



PO Box 154 • Curwensville, PA 16833 • (814) 486-9376 • [LumberHeritage.org](http://LumberHeritage.org)

---

Historic Informational Videos  
Request for Proposals  
Due: May 27, 2021

**Overview**

The Lumber Heritage Region of Pennsylvania (LHR) is seeking proposals from qualified professional videographers with a background in, in-person interviews or documentaries. Knowledge of history and heritage a plus. The videographer will capture stories from a panel of preselected interviewees who will be answering a series of preselected questions. The completed project will be five individual videos, no more than ten minutes in length, that will be used for promotion and documentation.

**Timeline**

RFP sent: April 23, 2021

Responses due: May 27, 2021

Questions about the RFP: may be sent to Holly Komonczki, Executive Director,  
[hkomonczki@lumberheritage.org](mailto:hkomonczki@lumberheritage.org)

Proposals sent to: Holly Komonczki, Executive Director, [hkomonczki@lumberheritage.org](mailto:hkomonczki@lumberheritage.org)

Proposed Project Completion Date: May 20, 2022

**Details and descriptions**

**Purpose:** The Lumber Heritage Region would like to document the stories from living people about the forest product industry past and present.

**Video:** The goal of the video is to capture the stories about lumbering the past, present and future. The LHR will provide a list of interviewees and will interview the panelists with pre-selected questions. The video should contain accounts of how things were then and are now. The final product should text graphics, as needed, to detail the finished product. The finished product should also be available to the LHR in several formats for easy user access. Additional B-roll footage may be required to capture full story.

**Style:** The videos should be personal interviews and shot from a predetermined location (location will be decided between videographer, interviewee and LHR management). B-roll footage may be required.

**Actors:** The Lumber Heritage Region will provide a list of interviewees. The LHR will ask the questions and assist with interviewee needs.

**Script and Narration:** The videographer will work with the LHR staff to perfect narration and script once the interviews are filmed. All questions will be provided to the videographer and the LHR staff will ask the questions and assist with the interview.

**Pricing:** The budget for this project is \$6,500. This will include travel and other expenses for the project.

**Mandatory requirements:**

All considered contractors must comply with DCNR's Nondiscrimination/sexual harassment clause. (show below). This narrative should be included in the final contract.

**Contractor requirements:**

The Video Producer will be expected to be in contact with LHR staff throughout all phases of project execution, meeting as needed in person or by phone or email and providing weekly written progress updates.

The Video Producer will be expected to produce all elements of the video, which may include, but are not limited to, scripting, voicing, lighting, graphics, animation, editing, coding, and music.

The Video Producer will be required to secure its own production facilities and equipment. Any assignment or subcontracting by the selected Video Producer for the work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with this request for proposal, shall not be permitted without the express written consent of the LHR

**Deliverables:**

The Video Producer will deliver the finished product in desired formats including, but not limited to: DVD, Beta and Web-compatible formats. The finished product will include five (5) broadcast quality videos that are also web compatible. Proposals may also consider including the following deliverables: Outlines, storyboards, scripts, graphics, rough cuts and/or electronic files.

**Proposal Requirements:**

*Proposals must include:*

- Introduction summarizing your company's background, resources, and relevant experience.
- Examples and samples of past projects, preferably of a similar size and scope.
- References from past projects, preferably matching those projects used as examples in above.
- Proposed budget for the project. The proposed budget should include a suggested workplan and a breakdown of fees for professional services, hours, and administrative services, including taxes.
- Proposed schedule for the project, including project stages, milestones, and payments.
- Proposed vision for the video (i.e. broad concepts on what the final product may look like).

- Identify any possible sub-contractors and sub-consultants.
- Identify the company's point of contact, including name, title, phone, and e-mail address.

**Selection Criteria:**

Proposals received will be evaluated by LHR staff and Project Committee on the following selection criteria:

- Demonstrated experience in creative video development, production, and post-production
- Understanding the purpose and the scope of this video project.
- Original and creative approach.
- Expected timeline for completing the project
- Demonstration of cost-effective approaches to video production.
- Proposed price
- Demonstrated ability to coordinate resources, equipment and required staffing for video production and post-production.

Proposal Submission: E-mail all materials to [Holly Komonczil at hkomonczil@lumberheritage.org](mailto:hkomonczil@lumberheritage.org)  
 Or by mail to: Lumber Heritage Region, PO Box 154, Curwensville, PA 16833.



**APPENDIX C**

**NONDISCRIMINATION/SEXUAL HARASSMENT CLAUSE**

During the term of this GRANT AGREEMENT, the GRANTEE agrees as follows:

1. In the hiring of any employee(s) for the manufacture of supplies, performance of work, or any other activity required under the GRANT AGREEMENT or any subcontract, the GRANTEE, subcontractor, or any person acting on behalf of the GRANTEE or subcontractor shall not, by reason of gender, race, creed, or color, discriminate against any citizen of this COMMONWEALTH who is qualified and available to perform the work to which the employment relates.
2. Neither the GRANTEE nor any subcontractor nor any person on their behalf shall in any manner discriminate against or intimidate any employee involved in the manufacture of supplies, the performance of work, or any other activity required under the GRANT AGREEMENT on account of gender, race, creed, or color.
3. The GRANTEE and subcontractors shall establish and maintain a written sexual harassment policy and shall inform their employees of the policy. The policy must contain a notice that sexual harassment will not be tolerated and employees who practice it will be disciplined.
4. The GRANTEE shall not discriminate by reason of gender, race, creed, or color against any subcontractor or supplier who is qualified to perform the work to which the GRANT AGREEMENT relates.
5. The GRANTEE and each subcontractor shall furnish all necessary employment documents and records to and permit access to their books, records, and accounts by the DEPARTMENT and the COMMONWEALTH Department of General Services (DGS), for purposes of investigation, to ascertain compliance with provisions of this Nondiscrimination/Sexual Harassment Clause. If the GRANTEE or any subcontractor does not possess documents or records reflecting the necessary information requested, the GRANTEE or subcontractor shall furnish such information on reporting forms supplied by the DEPARTMENT or DGS.

6. The DEPARTMENT shall include the provisions of this Nondiscrimination/Sexual Harassment Clause in every subcontract so that such provisions will be binding upon each subcontractor.
7. The DEPARTMENT may cancel or terminate the GRANT AGREEMENT and all money due or to become due under the GRANT AGREEMENT may be forfeited for a violation of the terms and conditions of this Nondiscrimination/Sexual Harassment Clause. In addition, the DEPARTMENT may proceed with debarment or suspension and may place the GRANTEE in the Contractor Responsibility File.

From Management Directive 215.16 amended (6/30/99)