



Quil Ceda Village

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Request for Proposals

"2021 Raising Hands" Video

RFP No. RH-21-001

Issue Date: Monday, May 10, 2021

Submittals Due: Friday, June 11, 2021

Quil Ceda Village

REQUEST FOR PROPOSALS

Quil Ceda Village hereby invites you to submit a Bid Proposal in your area of expertise for this project.

SIGNATURE OF BIDDER'S DULY AUTHORIZED REPRESENTATIVE

THIS OFFER MUST BE SIGNED IN INK BY AN AUTHORIZED REPRESENTATIVE OF THE OFFEROR. ANY ALTERATIONS OR ERASURES TO THE OFFER MUST BE INITIALED IN INK BY THE UNDERSIGNED AUTHORIZED REPRESENTATIVE.

The undersigned acknowledges, attests and certifies individually and on behalf of the Offeror that: (1) He/she is a duly authorized representative of the Offeror, has been authorized by Offeror to make all representations, attestations, and certifications contained in the bid/proposal document and all addenda, if any issued, and to execute this bid/proposal document on behalf of Offeror; (2) Offeror, acting by its authorized representatives, has read and understands all bid/proposal instructions, specifications, and terms and conditions contained in this bid/proposal document (including all listed attachments and addenda, if any issued); (3) Offeror certifies that this bid/proposal had been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition; (4) Offeror is bound by and will comply with all requirements, specifications, and terms and conditions contained in this bid/proposal document (including all listed attachments and addenda, if any issued); (5) Offeror will furnish the designated item(s) and/or service(s) in accordance with the bid/proposal specifications and requirements and will comply in all respects with the terms of the resulting contract upon award; (6) OFFEROR WILL PROVIDE/FURNISH TULALIP TRIBES BUSINESS LICENSE NUMBER AND FEDERAL IDENTIFICATION NUMBER WITH BID SUBMISSION.

I hereby acknowledge having received and duly considered the following addenda to the specification and the following revision or additions to the plans:

Addenda No. _____ to No. _____ Inclusive.

Bidder (COMPANY) Name

TULALIP Bus. Lic. No. & FED ID# (REQ'D)

Bidder Address

Authorized Signature

Date

Title of Authorized Representative

Contact Person

Phone

Fax

A. Summary

These documents constitute a Request for Proposals (RFP) from prospective Video Design and Development companies for the digital video design, development and production services of the project described below.

The purpose and intent of the RFP is for Quil Ceda Village to identify the “best value” proposer for the digital video design, development, and production services of the Tulalip Tribes’ 2021 “Raising Hands” Video. Quil Ceda Village will issue a negotiated Guaranteed Maximum Price Video Design and Development contract as a result of these efforts.

Project Number: RH-21-001

Project Name: “Raising Hands” Video design, development and production services

Project Location: Tulalip, Washington

Project Owner: Quil Ceda Village

Project Manager: Ms. Marilyn Sheldon

Address: 8802 27TH AVE NE

Phone/Fax: (360) 716-5070 / (360) 716-0126

E-mail: msheldon@tulaliptribes-nsn.gov

This RFP invites Video Design and Development companies to submit qualifications and design concepts for the first phase of the selection process, along with a project budget and price proposal for the proposed design concept. Interviews may be conducted with Finalists to review the Team’s qualifications, concepts and budget. Our intent is to select the winning team based on a “best value” and “best qualified” assessment.

Teams must have an established record of performance in the delivery of digital video design, development and production services on similar scaled projects and demonstrate commitment to the successful completion of the project. Lead firms are encouraged to assemble a full team of sub-consultants sufficient to provide expertise required for the successful completion of the project.

Submitters shall label their Proposals “Raising Hands Video” and deliver them to the office of the Consolidated Borough of Quil Ceda Village – Administrative Office at 8802 27th Avenue NE, Tulalip, WA 98271-9694 by 2 p.m. on June 11, 2021. Final selection of a proposal and award of a contract is subject to approval by Quil Ceda Village. Quil Ceda Village reserves the right to cancel the RFP or to reject any or all Proposals if it is in Quil Ceda Village’s interest to do so. Quil Ceda Village may waive minor informalities contained in any Proposal.

