for Cherokee Nation.
- Strong ability to work with marketing team in achieving promotional materials.
- Strong organizational bandwidth to handle entire season delivery schedule, staying on timeline, hold accountable production and post-production deadlines. Key to have a point person/dedicated sole position for these organizational needs.
- Capabilities to travel extensively within and sometimes outside of Oklahoma for multiple shoots
CREATIVE
PRODUCTION
- Does your company have previous experience working with Native American tribe?
- Is your team sensitive to/open to cultural nuances that come out of working with Native American content/subjects?
- Are you capable of relinquishing all creative control to client when needed?
- Do you compose original music for stories?
- Do you have experience working with elders?
- Do you often work with individuals/subjects that are technically challenged?
- Do you have experience working with languages other than English?
- Have you filmed historical re-enactments?
- How do you approach shots of nature?
- Do you have a preferred visual set-up for interviews?
- Do you work slow-motion creatively?
- Do you shoot portraits both indoors and outdoors?
TECHNICAL: PRE-PRODUCTION/PLANNING

Attachment "G"

Required Bid Responses and Deliverables

REQUIRED BID RESPONSES
- Have you worked on a television program or documentary series before?
- Does your team have experience with TV delivery schedules?
- Are you ok working with outside producers/directors in regards to research and storytelling?
TECHNICAL: PRODUCTION
VIDEOGRAPHY
- What models of camera do you use?
- Do you shoot video in 4K HD?
- Do you have multiples of same camera models
- Do you own or rent equipment?
- If yes to rent, what equipment do you rent?
- In addition to traditional tripod camera set-up, what cameras/set-ups do you have that allow for camera movement?
- Do you have a drone?
- Does your team have a licensed drone operator?
- Do you have a sufficient light kit and setup?
- What kind of lighting do you have?
- Do you own or rent lighting?
AUDIO
- What sound equipment do you use?
- Do you have multiple audio packs? How many?
- Do you own or rent equipment?
- If yes to rent, what equipment do you rent?
- Have you ever incorporated animation into your work?
- If so, is this animation done in-house or outside contract?
- Do you have an in-house animator?
TECHNICAL: POST-PRODUCTION
EDITING
- Please tell us any/all software you use to edit footage.
- What computers does your team edit on?
- Is your network of servers and media storage sufficient? Please tell us how you ingest footage and audio after shoots?
- How do team members access footage & audio for editing?
- Do you have staff that are capable of learning short quick design needs for stories such as quick animation, special effects, etc?
- What is your normal file delivery process?
- Have you done promotional videos? Both long and shortform?

Attachment "G"

Required Bid Responses and Deliverables

REQUIRED BID RESPONSES
ADDITIONAL NEEDS
- Have you submitted work to film festivals in the past?
COMMUNICATION EFFECTIVENESS
- How has COVID disrupted your normal production process?
- Do you have experience with Closed Captioning?
- What transcription service do you use?
- How have your shooting practices adjusted to COVID?
- How do team members communicate? Email, in-person, phone, text, etc.
- What vendors do you license stock music and/or footage if needed from?
- How do you book travel? Is this individually or if one person responsible for booking travel and accommodations?
OFFICE
- Do you have a physical studio location?
- If yes, is this yours exclusively or do you share with other production companies?
- Do team members work out of one central location together or from home/separate offices?
- Do you have regular, consistent access to a studio setup that includes lights, walls, backgrounds, etc.?
TEAM
- Has your team collectively won media awards for its work?
- Have members of your team won media awards on outside projects
- On average, how many years of experience do team members have in media production?
- Does your team have a production manager or similar position?
- Do any team members have education in filmmaking/film studies?

Attachment "G"

Required Bid Responses and Deliverables

REQUIRED DELIVERABLES		
<i>all required deliverables are to be provided on a USB device</i>		
CREATIVE SHOT EXAMPLES		
A	Interview close-up	
B	Interview medium shot	
C	Interview wide shot	
D	Slow motion shot of hands working on any task	
E	Slow motion hero shot of person	
F	Nature shot with natural sounds	
G	Studio lighting hero shot of person	
H	Natural lighting hero shot of person	
I	Drone shot	
J	Sizzle Reel of completed works	
Example: We are interviewing a subject who has revitalized a traditional artform such as baskets/painting/pottery, etc.		
K	Nature shot with nat sounds	Opening shot, drone preferred
L	Transition to individual working with hands	Slow Mo CU of hands
M	Transition to person's face while working	Slow Mo CU of subject's face
N	Shot over objects person has made	Creative shot of objects
O	Transition to subject being interviewed	Wide shot of interview set-up
P	Subject introduces him/herself	Medium wide
Q	Tells story of how their grandmother got them interested in the craft.	Medium wide that transitions to old photo of grandmother and back to interview subject
R	Transition to hero shot in studio setting	Hero shot with studio lighting
S	Hero shot to black	Slo mo fade out

Attachment "G"
Required Bid Responses and Deliverables

REQUIRED DELIVERABLES	
<i>all required deliverables are to be provided on a USB device</i>	
CREATIVE SHOT EXAMPLES	
T	No audio, but include music track. Sampled, unpurchased music track is fine.