



**Solicitation Information**  
22 May 2012

LOI # 7449759

**PRODUCTION & PHOTOGRAPHIC Svcs.: TIME-LAPSE DOCUMENTARY**

Submission Deadline: 22 June 2012 @ 10:30 AM (EDT)

Pre-Bid Conference: No

Questions concerning this solicitation must be received by the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than **7 June 2012 @ 12:00 Noon (EDT)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP / LOI # on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**SURETY REQUIRED: No**

**BOND REQUIRED: No**

**Jerome D. Moynihan, C.P.M., CPPO**  
**Assistant Director for Special Projects**

**Vendors must register on-line at the State Purchasing Website at**  
**[www.purchasing.ri.gov](http://www.purchasing.ri.gov)**

Note to Vendors:

Offers received without the entire completed three-page RIVP Generated Bidder Certification Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION FORM**

**REQUEST for LETTERS of INTEREST  
PRODUCTION AND PHOTOGRAPHIC FOR TIME-LAPSE PHOTOGRAPHY AND  
DOCUMENTARY**

The Rhode Island Department of Administration, Office of Purchases, on behalf of the Department of Environmental Management/Fish & Wildlife is requesting Letters of Interest from qualified vendors to provide a time-lapse photography and documentary on the Blackstone River system in Rhode Island. (available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)).

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

Potential offerors are advised to review all sections of this Request carefully, and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.

Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this Request will be rejected as being non-responsive.

All costs associated with developing or submitting a proposal in response to this Request, or to provide oral or written clarification of its content, shall be borne by the offeror. The State assumes no responsibility for these costs.

Proposals are considered to be irrevocable for a period of not less than sixty (60) days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.

All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.

Proposals misdirected to other State locations or which are otherwise not present in the Division of Purchases at the time of opening for any cause will be determined to be late and may not be considered. The "Official" time clock is in the reception area of the Division of Purchases.

In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation shall have the right to transact business in the state until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). *This will be a requirement only of the successful bidder (s).*

Offerors are advised that all materials submitted to the State of Rhode Island for consideration in response to this Request for Proposals will be considered to be public records, as defined in Title 38 Chapter 2 of the Rhode Island General Laws.

Also, Submitters should be aware of the State's MBE requirements, which addresses the State's goal of ten per cent (10%) participation by MBE's in all State procurements. For further information, contact the State MBE Administrator at (401) 574-8253 or [dorinda.keene@doa.ri.gov](mailto:dorinda.keene@doa.ri.gov) or visit the website <http://www.mbe.ri.gov>

Interested parties are instructed to peruse the Division of Purchases web site on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this LOI.

Equal Employment Opportunity (RIGL 28-5.1)

§ 28-5.1-1 Declaration of policy. – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies in all areas where the state

dollar is spent, in employment, public service, grants and financial assistance, and in state licensing and regulation. For further information, contact the Rhode Island Equal Employment Opportunity Office, at 222-3090 or via email [raymond1@gw.doa.state.ri.us](mailto:raymond1@gw.doa.state.ri.us)

Subcontracts are permitted, provided that their use is clearly indicated in the offeror's proposal, and the subcontractor(s) proposed to be used are identified in the proposal.

### **BACKGROUND/OVERVIEW**

THE BLACKSTONE RIVER IS THE LARGEST RIVER SYSTEM IN RHODE ISLAND COURSING THROUGH SOME STATES MOST INDUSTRIALIZED CITIES SUCH AS WOONSOCKET AND PAWTUCKET. ITS WATERS, ONCE TEAMED WITH FISH FOR THE NATIVE AMERICANS AND THE COLONISTS, WERE EVENTUALLY USED TO HARNESS ENERGY FOR THE MILLS DURING THE INDUSTRIAL REVOLUTION AND SUBSEQUENTLY BECAME IMPAIRED. WHILE THE ECONOMY BOOMED, THE WATERS BECAME TOXIC, INHIBITING FISHING AND SWIMMING. ADDITIONALLY IT WAS DISCOVERED THAT THE DAMS PREVENTED THE NATURAL MOVEMENT OF ANADROMOUS FISH AND SPECIES SUCH AS HERRING AND SHAD WERE EXTIRPATED FROM BLACKSTONE'S WATERS. IN RECENT HISTORY, HOWEVER, GROUPS SUCH AS THE BLACKSTONE RIVER CORRIDOR, THE NATURE CONSERVANCY, THE NATIONAL PARK SERVICE, RIDEM, NRCS AND MANY OTHERS HAVE WORKED TOGETHER TO CLEAN UP THE RIVER AND RESTORE IT TO A PLACE WHERE FISH CAN THRIVE AND PEOPLE CAN RECREATE UPON ITS WATERS. THE COOPERATIVE EFFORTS OF THESE GROUPS HAVE CULMINATED INTO THE CONSTRUCTION OF FISH WAYS OR LADDERS, ALONG THE FIRST TWO DAMS IN PAWTUCKET: MAIN STREET DAM AND THE SLATER MILL DAM.

