

REQUEST FOR QUALIFICATIONS

NOTICE IS HEREBY GIVEN that the Board of County Commissioners (BOCC) of Lewis County, Washington, will receive sealed Requests For Qualifications (RFQ) and publicly open them on or about 9:30 a.m. on Monday, January 25, 2016 at Lewis County Board of Commissioners Hearing Room 223, 351 NW North Street, Chehalis, Washington, for furnishing to Lewis County the following:

VIDEO PRODUCTION SERVICES

Five (5) copies of the Statement of Qualifications must be received by the Lewis County Clerk of the Board of Lewis County Commissioners (351 NW North Street, Room 210 Chehalis, WA 98532) no later than 4 p.m. on Friday, January 22, 2016 , and clearly marked as:

“VIDEO PRODUCTION SERVICES” to be opened Monday, January 25, 2016. at 9:30 a.m.”

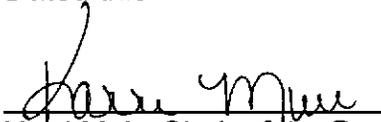
Proposals received after that time or proposals not submitted to the Clerk of the Board will not be considered. Qualifications submitted after the due date will not be considered. Consultants accept all risks associated with the late delivery of mailed submittals regardless of fault.

Proposal information packets may be obtained at www.lewiscountywa.gov, and also from the Lewis County BOCC, 351 NW North Street, Chehalis, WA 98532 or by calling 360.740.1419.

Designated contact person: Central Services Director, Michael Strozyk, Lewis County Central Services Department at 360.740.2781.

Lewis County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their statement of qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

Dated this



Karri Muir, Clerk of the Board
Lewis County, Washington

Published: East County Journal,

Lewis County, Washington

Request for Qualifications (RFQ)

<p><u>Request for Qualification Information:</u></p> <p>RFQ Name: Video Production Services</p> <p>Date Issued:</p> <p>Contact Person: Director Michael Strozyk</p> <p>Phone #: 360-740-2781</p> <p>Email Address: michael.strozyk@lewiscountywa.gov</p> <p>Submittals Friday, January 22, 2016 @</p> <p>Accepted Until 4:00pm</p>	<p><u>Submittals Delivered to:</u></p> <p>Physical Address: Lewis County Clerk of the Board Attn: Board of Commissioners 351 NW North Street, Room 210 Chehalis, WA 98532</p> <p>Mailing Address: Lewis County Clerk of Board of Commissioners 351 North Street Room 210 Chehalis, WA 98532</p>
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General Information

NOTICE: Notice is hereby given that letters of interest and statement of qualifications will be received by Lewis County, Washington, for the Video Production Services by filing with the County at the above location.

BACKGROUND/PURPOSE

Lewis County (hereafter referred to as the "County") is soliciting requests for qualifications for the purpose of Video Production Services for DiscoverLewisCounty.com and its tourism promotion.

Lewis County is a non-charter county, governed by statutory authority granted to counties in general throughout the state and is the largest Washington County west of the Cascades. The County has fifteen independently elected officials who are responsible for the daily governance and operations. While elected officials have appointed subordinates, the Board of County Commissioners has four appointed Directors who report directly to them as the executive-legislative body of the County. Most strategic planning for the County is accomplished through the County's Executive Steering Committee (ESC), composed of the elected officials and appointed directors. The County established the ESC to review and recommend Information Technology (IT) projects to the Board of County Commissioners for final approval. While the successful applicant will work under the direction of the Central Services Department Director, they may also interact with other County Staff members and/or their subordinates to develop the product needs and designs.

Elected Officials:

- Commissioners (3)
- Assessor
- Auditor
- Clerk
- District Court Judges (2)
- Prosecutor
- Sheriff
- Superior Court Judges (3)
- Treasurer
- Coroner

Appointed Department Officials:

- Central Services Director

- Community Development Director
- Health and Social Services Director
- Public Works Director

The County has also established a core working group for the implementation of Video Production Services, which is comprised of the following:

- Central Services Director
- IT Manager
- IT Services Team
- Discover Lewis County Team

This project will provide the Services and Equipment needed to:

- Provide video production services to meet County Requirements.
- Provide proven process for completion.

