

SCOPE OF WORK

1. Develop and produce a training DVD regarding the Ohio Ethics Law and casinos in Ohio. The DVD will include on-air narration and four scenarios (see attached document).
2. Assist Ohio Ethics Commission in editing drafted language for narration and scenarios.
3. Oversee the production, verbiage, grammar, and conversational tone in the narration and scenarios used in the training DVD.
4. Provide all equipment for camera narration, voice overs, and scenarios.
5. Provide four on-camera actors for the four scenarios, with the understanding that each actor will appear in two scenarios (use same two actors for Vignettes #1 and #2 and two separate actors for Vignettes #3 and #4).
6. Provide general transcription and review of the production, digitizing video into edit with effects and operator, include and edit electronics graphics and perform a mixing/sweetening audio.
7. Provide encoding into system, authoring and design, label design for DVD, and provide the DVD master to the Ohio Ethics Commission upon approval of the project by the Commission.
8. Include subtitles in DVD to ensure ADA compliance.
9. The Independent Contractor is responsible for all productions costs, talent costs, equipment costs, personnel costs, material costs, and all other similar costs associated with the development and production of the ethics DVD that is the subject of the Agreement.
10. Final product delivered to Ohio Ethics Commission no later than June 15, 2013.

Approach to DVD

- Total of four actors (each actor acts in two of the videos)
- Narrator (on camera) : Opening comments – purpose of video
- Ohio Ethics Law and Casinos
 - Who is regulated
 - What are relevant regulations under Ethics Law?
- Narrator introduces vignettes (e.g. “Let’s take a look at issues that could arise under the Ethics Law...our first one involves an elected official getting a tour of a casino...”)
- Vignettes
 - **Vignette #1** (elected official offered concert tickets by casino employee)
 - Narrator “interrupts” vignette (no tidy ending to vignette) to make comments about issues under the Ethics Law (can be on set or edited in later)
 - Points out potential violations and suggestions on what should happen next in order to comply with Ethics Law
 - Allow scene to end “correctly” – in compliance with Ethics Law.
 - Narrator introduces next vignette (e.g. “Now let’s say the public servant is an inspector from a local agency, such as a building or health department...he/she is offered food or gifts from a casino employee...”)
 - **Vignette #2** (Local inspector offered coffee, then asks about gift card for restaurant, eventually settles on gambling chips)
 - Narrator comes onto scene and discusses the Ethics Law as it pertains to the scene we’ve just watched (again, can be live or superimposed onto scene)
 - Narrator reminds of separate prohibition 102.03(M)(1) – people working for Ohio Casino Control Commission may accept nothing at all from casinos – not even cup of coffee
 - Narrator also reminds of Supplemental Compensation prohibition
 - Voice over summary offered (with slides) of:
 - 102.03 (E) – public servants can’t accept expensive gifts
 - 102.03 (F) – casinos can’t offer or give expensive gifts
 - 102.03 (M)(1) – Casino Control Commission can’t accept anything

- 2921.43 – casinos can't supplement salary of public servants
- Allow scene to end “correctly” – in compliance with Ethics Law.
- Narrator introduces next set of vignettes describing 102.03(D) – public servants can't solicit or accept something of value, even if it's not a traditional gift (“let's look at some examples...”)
- **Vignette #3** (Public servant inspecting food buffet notes he owns a produce farm and suggests that casino uses his own farm for their vegetables/fruit supplier – local supplies, etc.)
- Narrator describes prohibition under Ethics Law
- Allow scene to end “correctly” – in compliance with Ethics Law.
- Narrator introduces final vignette (“Now let's say instead of a business proposition, the public servant is inquiring about another benefit from the casino...”)
- **Vignette #4** (Public official inquires about casino job for his adult child)
- Narrator describes how a job is a thing of substantial value and discusses prohibition on public servants and casino employees/managers
- Allow scene to end “correctly” – in compliance with Ethics Law.
- Summary (with slides) of:
 - 102.03(D) – public servants can't solicit or accept substantial things of value – even it's not a traditional “gift” such as a concert ticket
 - 102.03(F) – reminder that casinos can't give substantial things of value to public servants
- Final summary of Ethics Laws and Casinos
- Reminder of assistance available from Ohio Ethics Commission
- Contact information
 - Ohio Ethics Commission
 - Ohio Casino Control Commission (?)
- Conclusion