

**CRDF GLOBAL
REQUEST FOR PROPOSAL**

Video Production Vendors

Deadline: 5:00 PM EST Wednesday, September 30, 2020

Summary:

CRDF Global seeks to engage contractors to provide quality video production services. CRDF Global requests proposals for project management services, on-site production services, and post-production services. Contractors can submit proposals for one, two, or all three types of services.

Scope:

CRDF Global creates a wide variety of recorded video content -- including online training modules, multi-language presentations, and educational discussions – for a global audience. As such, CRDF Global requires video production services for field production, post-production, as well as overall project management.

Tasks and Deliverables:

The contractor will provide video production services in one or more of the below categories:

1. Project Management and Consulting:
 - *Script-to-screen* storyboarding and material design
 - Guidance on project technical guidance and production techniques
 - Pricing for planned or non-standard services
 - Procuring and managing sub-vendor relationships as needed
 - Technical consulting and advisory services
2. Field Production:
 - Field Production / On-site Recording in Washington, DC and/or Amman, Jordan
 - Additional available locations for field production may be mentioned as well.
 - Ability to support the recording of local consultants from home locations
 - Initial editing of mistakes, pauses, and other errors out of recorded feed
3. Post-Production:
 - Advanced video editing
 - Integration of Special Effects, Stock Footage, and Audio tracks as requested
 - Multi-language services
 - Ability to manage interpreted audio files
 - Animations
 - Voice-overs
 - Management of digital media including, video, PowerPoint slides, and SRT caption files);
 - Web & Video Hosting Capability

Selection Requirements and Criteria:

Evaluations will be based on CRDF Global's evaluation of the Contractor's ability to meet CRDF Global's key requirements that include competitive pricing, quality of proposal, past performance, and other intangible factors. CRDF Global reserves the right to accept or reject any and all proposals and to negotiate terms of any subsequent agreements at its own discretion.

Key Requirements:

- Contractor must have direct experience providing services in at least one of the three categories described under Tasks and Deliverables.
 - Experience in at least two of the three categories is preferred.
- Contractor must have experience working with sensitive content and materials.
 - Experience working with US Government programming is preferred.
- Contractor must offer competitive pricing.
- Contractor must be able to provide production services that can be utilized on CRDF Global's custom Moodle-based video module platform.
- Contractor must be responsive in communication with CRDF Global staff.

Contractor(s) that meet the above criteria and standards may be placed on a General Services Agreement with a fixed pricing schedule during the period of performance.

Proposal Requirements:

Each proposal must include:

1. Statement of Interest and Technical Capabilities
 - Description of the services offered in correlation with the 3 categories described under Tasks & Deliverables.
 - List of recent experiences working with sensitive content and materials and/or US Government programming.
 - Policy regarding non-confirming deliverables and remediation
2. Cost proposal
3. List of three (3) references with contact information
4. *[Required for US-based orgs only]:*
 - Any Small or Disadvantaged Business Designations (Veteran Owned, HUB Zone, Women Owned, Disadvantaged Businesses)
 - [NAICS Codes](#):
 - 512110 Motion Picture and Video Production -- \$32.5 million
 - 541620 Environmental Consulting Services- Small Business Threshold \$15 million
 - 541690 Other Scientific and Technical Consulting Services – \$15 million

RFP Timetable:

CRDF Global reserves the right to make changes to the RFP Timetable without providing explicit notification ahead of time.

September 15, 2020:	RFP Posted & Live
September 21, 2020:	RFP Questions Due
September 23, 2020:	RFP Questions & Answers Released
September 30, 2020:	RFP Submission Due
October 16, 2020:	Selected Contractor(s) Notified
Week of October 19, 2020:	Negotiate Agreement & Start Date

Proposal Submission:

All communication concerning this RFP should be directed to this designated CRDF Global contact:

Dan Mahoney
1776 Wilson Blvd. Floor 300
Arlington, VA 22209
procurement@crdfglobal.org

Proposals must be submitted as electronic documents in PDF, Word or Excel format. Proposals should be submitted to procurement@crdfglobal.org, no later than: 5:00 PM EST Wednesday September 30, 2020. CRDF Global reserves the right to disqualify any proposal submitted after the submission deadline.

The subject line of the email must read:

CRDF Global RFP Submission_Video Production [Insert name of submitter]

Background:

Founded in 1995, CRDF Global is an independent nonprofit organization that promotes international scientific and technical collaboration through grants, technical resources, training, and services. Based in Arlington, Virginia with offices in the Eurasia and MENA regions, CRDF Global works with more than 40 countries in the Middle East, North Africa, Eurasia, and Asia. We specialize in bringing isolated scientific communities into the scientific mainstream through a variety of science engagement and capacity-building programs. CRDF Global encourages science cooperation between countries where official relations are strained.

More information is available at www.crdglobal.org.

Solicitation Terms & Conditions:

Right to Select Suppliers. CRDF Global reserves the right to negotiate with and select all qualified suppliers at its own discretion and is not obligated to inform suppliers of the methods used in the selection process. CRDF Global reserves the right to dismiss any and/or all suppliers from the bid process and reject any and/or all proposals.

Obligation. This RFP does not bind nor obligate CRDF Global in any way. CRDF Global makes no representation, either expressed or implied, that it will accept or approve in whole or in part any proposal submitted in response to this RFP. CRDF Global may reward, in whole or in part, the proposal at its sole discretion.

Notification. CRDF Global will notify bidders following completion of the evaluation process, as to whether or not bidders have been awarded the contract. The only information regarding the status of the evaluation of proposals that will be provided to any inquiring bidder shall be whether or not the inquiring bidder has been awarded the contract. CRDF Global may, at its sole discretion, inform any inquiring bidder of the reason(s) as to why it was not awarded the contract

Binding Period. Following the due date of submission of this Proposal, the pricing included in this RFP shall be binding upon the supplier for the duration of the contract.

Hold Harmless. By submitting a response to the RFP, bidder agrees that CRDF Global has sole discretion to select any and/or all suppliers. During or following the conclusion of this process, bidders waive their rights to damages whatsoever attributable to the selection process, materials provided, supplier selection, or any communication associated with the RFP process and supplier selection.

Transfer to Final Contract. The terms and conditions of the RFP, including the specifications and the completed proposal, will become at CRDF Global's sole discretion, part of the final contract (the "Agreement") between CRDF Global and the selected bidder. In the event that responses to the terms and conditions will materially impair a bidder's ability to respond to the RFP, bidder should notify CRDF Global in writing of the impairment. If bidder fails to object to any condition(s) incorporated herein, it shall mean that bidder agrees with, and will comply with the conditions set forth herein.

Exceptions. Any exceptions to the terms and conditions or any additions, which bidder may wish to include in the RFP should be made in writing and included in the form of an addendum to the applicable Section in the RFP.

CRDF Global Proprietary Information. Supplier agrees that all non-public information contained in this document and communicated verbally in reference to this RFP by CRDF Global shall be received for the sole discretion and purpose of enabling the supplier to submit an accurate response to this RFP. The information contained in this RFP and disclosed during the course of negotiations and communications are proprietary in nature and under no circumstances to be disclosed to a third party without prior written consent from CRDF Global.

Supplier Proprietary Information. Information contained in the response to this RFP will be considered proprietary in nature if marked "confidential" or "proprietary". Such marked documents will not be disclosed to third parties outside CRDF Global with the exception of retained consultants under contractual confidentiality agreements.