



REQUEST FOR PROPOSAL

The Bay Foundation seeks qualified contractors for the production of two informative testimonial videos regarding the reduction of single-use disposable items in two restaurants' operations.

Background

The Bay Foundation is a 501(c)(3) nonprofit organization, Federal Tax ID# 330420271. The Bay Foundation has partnered with Clean Water Action and the Clean Water Fund to implement its [ReThink Disposable](#) program in Los Angeles. ReThink Disposable is a technical assistance program that helps food service establishments (restaurants, coffee shops, cafes, etc) implement best practices to reduce waste and cut costs by minimizing the use of disposable products. Each of the two videos will showcase a program participant (i.e. restaurants). Each video will be a testimonial, with the restaurant owner introducing their business and highlighting it's ReThink Disposable experience as well as results. Each video will be under 3.5 minutes. Here are two examples of ReThink Disposable restaurant testimonials: <https://www.youtube.com/watch?v=YNBOV1sYWoM>
<https://www.youtube.com/watch?v=DvY-wtlcMoA>

This project is grant funded by Environmental Protection Agency's Trash Free Waters program. Grant funders and Clean Water Action partners must review and approve final video and may request edits.

Scope of Work for Each Video

- Shoot video A-roll with good quality sound production
- Shoot video B-roll
- Find and recommend three options for background music
- Compile video, owner's narration, text slides, and music together
- Include video subtitle text
- Complete other post-production tasks (i.e. editing, balancing and mastering sound)

The Bay Foundation will coordinate up to two shoot days and times between the selected contractor and the program participant (i.e. restaurant owner). The Bay Foundation will be present during the shoot. The Bay Foundation has sole rights of video content created for this project.

Tentative Timeline

September 17, 2018 loose script and outline submitted to selected contractor
October 5, 2018 first full draft of video due for review
October 15, 2018 receive reviewer's edits and comments
October 19, 2018 second full draft of video due for review
October 26, 2018 receive reviewer's edits and comments
November 5, 2018 final draft of video due

Budget

\$3,000



Please specify and include in your proposal:

- Your video production experience and two to three sample reels.
- Total cost with all applicable fees.
- If you are offering us a discount- all discounts are tax deductible.
- If certified as Small Business, Disabled Veterans Business, Women-owned Business, or Minority-owned business (please provide copy of your certification).

Please send your proposal by August 6, 2018 to Georgia Tunioli at gtunioli@santamonicabay.org

Questions regarding this Request for Proposal should be address to:

Georgia Tunioli
The Bay Foundation
gtunioli@santamonicabay.org

Equal Opportunity Employer

The Bay Foundation is an equal opportunity employer and does not discriminate because of race, color, sex, age, national origin, religion, sexual orientation, gender identity, status as a veteran, disability or any other federal, state, or local protected class.