All questions concerning this RFP are to be submitted in writing (via mail, facsimile, or email) to Marilyn Sheldon (see paragraph A.6).

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A.1 Services

The Video Production Company shall provide all digital video design, development and production services for the “Raising Hands” video for Quil Ceda Village located in Tulalip, Washington.

A.2 Contract Type

This is a negotiated Guaranteed Maximum Price Contract for digital video design, development and production services. Quil Ceda Village may select and award to other than the lowest price offer. Quil Ceda Village intends to award the entire scope of the contract (design, development and production services) to an individual Video Production Company. Quil Ceda Village reserves its right to award or make no award at all.

A.3 Price

Video Production Companies shall submit a price proposal as part of their response to this RFP. Quil Ceda Village may choose to make award to the successful Proposer at the proposed price, or may elect to enter discussions with a Proposer to arrive at a price.

A.4 Method of Payment

Progress payments shall be made for work in progress related to a schedule of values and milestone achievement. Advance payments may be authorized.

A.5 Period of Service

Video Production Company shall commence work within 10 days of contract award or notice to proceed, whichever is later. Total contract phases shall be complete no later than September 30, 2021 .

A.6 Issuing Office

The Quil Ceda Village – Charitable Giving Office is the issuing office for this Request for Proposal. QCV – Charitable Giving Office is the sole point of contact for this RFP. Point of Contact for this RFP is:

Marilyn Sheldon

8802 27th Avenue NE, Tulalip, WA 98271-9694

Fax: (360) 716-5070

E-mail: msheldon@tulaliptribes-nsn.gov

Any questions should be addressed to the Point of Contact in writing either by facsimile or email. Questions shall be compiled and formal answers published as an addendum to this solicitation. No addendum is effective unless it is formally published by the QCV – Charitable Contributions Office.

A.7 Schedule of RFP Events

- RFP Document Availability Date: May 10, 2021
- Pre-submittal meeting, which is not mandatory, will be held on Monday, May 17, 2021 at 10:00 a.m.
- Last Date for Questions, Requests for Clarifications and Request for Changes: seven (7) days prior to closing date for RFP submissions.
- Closing Date for Submissions: June 11, 2021
- Tentative Interviews: Fourth week of June 2021, if necessary

2021 Raising Hands Video RFP

- Notice of Intent to Award: July 9, 2021
- Negotiated Guaranteed Maximum Price Contract Award: July 16, 2021

A.8 Submission Date

Proposals are due no later than June 11, 2021 at 2:00 pm local time.

A.9 Place of Submission of Proposals

Completed proposals shall be submitted to:

The Consolidated Borough of Quil Ceda Village
Administrative Office
8802 27th Avenue NE
Quil Ceda Village, WA 98271

A.10 Proposal Submission

Proposals shall be submitted in the form as outlined in Section C. Proposals submitted in a format other than that specified will be considered nonresponsive and will not be considered.

A.11 Pre-Submittal Meeting

A recommended pre-submittal meeting, which is not mandatory, is scheduled for May 17, 2021 at 10:00 am at

The Consolidated Borough of Quil Ceda Village
Administrative Office
8802 27th Avenue NE
Quil Ceda Village WA 98271

A.12 Cost of RFP and Associated Responses

Except as outlined in this Section, this RFP does not commit Quil Ceda Village to paying any expenses incurred by any Firm in the submission or presentation of a proposal, or in making the necessary studies for the preparation of a proposal, or in traveling to the site of the interviews.

B. The Project

B.1 Project Scope and Background

This project will create a digital video(s) in which the Tulalip Tribes of Washington will honor and educate others on six charitable organizations or enterprises that exemplify the Tulalip Tribes' giving and show the outside community that Tulalip Tribes not only care about their immediate community but also about outside communities' region wide. The video(s) will also educate others in showing that the Tulalip Tribes is here, and they are about building a healthy, sustainable community.