BRIEF SCOPE OF SERVICES (Additional Detail listed in Attachment "A") : Vendors shall provide a scope of work and project proposal in accordance with the information provided in this request. The Proposal must include the following elements:

- Detailed Implementation Plan that identifies the major areas of work
- Estimated Proposed Implementation Schedule
- Estimated costs for Filming, Editing, Review, Final Edits, Travel Costs, etc. (for information purposes only)
- See attached DESCRIPTION OF SCOPE (FORM "ATTACHMENT "A")

BASE QUALIFICATIONS: This project will require the firm/agency to have the following qualifications:

- Satisfactory evidence that the consultant has been in existence as a going concern in excess of five (5) years
- Five (5) or more years of actual experience in video production and editing.
- Experience working with video editing software and computer rendering.
- Experience working with filming equipment.
- Experience scripting stories for video production.

RFQ SCHEDULE:

Event	Date
RFQ Release	January 11, 2016
Vendor Questions (if any) Due	January 18, 2016
Responses to Vendor Questions Communicated	January 20, 2016
Proposal Responses Due	January 22, 2016
New Contract in Place	Pending Board of County Commissioners approval, after consultant selection and contract negotiation completion

SUBMITTAL REQUIREMENTS: Responses to this RFQ must include the following information:

- Responses must be limited to no more than ten (10) pages excluding specific project examples, references, resumes and covers.
- Provide five (5) copies of your Submittal.
- CONTRACTOR INFORMATION (FORM "ATTACHMENT B")
- A cover letter/statement of interest indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of the firm's experience in requested service areas, as specifically mentioned in attached scope.
- A description of the firm's experiences working with County or other Government agencies.

- Contractor must list all accounts they have lost or failed to renew with in the last 24 months. List must include account name, state and contact person for account.
- Please list all companies acquired within the last five years, a description of the entity purchased, time of purchase. List most recent purchases first.
- Statement of qualifications, including related experience with similar types of projects and specific qualifications or resumes of key team members such as proposed Project Manager, Project Principal, Sub-consultant firms, etc, arranged in a Team Organizational Chart
- Scope of Work and Project Proposal, including a proposed schedule with key milestones and deliverable dates.
- Up to three(3) examples of similar projects (does not count against page limit).
- REFERENCES (FORM "ATTACHMENT C") a minimum of five (5) references relating to completed projects for the services being requested with full name, title, address, phone and fax numbers.

PROPRIETARY PROPOSAL MATERIAL: Any proprietary information revealed in the proposal should, therefore, be clearly identified as such.

SIGNATURES: RFQs shall be signed by one of the legally authorized officers of said corporation. If awarded the contract, the Contract shall also be so executed.

EVALUATION CRITERIA: Evaluations will be based on the criteria listed below.

- Experience of firm with similar projects.
- Experience of proposed project team and/or key team members.
- Overall quality of statement of qualifications.
- Innovative approaches and proposed solutions to issues associated with similar projects.
- Agency references - The selected vendor must have a proven track record of customer service, supported by excellent references and reputation.
- Initial and ongoing costs to Lewis County for the needed services.

The County may select a limited number of consultants for in-person interviews before the selection committee.

QUESTIONS: Questions regarding this project may be directed to the Discover Lewis County Project Manager, Amanda Price, via e-mail at, Amanda.Price@lewiscountywa.gov . Unauthorized contact regarding this RFQ with other County employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the County. Any questions will be answered in writing and e-mailed to all interested parties.

PERFORMANCE REQUIREMENTS

PROJECT MANAGER / POINT OF CONTACT: The consultant will designate a project manager/point of contact who shall be authorized to represent its legal interests and be available and accessible during normal County business hours of 8 a.m. through 5 p.m. Monday through Friday, to receive and respond to issues associated with and notices related to the implementation of this contract.

PROJECT PLAN: The consultant will develop a project plan and timeline to monitor the work's progress. A copy of the plan will be presented to the County's representatives. Changes to the project plan must be negotiated with the County's point of contact prior to implementation.

