



# Commercial Vehicle Safety Alliance

Improving uniformity in commercial motor vehicle safety and enforcement

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## Request for Proposals – 2019 and 2020 Video Production Services

### *General Information*

#### **Purpose**

The Commercial Vehicle Safety Alliance (CVSA) is accepting proposals to provide field video production services for a series of training videos, to be shot between the months of April 2019 and September 2020. The shoots will take place in multiple locations within the continental United States, and possibly Canada, and will involve participants from both law enforcement community and the commercial motor vehicle industry.

The purpose of this Request for Proposal (RFP) is to solicit proposals from candidate organizations, conduct a fair evaluation of candidate proposals based on criteria identified herein and select the appropriate candidate to work with CVSA.

#### **About CVSA**

CVSA is a nonprofit association comprised of local, state, provincial, territorial and federal commercial motor vehicle safety officials and industry representatives. The Alliance aims to achieve uniformity, compatibility and reciprocity of commercial motor vehicle inspections and enforcement by certified inspectors dedicated to driver and vehicle safety. Our mission is to improve commercial motor vehicle safety and uniformity throughout the Canada, Mexico and the United States by providing guidance and education to enforcement, industry and policy makers.

CVSA, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all contractors will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of the owner's race, color, national origin, sex, age, disability, income-level, or LEP in consideration for an award.

#### **Proposal Guidelines**

This RFP follows with CVSA's open and competitive solicitation and selection process. Proposals must be signed by an agent or representative of the organization submitting the proposal.

CVSA will give preference to proposals for this project from organizations not requiring outsourcing of parts of the proposed work. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must

include a name and description of the organizations being contracted. Costs and fees should include explanation. Contract terms and conditions will be negotiated upon selection of the winning bidder. All contractual terms and conditions will be subject to review by CVSA legal counsel and will include scope, budget, schedule and other necessary items pertaining to the project.

## Proposal Preparation

We would like your proposal to be as accurate as possible. In doing so, we encourage you to read the entire RFP carefully, and contact CVSA with any questions that arise. Proposals and related inquiries should be directed to:

Ken Albrecht  
Director of Multimedia Development  
[kena@cvsa.org](mailto:kena@cvsa.org)

A list of frequently asked questions and answers will be maintained and emailed to each potential bidder.

Please provide us with an overview of your organization's expertise as it relates to this project, including relevant experience of your organization's employees. Most importantly, your proposal should address specific requirements outlined in the statement of work outlined below and include detailed line items of equipment and personnel along with associated costs to meet those requirements.

\*Note: Although this is a single RFP, once awarded, it will be billed-out as separate consecutive contracts (to the single bid-winning awardee) to coincide with CVSA's funding from various federal grants.

## Deadline

Proposals will be accepted through Friday April 5, 2019.

Any proposals received after this date and time will be returned to the sender.

## Project Scope

The scope of this project covers two years and includes coordinating with CVSA to travel to specific locations for video production shoots. The winning candidate will be responsible for providing all required field production gear (listed below) and up to two video professionals based on the scope of each individual shoot.

Specific shoot dates and locations have not yet been identified. The production shoots will take place:

- During the months of April 2019 through the end of September 2020
- On location with both interior and exterior scenes
- In or on state and/or federal law enforcement properties that may require background checks on all crew members for security purposes

Travel, housing arrangements and meal costs for the crew will be handled separately by CVSA. Production Gear shipping costs will be handled separately by CVSA.

## **Request for Proposal and Project Timeline**

CVSA is requesting proposals by the deadline. Reviews of proposals are expected to be completed and a decision on top candidate(s) will be made within fourteen days. The awardee will then be contacted to finalize contract, as mutually agreeable.

Contract period will be from time of finalized contract through September 30, 2020.

## **Budget**

Proposed budget for the project should be commensurate with the scope of work.

## **Proposal Evaluation Criteria**

Contract will be awarded based on the following criteria:

- Qualifications of key personnel
- Availability of requested production gear
- To extent possible, familiarity and experience with commercial motor vehicle enforcement practices, Federal Motor Carrier Safety Regulations and Hazardous Materials Safety Regulations
- Proposed budget commensurate with scope

## **Statement of Proposed Work**

Awardee will provide all necessary professional audio and video equipment and personnel required to shoot and record video and audio for up to ten weeks of on-location shoots within a two-year time period.

Awardee must be available to travel, including to/from Canada, with full gear and personnel package, with not less than a three week notice prior to the shoot.

Production shoots will follow a basic schedule, but may not be limited to the following:

- Monday: Travel to location, meet with subject matter experts (SMEs) and scout facilities and locations
- Tuesday: Full day shoot
- Wednesday: Full day shoot
- Thursday: Full day shoot
- Friday: Return travel day

## *Video Production Specifics*

### **Personnel**

Awardee will provide one person with a minimum of 10 years professional experience in digital videography for each location shoot.

Awardee will be able to provide one person with a minimum of 5 years professional experience in field audio capture for each location shoot, upon request.

Both persons must be able to carry, set and strike their own equipment on location, in varying degrees of weather.

### **Production Gear**

Awardee will provide the following equipment, including protective packaging to allow safe shipping to production locations.

- 2 full sized HD video cameras of the same model with wide angle lenses and adequate battery supply for a 10-hour shoot day
- Professional camera support for each camera
- Portable field monitor
- 2 wireless switchable UHF lapel microphone systems
- Hard wired hand-held microphone
- Location boom microphone
- Portable field teleprompter
- Minimum 12' camera jib arm with supporting cameral mount
- Portable camera dolly
- Field LED lighting kit
- DSLR camera for stills and possible 4K video
- Various reflectors, scrims, filters, gaffer's tape and stands to support gear
- Camera drone with licensed and insured operator (optional, but preferred)

### **Recording/Deliverables**

Awardee must be able to record in a minimum of 1080/60p and provide Avid DNX HD compatible files to be transferred to CVSA at the end of each day's shoot. CVSA will retain ownership of all recorded material.