2021 Raising Hands Video RFP

B.1.1 Key program items:

- B.1.1.1 All video production review and final submittals shall be prepared and submitted in 100% HD quality format.*
- B.1.1.2 Selected Proposer will be required to contact and coordinate interviews with certain Tulalip Tribes' Board of Directors and various charitable organizations or enterprises. The Quil Ceda Village Project Manager will provide the selected company with an interview contact list.*
- B.1.1.3 The selected proposer must be able to adhere to the schedule as outline it Section B.1.3*
- B.1.1.4 Selected Proposer should plan for post editing requirements after the charitable event is held.*
- B.1.1.5 Selected Proposer will be required to turn-over all unedited "B-roll" digital video footage at the completion of this Contract to Quil Ceda Village.*
- B.1.1.6 Selected Proposer shall plan for a design review and completion status meetings with representatives of Quil Ceda Village once every other week commencing with issuance of a Notice to Proceed until Contract completion. Meetings shall be held in a mutually acceptable location to all parties.*
- B.1.1.7 Selected Proposer shall submit via a file sharing service (such as Dropbox) unedited versions of the digital video which include previous review comments of Quil Ceda Village for review and comment prior to final production of the video. The contractor shall allow 5 days for this review. If a digital files service is not available or practical the proposer will submit at least five (5) copies on portable media devices.*
- B.1.1.8 All versions of the produced and unproduced digital video footage, including unedited "B- roll" video footage shall become the sole and exclusive property of Quil Ceda Village, in the public and private domain, and not the property of the selected Proposer. The selected Proposer shall not copyright, or cause to be copyrighted, any portion of said videos prepared for or submitted to Quil Ceda Village as a result of this solicitation.*
- B.1.1.9 The consolidated video shall contain an intro/title slide at the beginning of the video and a title slide before each of the individual charity showcase video. The intro/title slide shall contain the text Raising Hands 2021 and modeled after the Raising Hands 2021 theme. The title slides between each showcase video shall contain the name of the charity and the name of the service area of the charity (this information will be provided to the contract at the time of the identification of the charity to be showcased) modeled after the Raising Hands 2021 theme.*
- B.1.1.10 The individual charity video shall have intro/title at the beginning of the video and a closing slide at end of each charity video. These slides shall be modeled after the 2021 Raising Hands theme; the theme will be provided at mutually agreed upon time.*
- B.1.1.11 Video producer may at their discretion provide "production credits" at the end and only at the end of the consolidated video.*

It is the responsibility of each proposer, before submitting, to examine thoroughly the RFP documents; consider tribal, federal, and local laws, ordinances and regulations that may affect cost, progress, and performance of the work; and to study and carefully correlate the proposer's knowledge and observations with the RFP documents and other related data.

The project and all program elements shall be designed and performed to meet all applicable tribal, federal and local laws, codes, and ordinances, and will follow industry best practices. Acceptance of a

proposal, whose terms are not in compliance with this requirement, unless specifically highlighted in the proposal, shall not relieve the video design, development and production company of the requirement to comply and will not be the basis for any request to increase price.

B.1.2 Key program deliverables:

B.1.2.1 Six (6) videos delivered in mp4 format. The video's will be broken down as follows:

B.1.2.1.1 Six (6) videos five to seven (5- 7) minute (approximate length) each showcasing an individual charitable organization in mp4 format.

B.1.2.2 One 30-minute (approximate length) consolidated video containing the six (6) showcase videos (Section B.1.2.1.1), the resulting video shall be delivered in mp4 format. The order of the videos will be provided to the Proposer after a review of the six (6) charity videos.

B.1.2.3 All unedited "B-roll" digital video footage.

B.1.3 Schedule

B.1.3.1 At the time of award, the vendor will be provided with the names of the six (6) charities.

B.1.3.2 All charities will be filmed at a time negotiated by the videographer and individual charitable organization.

B.1.3.3 Final treatment and editing will be at a time agreed upon by the selected videographer and Project Manager.

B.2 COVID-19 Safety Precautions

When working directly with a charitable organization, the contractor will follow Tulalip, Federal, State, County and/or City guidance as it relates to COVID-19 safety precautions. In the event that there is conflicting guidance, contractor will work with each charitable organization and follow that organizations guidance.

C. Proposals

Responses to this RFP should not exceed a total of twelve (12) 8.5 x 11 pages, exclusive of cost information (section C.6 below). The response to the RFP must include:

C.1 Cover Letter (2 pages maximum)

Provide a signed cover letter from an authorized officer or director of the submitter, including an acknowledgement and acceptance of the Contract contained in Section F.