MEETINGS: The consultant and/or project manager is expected to meet in-person and regularly with various representatives and key team members in the course of this contract.

PROGRESS REPORTS: Written progress reports will be submitted to the County's point of contact until completion of the project. The report will be based on the scope of work and identify what has been completed, or current progress unless another format is negotiated prior to contract award.

RECORD KEEPING REQUIREMENTS: The selected consultant will keep accurate project records, memoranda, conceptual design/data flows and specifications and will provide them to the County's point of contact as part of this project.

RIGHTS AND OPTIONS OF THE COUNTY

REJECTION OF SUBMITTALS The County reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the County to pay any costs incurred by respondents in the preparation and submission of their qualifications. Furthermore, the RFQ does not obligate the County to accept or contract for any expressed or implied services.

CONTRACT AWARD: The County reserves the right to make an award without further discussion of the submittals. The firm selected as the apparently successful firm will be expected to enter into a contract with the County. Following consultant selection, the successful consultant shall prepare a proposal and scope of work for review by the County. Once the County and Consultant have reached an agreement on the scope of services, a final contract will be prepared by the County. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final Contract. If the selected firm fails to sign the Contract within ten (10) business days of delivery of the final Contract, the County may elect to negotiate a Contract with the next-highest ranked firm. The County shall not be bound, or in any way obligated, until both parties have executed a Contract. No party may incur any chargeable costs prior to the execution of the final Contract.

CONTRACT NEGOTIATION: The County reserves the right to negotiate all elements of the submittals, proposals, terms and conditions, and/or scope of work as part of the contract negotiation process prior to any formal authorization of the Contract by the County.

GENERAL TERMS AND CONDITIONS

COMPLIANCE WITH LAWS AND REGULATIONS: The consultant or consultants ultimately awarded a contract shall comply with federal, state and local laws, statutes, ordinances and regulations relative to the execution of the work.

ASSIGNMENT: This contract is binding on the parties and their heirs, successors, and assigns. No party may assign, transfer or subcontract its interests, in whole or in part, without the other party's prior written consent.

AMENDMENTS: This contract may be amended at any time by mutual written agreements of the contractor and the County. In the contract award the County will designate who is authorized to amend the contract.

LIABILITY: In the performance of this contract, the contractor is an independent contractor and the contractor, its officers, employees, agents or subcontractors shall not be considered to be employees or agents of the County. The contractor shall indemnify and hold the County harmless from any loss, liability, damage, death or injury to any person or property, from any act of omission of the contractor, its agents, or employees, arising directly or indirectly as a consequence of this contract.

NONDISCRIMINATION: During the performance of this contract, the contractor and its subcontractors shall not discriminate on the basis of race, color, sex religion, national origin, creed, age, marital status, being disabled veteran, being a Vietnam era veteran, or disability or in the administration or delivery of services or any other benefits under the contract.

INSURANCE REQUIREMENTS: The selected firm shall maintain insurance that is sufficient to protect the firm's business against all applicable risks, as set forth in the County's Standard Insurance Requirements which may be obtained by contacting the Lewis County Risk and Safety Administrator at 360.740.1279.

PUBLIC RECORDS: Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFQ (the "documents") become a public record upon submission to the County, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the County receives a request for inspection or copying of any such documents it will promptly notify the person submitting the documents to the County (by U.S. mail and by fax if the person has provided a fax number) and upon the written request of such person, received by the County within five (5) days of the mailing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person to seek a court order prohibiting or conditioning the release of the documents. The County assumes no contractual obligation to enforce any exemption.

BREACH OF CONTRACT AND LIQUIDATED DAMAGES: In addition to any material breach of the contract the remedies available thereto, the following specific acts or omissions by the contract may, at the election of the County, result in either the immediate termination of the contract and damages or the payment of liquidated damages for specific nonperformance(s):

