



10/1/2020

Center For A Non Violent Community *Video Editing Request for Proposals*

Project Name	Contact Name	Contact Information	Proposal Dates
Sexual Harassment Prevention Videos Bid# RPE 2020-2021 RFP	Jen Torres	jen@nonviolentcommunity.org 209-213-6279	Released: 10/1/2020 Due: 10/15/2020

Center For A Non Violent Community Overview

The Center For A Non Violent Community (CNVC) actively supports the right of all people to live their lives free from interpersonal violence. We foster healthy relationships with self, partners, family, and peers. We value the feminist principles of self-empowerment over self-desertion and of shared decision-making over dominance. We are ardently dedicated to building a community, which is interdependent, collaborative, respectful of diversity, and supportive of peaceful solutions to conflict.

Project Overview

CNVC has provided the Rape Prevention Education (RPE) program to youth in our county since 2008. This project utilizes evidence-based curriculum from “Flirting or Hurting?” written by Nan Stein and Lisa Sjoström to create educational videos on the subject of sexual harassment. For the 2020-2021 grant year, CNVC will produce 4 sexual harassment prevention videos to define sexual harassment, provide real world examples for discussion and role play, and information about what to do if you or someone you know experiences sexual harassment. Each video will feature staff or community members facilitating a lesson to an offscreen audience.

We are seeking video editing services to create complete, polished products including opening credits, the sexual harassment content, and ending credits. Duration will range with the length of each lesson, approx. 10 minutes. There will be a total of 4 videos.

Project Goals & Target Audience

CNVC hopes to continue educating youth on sexual harassment by reinforcing how to recognize, prevent, and feel empowered to do something, if a situation arises. The target audience is middle school students, grades 6th-8th. CNVC staff and community members will facilitate the video content to be delivered to a video editing service provider. We aim to produce 4- 10 minute videos in the next 3 months. (October 2020 – December 2020)

Project Usage

Videos may be shared to CNVC’s YouTube channel, https://www.youtube.com/channel/UCJO_T8zwqDH1p8UAGbd-bLw CNVC’s website <https://nonviolentcommunity.org/> CNVC’s social media pages (Facebook and Instagram), and classroom settings (physical and virtual).

Scope of Work & Expected Deliverables

We are seeking services to edit raw footage and audio into a polished, completed product suitable for sharing on YouTube and other digital platforms. This may also include dubbing Spanish audio over video footage as applicable. Once footage is delivered, we request completed videos be turned around within two weeks. CNVC reserves the right to request additions or changes to the products during the editing phase before final approval and delivery of the completed product.



Key Dates

MILESTONE	DATE
Project Kick Off Meeting; Planning meeting with RPE team and additional personnel as identified. Memo summarizing discussion & decisions submitted by contractor to CNVC.	Within first week after contact is awarded
Timeline/work plan: 1) Draft of timeline and work plan 2) Finalized timeline and work plan	1 week after project kickoff 2 weeks after project kickoff
Communications	Weekly check-ins and/or meetings -via phone or teleconferencing or in person, as needed.
Product Review	First draft of video due 1 week after receipt of footage. Notes/revisions acknowledged by service provider within 24 hours.
Deadline for deliverables	Final product complete within two weeks upon receipt of footage. All video projects complete by December 31, 2020

Contract Period and Amount

The work contained under this proposed contract shall begin on or about Nov. 1, 2020, and conclude by December 31, 2020. **CNVC will provide \$250 per completed video, for a total of \$1,000 for all 4 videos, during the proposed contract period.** CNVC reserves the right to cancel contracted services at any time.

Proposal Requirements

Please submit a 1-2-page proposal including the following your proposal:

- Contractor background
- Why you are the right fit for this project
- Relevant portfolio work
- Production plan and timeline
- Client revision process.
- Refer to Bid #RPE 2020-2021 RFP

Proposal Process and Next Steps

Please submit completed proposals to Jen Torres at jen@nonviolentcommunity.org

For more information, call 209-213-6279

Deadline for submission is October 15, 2020