RIDEM Fish and Wildlife's Aquatic Education program wishes to document the entire construction of the fish ladder and create a documentary which would highlight the restoration of the Blackstone River and feature unique time-lapsed footage of the fish ladder construction. It will also serve as an educational tool outlining the history of the Blackstone, describing the pollution of the river, interviewing the special interest groups who have worked to clean the river up, as well as describing the purpose and dynamics of the fish ladder. The documentary will include other Rhode Island rivers that have successful fish passage and restoration histories. The ARE program intends to request the services of a production company to work the footage into two versions of the documentary: 15-20 minute condensed version to be played continuously at Slater Mill Museum and an expanded version (45 to 60 minutes) to be distributed to schools and libraries across Rhode Island.

### **SCOPE OF THE WORK**

Individuals who can demonstrate their knowledge, experience and accomplishments in time-lapse photography, high quality video production, animation techniques, research and script writing abilities, sound and voice over abilities and overall effective production and photographic services are encouraged to submit Letters of Interest in response to this Request.

#### **Topic areas for services covered by this Request include, but are not limited to:**

- Provide Time-Lapsed photography and/or broadcast quality time-lapse videography of entire (estimated two construction years) fishway construction at two designated sites which will be used in described documentary: two sites will need to be monitored;
- Research, script. Edit and produce 45-60 minute high-quality (HD) and engaging educational documentary using outline provided by ARE coordinator;
- Create an abridged, 15-20 minute, version of high quality (HD) documentary
- Provide animation services, as needed;
- Provide professional quality sound and voice-overs, as needed;
- Work effectively with amateur interviewees from multiple entities;
- Provide photography services, as needed;
- Coordinate and schedule footage shots with Division personnel and their many partners;
- Provide ARE program with all raw footage, photographs and animation, regardless of use in actual documentary;
- Provide master copies of both documentaries on DVD.

The contractor selected as a result of the request must work very closely with and is supervised by the Division of Fish and Wildlife's Aquatic Resource Education Coordinator.

Interested parties must submit complete resume and samples of similar past work in DVD form including animation.

#### **ADDITIONAL CONTRACTOR REQUIREMENTS/QUALIFICATIONS**

Rhode Island is committed to using materials that are research based. Contractors should provide evidence that their training and tools have proven effectiveness in their ability to train efficiently and effectively and that the tools support critical instructional practices in the classroom across a broad range of grades and content areas. Included in this research base should be clear evidence that the videos and tools have established standards for rater accuracy and reliability and that there is meaningful and observable differences between score points.

#### **TERMS OF THE CONTRACT**

The Contract will begin upon issuance of state purchase order (**on or about July 15, 2012 and continue for 2 years.**

The scope of the work may be modified by DEM .

#### **COST PROPOSAL/TERMS OF PAYMENT**

The contractor must prepare a cost proposal reflecting the hourly rate or other fee structure proposed for this scope of services using the Cost Proposal Forms contained in Appendix A. The total cost of the contract is not to exceed 75,000.