C.2 Similar Project Experience (3 pages maximum)

Include specific project citations with dates of completion and owner/ reference name and phone number. Projects should be both recent and relevant. Photographs of projects may be excluded from the page limit. Digital videos of similar design, development and production services as that being requested in this Request for Proposal may be submitted. The proposal should address:

- Experience and understanding of digital video design, development and production.
- Experience with the design process for digital videos.
- Experience in design project administration.
- Experience in design, development and production oversight, project objectives and schedule adherence.
- Experience of the company's team together on similar projects.

- Experience in keeping exact expenses within budget.
- Knowledge of applicable tribal, Federal and local requirements and approvals process.

C.3 Key Team Member Qualifications (3 pages maximum)

Provide an organization chart showing the role and relationships of all Team members. Also indicate the primary individuals that will be working on this project, and their office location. Preference will be given to Native American-owned enterprises or organizations and the employment of “preferred” individuals.

Provide resume information for each key Team individual, including the Project Manager, Video Design Manager and Video Production Manager. Provide an indication of the individual’s availability and commitment to the project through completion.

C.4 Project Understanding (2 pages maximum)

Provide a summary of key points of the project and your team’s ability to address those points.

C.5 Additional Information (2 pages maximum)

Any additional information is to be included in this section, which the proposal may use to address any design options, or additional features or options the proposer would like to discuss.

C.6 Project Cost

In a separate sealed envelope labeled with the Proposer’s name, please provide the total project cost proposal to develop, design and produce the digital video. Proposers are to provide a level of detail that will illustrate design, development and production costs, and any recommended phasing. Also provide in this section, a properly completed “Signature of Bidder’s Duly Authorized Representative” form, and all Representations and Certification contained in Section E. This project will be awarded as a negotiated Guaranteed Maximum Price contract; project costs included in the proposal should include all costs required to deliver a complete and usable digital video.

Costs should be grouped and presented as follows:

- Digital Video Development and Administrative Support.
- Digital Video Design and Technical Support.
- Digital Video Production Phase.
- Post editing of digital video after charitable event is held.

When preparing its cost proposal, the proposer should prepare its proposal such that costs for each level are segregated and understandable.

C.7 Proposal Scoring

Proposals will be scored according to the following formula:

- Similar Project Experience (30 points)
- Key Team Members (30 points)
- Project Understanding (20 points)

All of the information listed above (lines C.1 through C.6) will be scored, and the scoring will be used as the basis to select a shortlist of Finalists. Once a list of Finalists has been determined from the Technical

Evaluation, Finalists' Price Proposals will be opened and evaluated along with the Technical Proposal. At this stage, Technical Merit and Price are roughly equal in importance.

Shortlisted firms may be asked to present their qualifications, concept designs and their cost proposals at an interview. Interviews, if conducted, will be judged, and the scoring will factor into the final selection.

The Proposer should submit its best proposal initially as Quil Ceda Village intends to evaluate proposals and make an award without discussions (except clarifications). Additionally, the Quil Ceda Village reserves the right to conduct discussions should Quil Ceda Village deem it necessary. The Proposer's proposal, along with these RFP documents, will be incorporated into the final contract at award.

D. Contract Agreement

D.1 Contract Agreement

QUIL CEDA VILLAGE SERVICES – CONTRACTOR AGREEMENT

1. This Agreement is entered into this th day of 2021 , between the Consolidated Borough of Quil Ceda Village, a municipal corporation of the Tulalip Tribes, 8802-27th Avenue NE, Quil Ceda Village, WA 98271, hereinafter referred to as the Village and hereinafter referred to as CONTRACTOR. The Village and CONTRACTOR hereby agree that the CONTRACTOR shall provide services to the Village for a specified period of time and for a negotiated Guaranteed Maximum Price as stated herein.

2. The period of time for this Agreement shall begin the th day of , 2021 and shall be complete by the 30th day of September 2021 .

3. Compensation: Payment for services under this Agreement shall be on the approved billable rate schedule for a Guaranteed Maximum Price basis. Guaranteed Maximum Price Payment for the completed project shall not exceed \$ dollars.

