

Video Production Request for Proposal

2019 RoboBoat

www.roboboat.org



2019 RoboBoat Competition

June 20-23, 2019 | Reed Canal Park, South Daytona, FL

Event Organized by:



1. Purpose of the Request for Proposal (RFP)

The purpose of this RFP is to provide RoboNation with the information to effectively compare vendors who can assist with (1) the capturing of b-roll and interviews and (2) livestream final runs at the 2019 RoboBoat Competition.

2. RoboNation Information

2.1. About RoboNation

- Mission: RoboNation is a nonprofit organization whose mission is to provide a pathway of hands-on educational experiences that empower students to find innovative solutions to global challenges.
- Vision: We envision a world where technology unites people to learn, share and create.

2.2. About RoboBoat

- RoboBoat is one of RoboNation's robotics competition where student teams design and build Autonomous Surface Vehicles (ASV) and compete in an international competition. RoboBoat competitions unite an enhanced community of innovators, with results capable of making substantive contributions to the maritime field.
- The 2019 RoboBoat Competition will take place June 17-23 in South Daytona, Florida.
 - www.roboboat.org
- Coverage from 2018 RoboBoat
 - [Video Coverage](#)
 - [Photo Coverage](#)

3. Submission Packages

3.1. B-Roll and Interview Package

Capture b-roll over the course of the competition (Days on-site: 21-23 June, Friday-Sunday).

- Students / Teams
 - Interactive
 - a. Students working on vehicles (in tents and at courses)
 - b. Collaborating with other teams
 - c. Practice Runs in the lake
 - d. Final Runs in the lake
 - Footage Takeaway: What inspired you to participate in this RoboNation competition?
 - Industry (Signature Sponsor: Office of Naval Research [ONR])
 - Interactive
 - a. Working with teams
 - b. Teams approaching sponsors
 - c. Industry officials walking around on-site
 - d. Industry interviewing or approaching students/teams
 - Footage Takeaway: What inspiration have you found from supporting this program?
 - Educators
 - Interactive
 - a. Working with students
 - b. Challenging students
 - Footage Takeaway: Why do you think it is important for students to participate in these out-of-the-classroom learning experiences? What do you think are the most valuable skills your students gained during their participation?
 - Community
 - Interactive
 - a. Spectators
 - b. Volunteers/Judges in action
 - c. Community STEM Event (Saturday)
 - Footage Takeaway: What was the most interesting thing you did/learned by visiting the RoboBoat Competition? Why is it important to support the STEM community?
 - Staff/Organizers
 - Interactive
 - a. Technical Staff interacting with teams
 - b. Holding meetings
 - c. Beginning/end of teams' practice runs
 - d. Assisting at the team tents/courses
- Capture interviews to best represent the attendees at the event.
 - Students / Teams
 - Industry
 - Educators
 - Community
 - Staff/Organizers

3.1.1. On-site Requirements

Provide on-site videography needs:

- Dates: Friday-Sunday, June 21-23, 2019
- Times: 8:00am – 6:00pm
- Total Hours: up to 20 (over three days)
- Location: Reed Canal Park, South Daytona, FL

3.1.2. Submissions

Provide all footage and b-roll.

- Selected production company will receive access to the RoboBoat Competition Media Kit. All footage and b-roll must be shared with RoboNation in this folder.
- Organization
 - B-roll
 - Student/Teams
 - Industry
 - Educators
 - Community
 - Staff/Organizers
 - Interviews (with names of individuals, team representing)
 - Student/Teams
 - Industry
 - Educators
 - Community
 - Staff/Organizers

All footage must be shared by: Wednesday, June 26

3.1.3. Provisions (provided by RoboNation)

The following are requirements that will need to be provided to properly meet the expectations.

- Workspace adequate for management staff and storage of equipment.
- Electrical power in workspace.
- Assistance in identifying interview subjects.
- Assistance in determining b-roll and interview content.

3.2. Livestream Package

Each final run will be livestreamed to RoboNation's YouTube Channel, with live video from the course and limited commentary from hired commentator. Vendor will be responsible for setting up, testing and monitoring the livestream.

3.2.1. On-site Requirements

Provide on-site livestreaming needs:

- Dates: Sunday, June 23, 2019
- Times: 12:00pm – 5:00pm
- Location: Reed Canal Park, South Daytona, FL

3.2.2. Provisions (provided by RoboNation)

The following are requirements that will need to be provided to properly meet the expectations.

- Workspace adequate for management staff and storage of equipment.
- Electrical power in workspace.
- Assistance in identifying schedule.
- Assistance in commentary needs.

4. Requirements

4.1. RFP Schedule

The following is the schedule for proposals:

	<u>Date</u>
Release of RFP	Wednesday, May 15, 2019
Proposal Due Date	Friday, May 24, 2019
Selection notice	Wednesday, May 29, 2019

4.2. Questions Concerning the RFP

Any questions or inquiries on the RFP must be in writing (emails accepted) and must be received prior to midnight (EST) on Friday, May 24, 2019. They may be directed to Julianna Smith at jsmith@robonation.org. Any material questions that are received will be responded to in writing with copies provided to all of the potential RFP respondents.

