



**REQUEST FOR PROPOSALS  
FOR  
VIDEO PRODUCTION SERVICES**

**ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION**

**49 Mobile Drive  
Toronto, Ontario  
M4A 1H5**

**Distribution/Advertisement: June 28, 2023**

**Deadline for Submission of Proposal: August 1, 2023**



**Overview:**

OSSTF/FEESO is seeking proposals for Video Production Services. The purpose of this Request for Proposals (RFP) is to provide OSSTF/FEESO with a qualified service provider who has the capability to perform the tasks described in the **Scope of Work**.

The Ontario Secondary School Teachers' Federation is a certified trade union representing over 60,000 teachers and education workers across the province.

Our diverse English and French membership are represented in over 140 bargaining units across the province. We work in elementary and secondary school workplaces, private schools and consortia that offer support services to school boards and universities. Our members include educational assistants, continuing education teachers and instructors, psychologists, secretaries, speech-language pathologists, social workers, plant support personnel, teachers, attendance counsellors and many other education professionals.

Simply put, we are committed to *protecting and enhancing public education*.

As part of our on-going commitment to public education, we hold a creative competition for students. The Student Achievement Awards is a writing and creative arts competition which is open to all public secondary school students in Ontario. The competition is meant to encourage the intellectual development of our students and an interest in society. The 1984 Provincial Assembly established the awards in honour of Marion Drysdale, a secretary at OSSTF/FEESO Provincial Office for twenty-two years, for her dedicated work over so many years.

**Scope of Work:**

OSSTF/FEESO is seeking a qualified Video Production company to create a dynamic **20-minute** video which highlights our Student Achievement Award winners and their work. This video will be shown at our annual general meeting on March 8-11, 2024.

Last year's video can be viewed on our website at: <https://www.osstf.on.ca/resource-centre/videos/RAAP/student-achievement-awards-2023.aspx>

The final product will be presented with a digital transfer in an agreed-to format with back-up saved on a drive. Also, versions of the final copy must be produced with subtitles for the deaf and hard of hearing. Some participants in the video may be French-speaking only.

**Proposal Content and Format**

Proposals will be divided into the following sections:

- I) Footage Gathering (including cost estimates)
- II) Video Production (including cost estimates)
- III) Experience

- IV) Vision
- V) Financial Soundness
- VI) Conflict of Interest
- VII) Diversity and Inclusion
- VIII) Agreement to terms

Please provide detailed information as prescribed below:

### **I) Footage Gathering**

Because completing this project will involve travel around the province, it is understood that there will be some variability to footage gathering costs. There will be at least nine (9) winners who will need to have preliminary interviews, have their final interview and be filmed. To better demonstrate how you would gather the required footage, please provide the following information:

- Indicate and describe the equipment you would use to gather footage (camera, sound, lighting, etc.)
- Indicate the size of team you would send to gather footage and describe their roles.
- Provide a quote (including breakdown of costs) for collecting footage in the following hypothetical situation, interviewing a student and their supporting OSSTF/FEESO member in each the following 8 locations:
  1. Fort Francis
  2. Guelph
  3. Niagara
  4. Ottawa
  5. Toronto
  6. Vaughan
  7. Pembroke
  8. Waterloo

\*\* Please note that the turn-around time between the winners being announced and the screening of the video is short (6-8 weeks)

## **II) Video Production**

In this section, please provide information on all other costs, outside of what was listed in the footage gathering section. Provide a breakdown including (but not limited to) consultation, creative direction, script writing, transcription, editing, narration, mixing, and any postproduction.

## **III) Experience**

In this section you will list relevant examples of work that your company has produced for similar projects. You may either present this in a digital format or provide URLs to posted versions of these projects.

Also, please submit resumes / job descriptions of people who will be working on this project.

## **IV) Vision**

In this section, please provide your proposed direction and approach to the Student Achievement Award video.

## **V) Financial**

Please provide audited financial statement from last year or other equivalent documentation as evidence of your business' financial soundness and its ability to continue as a viable entity for the proposed span of the project.

## **VI) Conflict of Interest**

Please provide a statement describing possible connections that your business or its employees may have (if any) to OSSTF/FEESO, that may be seen as a conflict of interest.

## **VII) Diversity and Inclusion**

Please provide documentation to demonstrate that your organization has diversity policies in place and is recognized to be a diverse employer.

## **VIII) Agreement to Terms**

Please provide a signed statement affirming that you have read the entire Request for Proposals document, and that you and the business you represent agree to all the terms set out within.

### **Terms and Conditions**

Issuance of this RFP does not commit OSSTF/FEESO to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure a contract for services.

OSSTF/FEESO reserves the right to:

- not award the contract necessarily to the lowest bidder,
- to conduct negotiations with one or more bidders in the event negotiations with the first bidder are unsuccessful,
- to obtain clarification of proposals as part of the evaluation process,
- cancel and reissue the Request For Proposal,
- extend any deadlines and amend the procurement process.

Selection is dependent upon the negotiation of a mutually acceptable contract with the successful project manager firm.

OSSTF/FEESO must be notified if any subcontractor arrangements will be used.

### **Submission Schedule**

Please submit all proposals to:

Tracey Marshall  
Communications and Political Action Department  
Ontario Secondary School Teachers' Federation  
49 Mobile Drive, Toronto, ON, M4A 1H5

All proposals must be delivered in hard copy format; electronic versions will not be considered.

Proposals must remain valid for up to 8 weeks upon delivery.

All submissions must be received by 5:00 pm, August 1, 2023

All submissions will be evaluated by September 30, 2023, at which time all parties that had submitted a proposal will be notified.

Video will be completed between January 20 and February 28, 2024.

If you have any questions, please direct them to Tracey Marshall [tracey.marshall@osstf.ca](mailto:tracey.marshall@osstf.ca).