REQUEST FOR QUOTATION AND QUALIFICATIONS

Film Post-Production Specialist

Deadline: 9:00 a.m. PDT June 3, 2019

INTRODUCTION

The Clearwater Resource Conservation and Development (RC&D) Council, Inc. is a 501(c)3 nonprofit organization established and run by volunteer elected and civic leaders who plan and carry out projects for resource conservation and community development in Clearwater, Idaho, Latah, Lewis, and Nez Perce counties. Information about the Clearwater RC&D Council is available at clearwaterrcd.org.

The Clearwater RC&D works cooperatively with the Nez Perce-Clearwater National Forests’ Recreation, Wilderness, Trails, and Rivers programs to engage federal, state, county, and non-profit partners in projects that enhance the delivery of interpretive and educational information and materials to visitors, interested publics, and partners.

The RC&D is seeking a production specialist to conduct post-production editing for a documentary-style short film being created in partnership with the Nez Perce-Clearwater National Forests.

PROGRAM OVERVIEW

The Clearwater RC&D in partnership with the Nez Perce-Clearwater National Forests is looking to create a documentary-style short film about Connie Saylor-Johnson, who was a passionate advocate for Wilderness stewardship, and Wilderness education for youth, teachers, and the public. In particular, the Selway-Bitterroot Wilderness was her favorite place to work, play, and educate people from all walks of life. The goal is to capture the work Connie accomplished for Wilderness, and exemplify her innate ability to instill a passion for Wilderness stewardship in others. Connie worked in the Selway-Bitterroot Wilderness as a Forest Service Wilderness Ranger, and into retirement as an active volunteer and Wilderness advocate.

The intent of this request for quotes and qualifications is to secure a service provider to perform post-production film editing for the above outlined documentary short film.

LOCATION

This position does not have a specific duty location. Work will be conducted remotely for the majority of the time, with frequent (up to once weekly) email contact and conference calls with project planners.
SCOPE OF WORK & DELIVERABLES

It will be the responsibility of the service provider to:

- Edit multimedia content gathered and/or created from pre-production and principle photography, and craft a compelling and informative story about Connie Saylor-Johnson and the Selway-Bitterroot Wilderness.
- Work closely with the Forest Service to capture the right themes and vision for the film.
- Participate in conference calls with project planners up to once per week for coordination, review, and revisions of products produced.

The goal-length of the film is to be between 5–15 minutes. Film length is dependent on funding constraints.

PERFORMANCE PERIOD AND COMPENSATION

Performance period will begin upon acceptance of qualified quotation. Deliverables must be completed no later than July 15, 2019.

This project is anticipated to be completed in 63 hours or less. The service provider will be reimbursed at an hourly rate for the services performed. This service is being funded on soft money and may be terminated early if there is a loss of funding.

REQUIREMENTS AND RESPONSIBILITIES

- Should your submission be accepted, you will perform as an independent service provider, and shall comply with all state and federal laws, rules, and regulations.
- Under no circumstances will the service provider be considered or deemed an employee of the Clearwater RC&D or its partners.
- The service provider will coordinate project work with the Clearwater RC&D Recreation Programs Assistant and Forest Service Program Leads.
- The service provider shall furnish all equipment, labor, materials, transportation, and incidentals necessary to perform the Scope of Work.
- The service provider will submit invoices no more often than once per month. Invoices must include itemization of time.

QUALIFICATIONS

Minimum Required Qualifications

- Education or experience in photography, media, and film production.
- Experience in post-production techniques required for successful film production.
- Strong verbal, written, and multimedia communication and interpretation skills.
- Experience working in a formal collaborative setting between federal agencies and partner groups.
- Positive attitude and desire to join a friendly, collaborative working environment.
Preferred Qualifications

- Experience in managing projects and collaborating effectively with partners.
- Experience in production of Forest Service or natural resource-related documentary films.
- Familiarity with Wilderness laws, social values, and stewardship.
- Familiarity with Forest Service mission, values, and goals.

SUBMISSION CONTENT AND FORMAT REQUIREMENTS

To be considered, qualification materials must be submitted by **9:00 a.m. PDT on June 3, 2019** and must include the information listed below:

- Cover letter
- Summary of experience and qualifications and/or resume of the applicant
- 1 or more samples each of photography and film production by the applicant
- Completed RFQQ form (attached)

Please email qualification materials, and direct any questions regarding this RFQQ to:

Barbie Miller, Executive Director  
Clearwater Resource Conservation and Development Council, Inc.  
barbie@clearwaterrcd.org  
(208) 883-4471

SELECTION PROCESS

The selection committee will review qualifications and quotes as submitted and reserves the right to reject any and all. The selection committee also reserves the right to request interviews with selected applicants. Applicants will be notified of their status within 2 weeks of the closing date.

TERMS

This solicitation does not commit the Clearwater RC&D Council, Inc. to pay any costs incurred by the applicant in the preparation or presentation of RFQQ materials, including any interview time and expense. All responses to this RFQQ become the property of the RC&D. The content of all submitted materials will be kept confidential until the selection of the successful applicants is publicly announced.
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The Clearwater RC&D Council reserves the right to reject any and all quotations.

SERVICE PROVIDER ____________________________________________

ADDRESS ____________________________________________________

CITY, STATE, ZIP ______________________________________________

TELEPHONE __________ FAX __________ EMAIL ______________________

HOURLY RATE FOR SERVICES TO BE PERFORMED ____________________

SIGNATURE ___________________________ DATE ________________