4.3. Confidentiality

All information presented in this RFP, including any information that is subsequently disclosed by the RoboNation during the proposal process, should be considered strictly confidential. Proposal contents will be held strictly confidential by RoboNation.

4.4. Miscellaneous

This RFP does not convey a commitment to award a contract or to purchase services. RoboNation reserves the right to accept or reject any or all proposals or to cancel this RFP for any reason. RoboNation will not be liable under any circumstances for any expenses incurred by any bidder in connection with the selection process.

5. Proposals

5.1. Submission

Proposals must be received by no later than the close of the business day (EST) on Friday, May 24, 2019. They should be submitted to Julianna Smith at the following address. Email submissions must be received by no later than midnight, Friday, May 24, 2019. Hardcopy submissions must be received at the physical address below no later than close of business on Friday, May 24, 2019. (all times in Eastern Time zone)

Submit proposals to:

Julianna Smith
Outreach Specialist
RoboNation
2700 S. Quincy Street, Suite 400
Arlington, VA 22206
Email address: jsmith@robonation.org

5.2. Specifications

- **Goal.** This is a request for a proposal to assist with the capturing of b-roll and interviews covering the 2019 RoboBoat Competition.
- **Timetable.** In your proposal, indicate the steps necessary to complete the project and include anticipated time necessary to complete each step.
- **Price.** Price quote should clearly itemize costs contained within quote and what vendor features are at an additional cost (e.g., on-site training, etc.).

5.3. Background Information

Please include in your proposal the following background information regarding your organization and the staff who would work on this project. [See Attachments One and Two for additional considerations.]

- a) Company name and address.
- b) Organization chart.
- c) Description of company's experience with previous similar work implementing video production at an event and provide examples of your previous work.
- d) Identify primary contact person, project leader and other staff to be involved in the project. Indicate the anticipated role and responsibilities of each staff person on the project and their prior experience on similar projects.
- e) Provide three recent references for which your organization has implemented video production covering an event.

5.4. Evaluation:

Proposals will be evaluated by RoboNation and its selection committee. Any proposal may be rejected if it is late, conditional, incomplete or deviates from the specifications in the RFP. RoboNation reserves the right to request additional information or discussion or presentation in support of the written proposal.

6. Terms and Conditions

a) Confidentiality

Vendor shall at all times keep confidential and secret and shall not disclose to any other person, other than a person authorized by RoboNation in writing, all information and other matters acquired by Vendor in connection with the Agreement that are proprietary and confidential, including, but not limited to, information relating to RoboNation's finances, budgets, members, customers, program development plans, and all information system user names, passwords and other logon information that may be provided to Vendor. Both during and after the term of the Agreement, Vendor agrees not to disclose or disseminate such information to any third party (unless contemplated by the Agreement), and not to use such information for Vendor's own benefit, or for the benefit of any third party, without the prior written consent of RoboNation. All such proprietary and confidential information used or generated during the course of Vendor's engagement by RoboNation is the property of RoboNation. The foregoing obligations shall not apply to (a) information which, at the time of disclosure, was in public domain; (b) information which Vendor or its affiliates can establish by reasonable proof was in its possession at the time of its disclosure by RoboNation or was subsequently and independently developed by employees of Vendor or its affiliates who had no knowledge of the information; or (c) information acquired to be disclosed under compulsion of law. The provisions of this paragraph will survive any termination of this Agreement.

b) Information Access

The following RoboNation staff leading the proposal review includes, but is not limited to: Marketing and Development Director, Outreach Specialist, Operations and Finance Director.

c) Contract Duration

Information provided by the Vendor must remain valid for 3 months from time of submission or through project completion, whichever is longer.

d) Bid Evaluation and Negotiation

RoboNation staff will review proposals submitted and evaluate based on the respondent's ability to meet the requirements as outlined above. Vendors are encouraged to ask questions and modify proposals before the submission deadline.

e) Formal Presentation

Vendors may be invited to an interview before a final selection is made. If you are selected, please be prepared to answer questions regarding the details of your proposal. Additionally, vendors may provide a 5-10 minute formal presentation. Vendor must provide video conferencing/screenshare information 24 hours in advance.

f) Acceptance or Rejection

RoboNation will notify Vendors by COB, Wednesday May 29, 2019 via email if their proposal has been accepted or declined.

g) Contract Provisions

RoboNation will provide a contract to the selected Vendor which will include scope of work, requirements, services and cost as agreed upon by both RoboNation and the selected Vendor. The vendor will review and contact RoboNation with questions or modification requests.

Attachment One:**Questions regarding the costs (in USD currency) of products and services:**

1. What are the estimated cost for the video packages? Please provide detailed budgets.
2. What (if any) additional provisions do you need from RoboNation to deliver the video as outlined above?

Attachment Two**Questions regarding the Vendor:**

1. How long has the Vendor been in business?
2. What additional services does the Vendor provide?
- ~~3.~~ How many employees does the Vendor have?
4. How long has the Vendor had experience with videography and site management?
5. How many live events does the Vendor currently support?
6. Can the Vendor provide examples of current video products covering live events?
7. Is the Vendor currently involved in any litigation with a customer?
8. Has the Vendor previously been involved in any litigation with a customer?
9. What percentage of the Vendor's customers are non-profit organization?