4. The Village's Project Manager authorized to implement the terms and conditions of this Agreement is designated as Marilyn Sheldon, Charitable Contributions department.

5. Scope of Work: The Scope of Work under this Agreement shall be as defined in the Request for Proposal, and Contractor's bid documents in response thereto.

6.a The Village shall make payment for a phase to the CONTRACTOR no later than thirty (30) days after the Village's accounting department begins processing CONTRACTOR's invoice for that work. Such processing shall begin after CONTRACTOR presents the invoices and deliverables to the Village's authorized representative and the authorized representative submits written approval to the accounting department for payment based on an inspection of the work. Ten percent (10%) of the total agreement amount may be withheld pending presentation and certified acceptability of a final progress report or deliverable. Payment by the Village does not constitute a waiver of any claims by the Village against CONTRACTOR concerning or arising out of this agreement. Acceptance of final payment by CONTRACTOR constitutes a waiver of all claims by CONTRACTOR.

6.b. CONTRACTOR agrees to maintain for inspection by the Village for seven (7) years after final payment all books, records, documents, and other evidence pertaining to the costs and expenses of this agreement, hereinafter collectively called, "records", to the extent and in such detail as will properly reflect all net costs, direct and indirect, of labor, materials, supplies, and services, and other costs of whatever nature for which reimbursement is claimed under the provisions of this Agreement.

7. Any and all reports, data, findings or other materials or deliverables under this Agreement shall become the property of and remain under the sole proprietorship of the Village.

CONTRACTOR will keep all information learned under this Agreement confidential and will not release any such information, either orally or in writing, to parties other than the Village, its agents, contractors or employees without the express written permission of the Village.

8. The Village and CONTRACTOR each binds themselves and their partners, agents, assigns, successors and legal representatives of such other party to this Agreement and to the partners, successors and legal representatives of such other party with respect to all terms and conditions of this Agreement.

9. Neither the Village nor CONTRACTOR shall delegate, assign, sublet or transfer their duties or interest in this Agreement without the written consent of the other party. Any such assignment, sublet, delegation or transfer shall be subject to the same terms and conditions as this Agreement.

10. Contract Documents. This Agreement shall include the Request for Proposal, including any addendum thereto, and any documents and other materials submitted by Contractor in response thereto, which are hereby incorporated by this reference as if fully set forth herein.

11. This agreement, including its referenced exhibits, represents the entire and complete agreement between the parties and supersedes all prior negotiations, representations, or agreements either written or oral and may be amended or modified only in writing signed by both parties. Nothing whatsoever in this agreement constitutes or shall be construed as a waiver of the Village's or the Tulalip Tribes' sovereign immunity. This agreement shall not be valid unless each and every Village signature designated below is affixed.

12. Services under this agreement are provided by CONTRACTOR acting in a consulting or personal services capacity and not as a Village employee. CONTRACTOR is not entitled to any payments not expressly stated herein for any fringe benefit whatsoever. CONTRACTOR acknowledges that CONTRACTOR is responsible for all applicable federal and state taxes, unemployment and labor and industries coverage. CONTRACTOR certifies that CONTRACTOR: (a) possesses all of the skills and tools necessary to perform services; (b) will establish their own specific hours for performing services; and (c) will determine their own location for performing services.

13. In the event payment for services under this agreement is made from federal or state funds, CONTRACTOR shall abide by all applicable federal and state laws and regulations governing such funds which laws and regulations are hereby incorporated by reference. Any rights of the CONTRACTOR are subject to the limitations on and availability of such funds to the Village. The CONTRACTOR shall, whether or not federal or state funds are involved, without additional expense to the Village, comply with all applicable laws and obtain all required licenses and permits necessary to execute the provisions of this agreement. CONTRACTOR shall file all required returns and notices. When working on the TULALIP Indian Reservation, CONTRACTOR shall comply with all Tribal laws. Before commencing work, CONTRACTOR shall obtain all required Tribal licenses and permits. CONTRACTOR shall indemnify and hold the Village and the Tulalip Tribes of Washington harmless from any and all costs, liabilities, or obligations by reason of the failure of CONTRACTOR or his or her employees, agents, subcontractors or assigns to comply with any applicable law.