- Failure to meet contractually designated time lines and milestones.
- Failure to supply and maintain insurance.
- The imposition or availability of liquidated damages by County shall not preclude the County from seeking actual damages upon termination of the contract, as a whole. The Central Services Director shall notify the contractor of said act of omission under the contract and the contractor's exposure to the contract termination and liquidated damages. It shall be the duty of the contractor to take whatever steps may be necessary to remedy the act of omission and to notify the Central Services Director within 24 hours after receipt of notification, confirming actions taken.
- Failure to remedy the act or omission within the times set forth by the Central Services Director shall be considered breach of the contract for the purposes of termination of contract or assessing liquidated damages under the provisions of this section. Accordingly, the County and the Contractor agree: (1) to pay (according to the following formula) liquidated damages for each day [or hours, as applicable] allowed for completion of the Contractor performance under this agreement; and (2) to authorize the County to deduct these liquidated damages from any money due or becoming due to the successful bidder/Contractor
- LIQUIDATED DAMAGES FORMULA
- $LD=A/T$, where
- LD =Liquidated damages per day[or per hour, as applicable] rounded to the nearest dollar.
- A =The original Agreement amount.
- T =_____ days [or hours, as applicable]
- (Such determination, understanding, and agreement as to liquidated damages is issued by the Contractor and is accepted by the County as part of the good and valuable consideration of the Contractor for this agreement). Each day that such act of omission continues on the part of the Contractor shall be considered a separate occurrence for the purpose of the assessing liquidated damages.
- The liquidate Damage amounts set forth do not constitute a penalty. This amount is fixed and agreed upon by and between the Contractor and County because of the impracticability and extreme difficulty of the fixing and ascertaining of the actual damages the County would sustain in having the work delayed. This amount shall be construed as the actual amount of damages sustained by the County.
- The contractor may appeal the deduction to the Central Services Director in writing within (10) days after payment receipt. The Central Services Director may solicit such information and conduct such inquiries with the contractor and the County as he/she deems necessary for his/her decision. The decision of the Central Services Director is final for the purposes of the contract.

ATTACHMENT "A"

DESCRIPTION OF SCOPE

PROJECT DESCRIPTION

1.7.1 Description

The purpose of this RFQ is to invite formal proposals from individual vendors who wish to be considered for selection to provide and install the County with Video Production Services. The RFQ will be awarded to the Vendor responding with the most favorable qualified proposal in the best interest of the County.

1.7.2 Video Production Services Requested.

The scripting, filming, and editing for each of the following 16-bit color, full HD 1080p, stereo professional grade sound, and voice overlay videos:

- I. One 30 second video to be used in the advertising and promotion of Discover Lewis County.
- II. One 15 second version of the above listed ad video.
- III. One 30 second video to be used on the landing page of DiscoverLewisCounty.com.
- IV. One 2-6 minute video depicting the things to discover and explore in the north region of Lewis County.
- V. One 2-6 minute video depicting the things to discover and explore in the south region of Lewis County.
- VI. One 2-6 minute video depicting the things to discover and explore in the east region of Lewis County.
- VII. One 2-6 minute video depicting the things to discover and explore in the west region of Lewis County.

1.7.3 Equipment needs:

The Vendor must supply the equipment necessary for producing and editing the videos in this proposal. Access to high quality camera equipment, including drone filming equipment is required to achieve the types of footage needed for this production. Scripting and filming will be done with regular guidance, collaboration, and communication from the Discover Lewis County team.

1.7.4 Travel needs:

Lewis County is a geographically large county. Respondents should consider travel and access needed to acquire the appropriate footage from various areas throughout the County.

1.7.4 Acceptance:

The IT Manager will act as the designee for acceptance of each of the seven videos requested in this proposal.

ATTACHMENT "B"

**LEWIS COUNTY
REQUEST FOR STATEMENTS OF QUALIFICATIONS**

FORM 1: CONTRACTOR INFORMATION

Name:
Address:

Phone:
Facsimile:
Email:
Website:

Proposing Company's Authorizing Agent:
Name:
Title:
Signature:
Date:

Contact for Additional Information:
Name:
Title:
Phone:
Facsimile:
Email:

ATTACHMENT "C"

**LEWIS COUNTY
REQUEST FOR STATEMENTS OF QUALIFICATIONS**

FORM 5: FIVE REFERENCES

Name:
Address:
Phone:
Point of Contact:
Project Description:

Name:
Address:
Phone:
Point of Contact:
Project Description: