

**Florida A&M University
College of Social Sciences, Arts and Humanities
Tallahassee, Florida
April 5, 2024
REQUEST FOR QUOTES (RFQ)
Video Production and Website Design Services**



Submit Quotes to:
Valencia E. Matthews, Annette Washington, Purchasing
valencia.matthews@famu.edu
annette.washington@famu.edu
purchasing@famu.edu

Submissions Due: Monday, April 15, 2024

Video Production and Website Design

Request for Quote for Video Production and Website Design Services

Section I Introduction

Florida Agricultural and Mechanical University's College of Social Sciences, Arts and Humanities (CSSAH) is seeking a single company with expertise in creative filming, sound design, post production editing and website design.

Carefully examine the specifications, conditions and limitations. The selection of the successful company will be made based on CSSAH's evaluation and determination of the relative ability of each bidder to deliver quality service in a cost-effective manner.

The following specific criteria will be evaluated and must be addressed in the proposal:

- 1) Company History
- 2) Expertise in Video Production and Website Design
- 3) Cost Proposal and Invoicing
- 4) References (minimum of three)

All of the bidders must be duly licensed or otherwise have the ability to perform work in accordance with all governing local authorities and to the satisfaction of those authorities. CSSAH is not obligated to accept the lowest bid and reserves the right to reject any and all bids or amend the scope of the project.

Section II Submission of Quote

Responses to this RFQ are due by **5:00 p.m. on Monday, April 15, 2024**. Late submittals will be rejected.

All quotes are to be emailed to:

Valencia Matthews at valencia.matthews@famuedu, Annette Washington at annette.washington@famuedu, and purchasing@famuedu.

If there are any questions regarding this RFQ, please email them to the aforementioned emails.

Section III Contract Term

The term of this agreement shall be from May 1, 2024 to June 30, 2024 (approximately nine weeks) unless terminated by either party with thirty (30) days written notice.

Section IV Scope of Services

- 1) Filming 3 short films/re-enactments, each with a runtime of 15-20 minutes (determined by the script).
- 2) Using still photography, video, and computer-generated imagery to support overall production.
- 3) Placing an emphasis on high-quality and cinematic videography, motion graphics and cartoon animation integration, multi-camera capturing for short movie production.
- 4) Incorporating creative video lighting that is optimal for color correction and will illuminate subjects and environments while also controlling the shading and shadows produced by direct lighting with the use of cinema production equipment.

- 5) The vendor may be required to provide color correction services for nine videos that were originally filmed by other contractors engaged in this project.
- 6) Optimizing sound design with SFX, sound engineering, and audio editing.
- 7) Recording audio while moving freely on the set, using a shotgun microphone attached to a boom pole along with a field recorder.
- 8) Organizing multi-media for the proper logging and transferring of video onto a hard drive (internal or external), where it can be edited, processed, and output to a wide variety of multimedia formats.

Accessibility Features:

- 1) The videos need to ensure accessibility for a diverse audience, including closed captions for the deaf, audio descriptions for the visually impaired, and subtitles for multilingual audiences.

Platform and Display:

- 2) Vendor must be adept at creating multimedia formats as it relates to current digital, social media, streaming and hard disk media format standards.
- 3) The vendor is expected to design a website in which the content will be displayed and hosted on a server established by the vendor.
- 4) Content must maintain high resolution across various digital platforms.

Notice of Posting

All postings referred to in this notice will be posted electronically on the FAMU Office of Procurement website at <https://www.famu.edu/administration/division-of-finance-and-administration/office-ofoperational-effectiveness-and-procurement-services/noticeofpostings.php>.

At all times it shall remain the responsibility of the manufacturers participating in this solicitation to check the postings on the FAMU office of Procurements website. No further notice will be given.