

# Photography/Videography Services

## Request for Proposals (RFP)

RFP Publication Date: September 1, 2023
Deadline to Submit Inquiries: September 8, 2023
Response Due Date: September 15, 2023

<b>Summary and Background.....</b>	<b>2</b>
<b>Proposal Guidelines.....</b>	<b>2</b>
Description.....	2
Scope.....	3
Timeline.....	3
Budget.....	3
Evaluation Criteria.....	4
<b>Appendix A.....</b>	<b>5</b>
Atowi.....	5
Community Asylum Seekers Project.....	5
Ethiopian Community Development Council.....	5
Neighborhood Connections.....	5
Out in The Open.....	5

## Summary and Background

In 2023, VT Department of Health, VT Community Health Equity Partnership, United Way of Windham County (UWWC), and Vital Partnerships (VP) collaborated on providing a flexible \$150,000 opportunity to address health disparities in Windham County in accordance with the CDC's Social Determinants of Health.



*Credit: cdc.gov*

We are currently accepting proposals to provide professional photography and videography services for the documentation of our accomplishments. The visual content will be a crucial part of our final report - showcasing the impact and results of our project's work. The selected bidder will also be responsible for finalizing the presentation of the final report in an audiovisual format. The purpose of this RFP is to evaluate all candidates fairly and equitably.

Please see [Appendix A](#) for a list of our grantees' projects.

## Proposal Guidelines

This RFP represents the requirements for an open and competitive process. Proposals will be accepted until September 15, 2023. Any proposals received after this date will not be considered. All proposals must be emailed to Wichie Artu ([wichie@vitalpartnerships.org](mailto:wichie@vitalpartnerships.org)) and Candice Taylor ([ntaylor@unitedwaywindham.org](mailto:ntaylor@unitedwaywindham.org)).

## Description

The purpose of this project is to capture high-quality photographs and videos that illustrate the achievements and outcomes of our activities and initiatives. This includes video interviews with our collaborators and grantees. These images and videos will be used for our

final report and may be used for future promotional materials, websites, and other outlets as needed.

## Scope

The scope of this project includes the following acceptance criteria:

- Conducting and audiovisual recording interviews with various partners.
- Photography and audiovisual recording of grantee project outcomes, and the impact of our activities and initiatives.
- Editing and delivering high-resolution digital images and edited video files suitable for print and online usage.
- Delivering a final video/photograph presentation in a documentary-style format.

The audience for the final video and photographs will primarily consist of representatives from the CDC, other nonprofit organizations, and government entities.

## Timeline

We anticipate the following schedule:

- RFP distribution: September 1, 2023
- Proposal submission deadline: September 15, 2023.
- Review of submissions: September 15 - 22, 2023.
- Notification of award: September 25, 2023.
- Project start: October 1, 2023.
- Final delivery of all materials: November 15, 2023.

## Budget

All proposals must include proposed costs to complete the tasks described in the scope at no more than \$5,000. The costs should be stated as one-time or non-recurring costs (NRC).

Payments for the project will be invoiced monthly based on the following schedule:

Month 1: October 2023

Month 2: November 2023

Month 3: December 2023 (if necessary)

## Evaluation Criteria

VP and UWVC will evaluate all proposals based on the following criteria:

### **Overall proposal suitability**

Proposed solution(s) must meet the scope and needs included herein and be presented in a clear and organized manner.

### **Bidder Experience**

While not mandatory, it is preferred that bidders have experience in social justice and/or community-related photography and videography documentation. This can be demonstrated through:

- Description of experience in photography and videography
- Examples and/or portfolio of similar projects completed
- Testimonials or references from past clients.

Bidders must also provide descriptions and documentation of staff technical expertise and experience.

### **Value and Cost**

Bidders will be evaluated on the feasibility and affordability in cost of their solution(s) in comparison with the value demonstrated through their experience.

## Appendix A

### Community Projects

#### **Atowi**

To provide a community food shelf/food preparation program that will both serve nutritional needs for under-resourced members of our community, as well as provide food sovereignty opportunities for learning about culturally-appropriate sustenance relationships.

#### **Community Asylum Seekers Project**

Case management services such as community orientation, job training and placement, connection to language classes, childcare and medical insurance as well as interpretation services which includes opening access to medical and mental health care for asylum seekers.

Also, a collaborative series of antiracism workshops and study groups designed for people in Windham County engaged with immigrant and refugee support.

#### **Ethiopian Community Development Council**

Expansion of health and social integration programming for refugees in Windham County. To include sewing courses, health education events, art therapy, yoga, and language classes. Pashto and Dari translation services, transportation services and group family outings.

#### **Neighborhood Connections**

Increasing rural access to mental healthcare, nutrition, employment, recreation, transport, and socialization through social work services and programming. These offerings will serve residents of Stratton, Londonderry, and Jamaica Vermont.

#### **Out in The Open**

Augmenting staff support in health equity access for rural LGBTQ+ HEART program, health justice services, and support community members' participation in Brattleboro Memorial Hospital LGBTQ+ Clinic Advisory group.

## **Putney Community Cares**

Fostering good health, wellbeing, and independence of all members of our community, from newborns to older adults through a variety of projects. These include providing support to the prepared meal distribution program, a memorial garden for reflection and grieving, adult diaper and brief bank, BIPOC and gender affirming hair clinics, clothing and undergarments to support Trans youth, education and outreach on indigenous history, and a community nurse program.

## **SUSU**

Free food and distribution program with CSA food boxes delivered to BIPOC families. Multicultural workshops and programs around racial trauma healing, herbalism and healing. Supporting and retaining diverse staff and offering a resilience farm volunteer program.

## **The Root Social Justice Centre**

BIPOC Healing Series Hair Clinic to address the needs of multiracial families of primarily southern Vermont.

## **Groundworks Collaborative**

To augment staff support for our organization that focuses on providing direct services to people experiencing homelessness, food insecurity, and those historically disenfranchised (including BIPOC populations), with staff who are united in our philosophy of care and cultural humility of the people we serve.