14. CONTRACTOR shall not discriminate against any employee or applicant for employment on the basis of race, color, religion, age, sex, national origin, or handicap, with regard to employment upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay, or other forms of compensation and selection for training. Notwithstanding the foregoing, the CONTRACTOR shall provide preference in employment and subcontracting to enrolled members of TULALIP and members of the TULALIP community as well as enterprises or businesses wholly-owned by TULALIP or its members in accordance with Tulalip Tribal Code Chapter 9.05, TERO Code, as it now exists or may be hereafter amended.

15. CONTRACTOR shall defend, indemnify and hold harmless the Village, its employees and agents against all loss, damage, liability, claims, lawsuits demands, or costs arising in connection with this agreement. CONTRACTOR shall reimburse the Village for all costs reasonably incurred to defend the Village against such claims through attorneys of the Village's choice.

16. CONTRACTOR shall promptly notify the Village of any litigation arising from or affecting its operations under this Agreement, including any bankruptcy or insolvency proceedings of CONTRACTOR or of its assignees or subcontractors. The CONTRACTOR shall not assign its rights under this Agreement without first obtaining the Village's written approval.

17. CONTRACTOR shall not be entitled to any interest on any amount found due and owing hereunder, whether before or after judgment, but shall, at most, only be entitled to the amount specified in paragraph number three.

18. The negotiation and execution of this agreement shall be deemed by the parties to have occurred within the TULALIP Indian Reservation and any interpretation thereof shall be in accordance with the laws of the Quil Ceda Village and the Tulalip Tribes.

19. The Village may terminate this Agreement without cause on ten days' written notice and in such case, CONTRACTOR shall only be entitled to payment for work performed prior to receipt of said notice. Additionally, the Village may immediately suspend operations under this Agreement by written notice of any breach. Suspension shall continue until the Village's authorized representative certifies in writing that the breach is remedied. If CONTRACTOR is still in breach after seven days from the notice of suspension, the Village may, without further notice, terminate all rights of CONTRACTOR under this Agreement.

20. Any failure by the Village to suspend or terminate this Agreement in case of breach shall not waive CONTRACTOR's duty to perform strictly in accordance with this Agreement. Failure by CONTRACTOR to perform on its part any duty, term or condition herein shall constitute a breach.

21. Any notice sent under paragraphs 18 - 19 may either be sent by personally giving a copy thereof to CONTRACTOR or its agents, employer or contractors or mailing a copy to the address set forth below.

22. The failure of the Village to assert any claim or right at any time under this Agreement shall not waive its right to assert any claim or right at a later time.

23. The Village's authorized representative shall be allowed to observe any work done by the CONTRACTOR which is covered by this agreement.

Signed and executed this th day of , 2021 by:

QUIL CEDA VILLAGE

CONTRACTOR

Martin Napeahi
General Manger, Quil Ceda Village

Signature of CONTRACTOR

Address: _____

Phone: _____

Tulalip Business License No.

Federal Tax ID No.

Exhibits: Notice to Proposers
 Confidentiality Agreement
 Request for Proposals

D.2 Confidentiality Agreement

Quil Ceda Village

CONFIDENTIALITY AGREEMENT

Upon award of a Contract the successful Proposer shall provide Quil Ceda Village with a completed and signed Confidentiality Agreement as set forth herein. Successful Proposer shall also provide Quil Ceda Village with a Confidentiality Agreement completed and signed by all lower tier contractors and or suppliers whom may perform Work on the Project.

I / we, the undersigned, have been provided certain confidential and proprietary information (“Confidential Information”) regarding the Tulalip Tribes of Washington and Quil Ceda Village for the Project identified as “Raising Hands” Video Project (“Project”). “Confidential Information” shall include, without limitation, all financial information, data, materials, products, manuals, business plans, marketing plans, Project design documents, or other information disclosed or submitted orally, in writing, or by any other media.

The undersigned acknowledges that this Confidential Information is sensitive and confidential in nature, and that the disclosure of this information to anyone not part of this Agreement would be damaging to the Tulalip Tribes of Washington or Quil Ceda Village.

