

Bid Number: EDUD20140205E

From: Amadu Sankoh, Agency Procurement Officer
(Amadu.sankoh@education.ohio.gov)

To: MBE Vendors Only

Date: March 5, 2014

Re: Invitation to Bid on Video Recording for One Day

Bid Due Date: March 13, 2014 (No later than Noon); via email or US Mail

The Ohio Department of Education is seeking videographer to video record breakout sessions at the Ohio Spring Education Symposium on March 28, 2014 at the Columbus Convention Center.

The successful bidder will record video in breakout rooms from approximately 8:30 a.m. to 4 p.m. with a break from 11:30 to 1:45 p.m. The total number of sessions to be recorded will range from 4 to 6. Audio will be recorded through the venue sound apparatus or, if unavailable, with a remote lapel microphone to ensure high quality. Raw files will be given to the Ohio Department of Education in an uncompressed format for final editing and processing. All files must be provided to the agency no later than April 2, 2014.

Please submit your bids to the Agency Procurement Officer on your organization letterhead including the following information:

Company Name:

Contact Person:

Contact Phone Number:

MBE Certification Number:

Date Certificate Expires:

State of OHIO OAKS ID (if known):

Bid Price:

Other Considerations (if any):