FY 13 July 2012 to June 2013

FY 14 July 2013 to June 2014

#### **PROPOSAL SUBMISSION**

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [questions@purchasing.ri.gov](mailto:questions@purchasing.ri.gov) no later than the date & time listed on the cover sheet of this solicitation. **Send your questions in Microsoft Word format.** Please reference the LOI # on all correspondence. Questions received, if any, will be posted and answered on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. For computer technical assistance, call the helpdesk at 401-222-3766

Proposals (an original plus 4 copies) should include the following:

1. A completed and signed three-page RIVIP Bidder Certification Cover Form, available at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
2. A Cost Proposal as described above.
3. A *separate* Technical Proposal (see below) describing the qualifications and background of the applicant and experience with similar programs, as well as the work plan or approach proposed for this requirement.
4. A completed and signed W-9 (taxpayer identification number and certification). Form is downloadable at [www.purchasing.ri.gov](http://www.purchasing.ri.gov).
5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in electronic format (CD / flash drive). Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested. This CD or flashdrive should be included in the proposal marked "original".

Mark all bid packages, or mailed envelopes, with the LOI (solicitation) number and submission deadline on the outside of the package or envelope

Deliver to: Department of Administration  
Office of Purchases  
One Capitol Hill  
Providence, Rhode Island 02908

***NOTE:** Contractor assumes all responsibilities for proposals submitted by mail or commercial delivery service. Proposals misdirected to other state locations or which are otherwise not present in the Office of Purchases at the time of opening, for any cause, will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered.*

**TECHNICAL PROPOSAL REQUIRED ELEMENTS**

- |   |             |
|---|-------------|
| 1. Contractor understanding of the Issues                       | (20 points) |
| 2. Work Plan  | (25 points) |
| 3. Capacity of the Agency Effectively to Administer the Project | (20 points) |
| 4. Quality of Key Personnel (including Curriculum vitae)        | (15 points) |
| 5. Cost Proposal *  | (20 points) |

\*(Lowest cost / cost of proposal being evaluated X maximum point allowance = Cost Point Allocation)

A Selection Committee will evaluate submitted proposals on the basis of the above criteria items. Consultant Teams may be invited to appear before the Committee for in-person presentations. The Committee will then make a qualifications based recommendation for final selection to the Rhode Island State Purchasing Agent, or her designee, who will make the final award decision.

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all responses, and to award in its best interest.

Responses found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further. The State reserves the right to reject any or all responses submitted and to waive any informalities in any vendor's submission

## **APPENDIX A**

### **BUDGET Multi-Year Projects**

The Contractor estimates that its budget for work to be performed under this Agreement is as follows:

<u>Expense Category</u>	Year 1	Year 2
1. Salary and Fringe Benefits	0	0
2. Consultant	0	0
3. In-State Travel	0	0
4. Out-of-State Travel	0	0
5. Printing	0	0
6. Office Expense	0	0
7. Telephone	0	0
8. Educational Materials	0	0
9. Equipment	0	0
10. Data Processing	0	0
11. Rental	0	0
12. Other	0	0
13.	0	0
14.	0	0
15.	0	0
16.	0	0
Subtotal	0	0
Indirect Cost	0	0
<b>TOTAL</b>	<b>0</b>	<b>0</b>

It is understood and agreed that the amounts indicated above for the several line items are estimates of expenditures to be incurred by the Contractor on behalf of this Agreement and to be claimed by the Contractor for reimbursement under this Agreement. It is further understood and agreed that actual expenditures may vary from the estimates set forth above and that such variations shall not in themselves be cause for disallowance of reimbursement, however, that the Contractor shall notify and obtain the approval of the contract officer, in writing, if expenditures to be claimed for reimbursement in any line item above shall begin to vary significantly from the estimate given above; and provided further that unless permission of the contract officer shall have been obtained in advance, no expenditure shall be claimed by the Contractor for reimbursement by DEM this Agreement if such expenditure shall have been incurred in a line item category not listed above.

BUDGET DETAIL SHEET  
 FISCAL YEAR \_\_\_\_\_

**SALARY AND FRINGE BENEFIT DETAIL**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL SALARY \$	FRINGE BENEFITS \$	HOURLY RATE WITH FRINGE BENEFITS \$	SALARY & FRINGE TOTAL \$
<b>TOTAL REQUEST</b>							

**DETAIL OF CONSULTANT**

NAME	POSITION TITLE	HOURLY RATE \$	NUMBER OF HOURS	TOTAL COST \$
<b>TOTAL REQUEST</b>				\$

**EXPLANATION OF OTHER EXPENSES (i.e. travel, printing, office supplies, educational materials, and equipment)**

EXPENSE CATEGORY	DESCRIPTION	COST