In consideration of the premises herein contained, I / we understand and agree that I / we will not disclose any “Confidential Information” regarding this “Project” to any person(s) not a party to this Agreement. Furthermore, I / we will not disclose any of this information directly or indirectly to any competitor of the Tulalip Tribes of Washington or Quil Ceda Village.

Agreed to and accepted:

Signature:

Title:

Printed Name:

Date:

E. Notice to Proposers

Quil Ceda Village

NOTICE TO PROPOSERS

Sealed Requests for Proposals will be received by Quil Ceda Village, at 8802 27th Avenue NE, Tulalip, WA 98271 for the following Project:

Project No. RH-21-001

“Raising Hands” Video Design and Production Services

Quil Ceda Village, Washington

in accordance with the Statement of Scope of Work and Specifications prepared by:

Consolidated Borough of Quil Ceda Village

8802 27th Avenue NE

Quil Ceda Village, WA 98271

The Project Manager for the Project is:

Consolidated Borough of Quil Ceda Village

8802 27th Avenue NE

Quil Ceda Village, WA 98271

Attn. Ms. Marilyn Sheldon

Telephone: (360) 716-5070

Facsimile: (360) 651-4249

Work under this Contract will include design and production services to produce the “Raising Hands” video for Quil Ceda Village. The “Raising Hands” video will honor and educate others on several charitable organizations or enterprises that exemplify the Tulalip Tribes’ giving and show the outside community that Tulalip Tribes not only care about their immediate community but also about outside community’s region wide. It will also educate others in showing that the Tulalip Tribes is here and they are about building a healthy sustainable community. All Contracted work shall be completed by no later than Monday, September 30th, 2021 .

Native American Preference related to contracting, subcontracting and suppliers in the project is required. The Tulalip Tribes Board of Directors has the authority to require those employers subject to Tulalip Tribal Code Chapter 9.05, TERO Code, and applicable federal laws and guidelines, to give preference to Indians in hiring, promotions, training, and all other aspects of employment contracting and subcontracting and must comply with Chapter 9.05 and the rules, regulations and orders of the TERO Commission. For more information about Chapter 9.05, contact the Tulalip Tribes’ TERO Department at 6406 Marine Drive, Tulalip, WA 98271, Office (360) 716-4747 or Facsimile (360) 651-3474.

Sealed Requests for Proposals will be received for:

“Raising Hands” Video Design and Production Service

Estimate \$35,000

until June 11, 2021 , at 2:00 p.m. Only the names of the Proposers shall be disclosed at the opening. Received proposals will not be open for public inspection until after the notice of intent to award a contract is issued. ORAL, TELEPHONIC, FAXED OR TELEGRAPHIC PROPOSALS WILL NOT BE ACCEPTED.

A recommended pre-submittal meeting, which is not mandatory, will be held on May 17, 2021 at 10:00 a.m., at the following location:

Quil Ceda Village – Administrative Office
8802 27th Avenue NE
Quil Ceda Village, WA 98271

All Proposers are encouraged to attend the pre-bid meeting in order to acquaint themselves with the requirements of the scope of work and Contract documents.

All pre-submittal questions and clarifications should be made in writing to the Project Manager no later than four (4) working days prior to bid opening. Any and all such clarifications and any supplemental instructions will be in the form of written addenda, if issued or responded to. Be sure to include in the address of the correspondence the words “PRE-SUBMITTAL QUESTION”.

Request for Proposal documents may be obtained from Marilyn Sheldon, QCV – Charitable Giving Coordinator at 8802 27th Avenue NE, Tulalip, WA 98271-9694, telephone no. (360) 716-5070.

Request for Proposal documents may also be reviewed for proposing purposes by the following means and methods:

1. On the Internet – Free of Charge:

Request for Proposal documents for this project are available through the Tulalip Tribes on-line website. Free of charge access is provided to Proposers, sub-proposers and vendors by going to:

<https://www.tulaliptribes-nsn.gov/Visitors/RequestsForProposal>

2. For review at the following locations during normal business hours:

Quil Ceda Village – Administrative Office
8802 27th Avenue NE
Quil Ceda Village, WA 98271