



February 2, 2021

Department of Natural Resources
Division of Parks & Watercraft
2045 Morse Rd.
Columbus, OH 43229

Request for Quotation

Request for Quotation Number: DNRPWC025

Please consider this as the Ohio Department of Natural Resources Request for Quotation for the following project:

PROMOTIONAL VIDEO DEVELOPMENT

Deadline for submitting Quotes Response: February 10, 2021 at 4pm ET

Purpose

The purpose of this request is to solicit responses to select a best fit vendor for development and production of a short promotional video for the Ohio State Parks. The Vendor shall be employed as an independent contractor, to fulfill the terms of our Agreement and to act as a contractor to ODNR. The term of this Contract is for the period of the project and end upon receipt of an approved product.

ODNR will enter into an Agreement in reliance upon Contractor's representations that it has the necessary expertise and experience to perform its obligations hereunder, and Contractor warrants that it does possess the necessary expertise and experience.

Contractor shall perform the services to be rendered under our Agreement and the ODNR shall not hire, supervise, or pay any assistants to Contractor in its performance of services under our Agreement. ODNR shall not be required to provide any training to Contractor to enable it to perform services required hereunder.

OBJECTIVE AND SCOPE

The Contractor shall develop, produce, and provide a promotional video no longer than 5 minutes in length focusing on the efforts of the ODNR Division of Parks & Watercraft. The project may be used in support of an application by the Division for the National Gold Medal Award offered through the National Recreation & Parks Association. The prospective deadline for completion of the video, if Ohio is deemed to be a finalist for the award, is April 5, 2021. If Ohio is not selected as a finalist, the deadline may be extended at the discretion of ODNR.



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DELIVERABLES

The Contractor shall provide:

- a) Professional video production services needed to develop the video
- b) All equipment needed to produce the project
- c) Development of additional content to create the video
- d) Services to engage talent and/or notable figures to appear in the video as agreed upon with ODNR
- e) Electronic copies of the final product in formats suitable for use on the web and on DVD

ODNR Responsibility

Department shall provide from date of execution until project completion:

- a) Access to B-roll footage belonging to ODNR in support of the project
- b) Assistance in relating the content of the award application and agency accomplishments that should be illustrated in the video

COMPENSATION

Compensation will be paid as one sum at the completion of the project.

WARRANTY

Contractor warrants to ODNR that all services furnished under this Agreement shall be of professional quality unless otherwise required or permitted by the Agreement, that the Work shall be free from defects not inherent in the quality required or permitted, and that the Work shall conform to the requirements of the Agreement.

CHANGES TO SCOPE OF WORK

ODNR may order changes in the Work without invalidating the Agreement. A change in the Work shall be governed by a change order in the form of a contract amendment. Contractor shall not proceed with any change in the Work without ODNR's prior written authorization. Upon execution of an amendment, Contractor shall perform all changes in the Work under the applicable provisions of the Agreement and any amendments, and the Contractor shall proceed promptly with the change unless otherwise provided in the amendment. The amendment will govern any changes to the Work, changes to the fees owed to Contractor, and any changes to the time for completion of the project. By signing an amendment, Contractor irrevocably certifies that the elements of the amendment are completely



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satisfied, and waives all rights, if any, to seek further adjustment of the fees owed or the time for completion of the Work, or both, at a later date with respect to the associated change in the Work including without limitation on account of the “cumulative impact” of the associated change in the Work in combination with one or more other changes in the Work.

Desired Experience and Professional Requirements

Contractor shall have demonstrated professional experience in video production.

Additional Requirements

All work product and intellectual property becomes the property of ODNR Parks & Watercraft upon the completion of the project. While production credit may be included in the video, ODNR reserves the right to determine the form and nature of that credit.

Submittal Instructions/Contact

Submit all quotation with required information, **before deadline, via email to** Kim Smith, Ohio Department of Natural Resources, Division of Parks & Watercraft. ParkswatercraftBids@dnr.state.oh.us

Questions

Offerors may make inquiries regarding this RFP any time during the inquiry period listed in Estimated Schedule. Questions can be submitted on-line beginning February 2, 2021 to February 8, 2021. Please allow for a three (3) work-day response time.

To make an inquiry, Offerors must use the following process:

1. Access the at State of Ohio Procurement Website at <http://procure.ohio.gov/proc/searchProcOpps.asp>
2. From the Quick Links menu on the right, select “Bid Opportunities Search”
3. In the “Document/Bid Number “field, enter the RFP number found on the first page of this RFP
4. Select “Request for Proposals” from the Opportunity Type dropdown.
5. Click the “Search” button.
6. On the Opportunity Search Results page, click on the hyperlinked Bid Number.
7. On the Opportunity Details page, click the “Submit Inquiry” button.
8. On the document inquiry page, complete the required “Personal Information” section by providing:
9. First and last name of the prospective Offeror’s representative who is responsible for the inquiry,
10. Name of the prospective Offeror,
11. Representative’s business phone number, and Representative’s email address.



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FORM OF QUOTE

For use in submitting a bid for video production and development
Deadline for submission: February 10, 2021 at 4pm ET

Name of Bidder: _____

Point of Contact: _____

Email: _____

Phone: _____

Address: _____

Website address: _____

How long have you been in the video production business? _____ Please attach a description of your business and your work products if desired.

Please describe the professional capabilities of the staff who will work on this project. Attach information if necessary.

What is your maximum total price to provide video development services? _____

Authorized Signature of Bidder: _____

Date: _____