



Chilkoot Indian Association



Request for Proposal for Production of Public Service Announcement Videos

P.O. Box 490
Haines, AK 99827
Telephone: (907) 766-2323 Fax (907) 766-2365

Date RFP Issued: March 20, 2012
Response Required by: April 4, 2012

PSA Video Request for Proposal

1. Summary

The purpose of this Request for Proposal is to provide a fair evaluation for all candidate and to provide the candidates with the evaluation criteria against which they will be judged.

2. Proposal Guidelines and Requirements

This is an open and complete process.

Proposals received after 5:00 P.M. AST, April 20th, will not be considered.

The price you quote should be all inclusive. If your price excludes certain fees or charges, you must provide a detailed list of excluded fees with a complete explanation of the nature of those fees.

3. Contract Terms

CIA will negotiate the contract terms upon selection. All contracts are subject to review by CIA legal counsel, and a project will be awarded upon signing of an agreement or contract, which outlines terms, scope, budget, and other necessary items. The contract may require Tribal Council approval with a minimum of 4 votes.

4. Purpose and Objectives

Purpose: CIA's Natural Resource department has an ongoing environmental education program that promotes a healthy environment for healthy subsistence living. One of these program is titled "Your Food is Your Environment" centered on Tlingit subsistence species. The goal of this program is to encourage Tribal Members to be the stewards of the environment around them so that not only will their subsistence species continue to proliferate but they will remain a healthy part of their diet.

Objective: CIA's primary objective is to develop a series of educational DVDs with short PSAs encouraging Tribal and community members to be effective stewards of their environment.

5. Scope & Guidelines

Develop an educational video to demonstrate and promote the proper use of escape mechanisms and pot removal for Dungeness Crab, Shrimp, King Crab, and other subsistence species relevant to Southeast Alaska. The video should demonstrate proper escape mechanisms within the regulations established by the State of Alaska and the U.S. Federal government for the Northern Lynn Canal in Southeast Alaska. The video should not exceed 4 minutes and convey a clear and concise message. The selected contractor will work directly with Luke Williams and provide a draft copy before producing final DVDs. The final video will be provided electronically for use on CIA's website as well as 7 hard copies on DVD.

6. Budget

This RFP is offered as a Time and Materials request for proposals with a Not-to-Exceed amount of \$4,000.

7. Proposal Submittal

**Attn: Luke Williams
Chilkoot Indian Association
P.O. Box 490
Haines, AK 99827**