



## Contact Information

Contact Name: Events Coordinator  
Address: 413 6<sup>th</sup> Avenue SE  
Medicine Hat AB T1A 2S7  
Telephone: 403-527-5214 Ext 224  
Email: events@medicinehatchamber.com

## Request for Quotes: Business Awards Videography Services For the Medicine Hat & District Chamber of Commerce

### Background

The Medicine Hat & District Chamber of Commerce is a member driven, volunteer led organization working to stimulate a strengthened and vibrant economy in our region through our connections, support and influence. Our vision is to be the most unified, valued and influential business network in our community.

The Chamber of Commerce also provides many benefits to the business community, one of which is recognition. The Chamber is proud to recognize business success in our region through the annual Business Awards. Held annually in conjunction with National Small Business Week, the Business Awards provide recognition for exceptional Medicine Hat and Area businesses, with many local nominees moving on to be recognized and compete at the prestigious Alberta Business Awards of Distinction hosted by the Alberta Chambers of Commerce. Businesses and organizations can be nominated in 14 different categories, with winners being chosen by various adjudicating committees who meticulously review and grade the applications submitted to select the best possible recipient based on the information provided. With anywhere from 500-600+ attendees, the Chamber's Business Awards has becoming one of, if not 'the', largest event of its kind in southern Alberta.

The Medicine Hat & District Chamber of Commerce is inviting quotes from interested parties who are qualified to provide videography services for sponsor videos as well as filming during the event and putting together an event recap video in accordance with the terms of this proposal.

It is the intention of the Chamber to award a contract to one or more bidders who are members in good standing with the Medicine Hat & District Chamber of Commerce.

### Videography Service Requirements

The Medicine Hat & District Chamber of Commerce requires the following:

- 3-4 sponsor videos either filmed or graphically created, based on the sponsors preference, created with a maximum runtime of 120 seconds
- Filming of the Business Awards event from 5:30-10:30pm on Friday, October 16, 2020
- Provision of a digital copy of the full length event video to the Chamber
- Creation of a recap or highlight video of the event with a maximum runtime of 5 minutes

Video services would include all of the following costs, if required:

- Voice overs
- Licensed background music
- Any graphic creation or graphic purchases
- Any on location filming requirements including audio visual and support staff
- All editing, corrections and final digital copy

The awarded bid must comply with the following timelines:

- April - Initial meeting between sponsor, video service provider and Chamber representative to discuss video concepts, script, etc.
- May – 1st draft of script reviewed by videographer and sponsor
- June – Any required revisions to the script are finalized

- August 31 – Completion of all video work with final copy provided to the Chamber
- November 12, 2020 – Event highlight video provided to the Chamber

### **Other Proposal Requirements**

Please provide the following:

1. Per video fee for the sponsor videos.
2. Total cost for event filming and provision of both the full length and highlight videos.
3. Video portfolio of similar work.
4. Any possible in-kind or contra service arrangements requested.
5. A minimum of three references.

### **Acceptance, Rejection or Selection of Proposal**

The Chamber expressly reserves the right to reject any or all proposals, to waive any informalities or irregularities in the proposals, and to accept that proposal which is in the best interest of the Chamber.

The following criteria will be considered in the selection of the successful proposal:

1. Member in good standing with the Medicine Hat & District Chamber of Commerce
2. Evidence in proposal that the candidate understands the scope of the services to be performed.
3. Experience of the firm.
4. Quality of the portfolio.
5. Creativity of the proposal with priority given to proposals that include a video submission or video samples/portfolio;
6. Costs quoted to perform the specified services, including in-kind opportunities.

### **Duration**

The contract will be from the time of the awarding of the proposal until completion of the project and final submission of video content. Prices bid must be held firm for the duration of the contract.

### **Incurred Proposal Costs**

The Chamber is not liable for any cost incurred by bidding companies prior to the issuance of an agreement or contract.

### **Unacceptable Work**

If the Firm fails to comply with any of the terms of this proposal, the Chamber may terminate the contract.

### **Response Date for Proposals: Friday, March 6, 2020 at 4:00 pm**

In order to be considered for selection, proposals for services must be received in a sealed envelope clearly marked "Videography Services" at the Chamber of Commerce office, 413 6th Avenue SE, Medicine Hat or emailed to [events@medicinehatchamber.com](mailto:events@medicinehatchamber.com) no later than 4:00 PM on Friday, March 6, 2020.

Questions and communications regarding this Request for Quotes may be submitted in writing by email up to seventy-two (72) hours prior to the closing time and date to: Events Coordinator, Medicine Hat & District Chamber of Commerce [events@medicinehatchamber.com](mailto:events@medicinehatchamber.com).

No other representative of the Chamber is to be contacted regarding this Request for Quotes. The Chamber accepts no responsibility for, and the Bidder agrees not to rely upon, any verbal or written statements or representations from any other person, whether or not employed by the Chamber.