**Contracting Opportunity**

Idaho Pathways to Partnership Partner Video Project

 – Contract #

## Purpose

The Idaho Department of Education seeks letters of interest for qualified video production vendors as detailed below.

The contact for this contracting opportunity is:

 Randi Cole, Secondary Special Education Coordinator

 208.332.6918

 rcole@sde.idaho.gov

## Background

Idaho Pathways to Partnership is seeking bids from qualified video production vendors to create a series of five short videos (3–5 minutes each) that highlight services available to youth with disabilities through key partner organizations across Idaho.

These videos will serve as outreach and educational tools to promote awareness and accessibility of services provided by:
- The three Idaho Centers for Independent Living
- Idaho Parents Unlimited
- Idaho Division of Vocational Rehabilitation

## timeline

Submittal Items are due by: Sunday, August 31 by 5:00 p.m. MT

## specifications or scope of work

See Exhibit A.

## award basis and term

This contract is fully burdened, and no benefits package is included. Contractor will be required to supply evidence of Commercial General Liability and Professional Liability insurance and may be required to supply additional insurance depending upon the Scope of Work.

## required submittal items

Interested vendors must submit:
1. Company profile and relevant experience
2. Portfolio of similar video and photography projects
3. Detailed budget including travel, production, post-production, and equipment costs
4. Timeline for project milestones and final delivery
5. References from at least two previous clients

**EVALUATION CRITERIA**

Bids will be evaluated based on:
- Demonstrated experience with similar projects
- Quality of previous work
- Cost-effectiveness
- Ability to meet timeline and deliverables
- Understanding of accessibility and inclusion in media

## response

Submit all Required Submittal Items to rcole@sde.idaho.gov prior to the deadline established above.

**EXHIBIT A -** **Scope of Work**

The selected vendor will be responsible for:
- Pre-production planning including coordination with featured organizations
- Filming at five locations:
 - Boise area (3 videos)
 - Moscow, ID (1 video)
 - Southeastern Idaho – either Pocatello or Idaho Falls (1 video)
- B-roll footage capturing relevant environments, interactions, and supporting visuals
- Professional photography at each shoot location for use in promotional materials
- Post-production editing to produce five polished videos, each 3–5 minutes in length
- Incorporating branding and accessibility features (e.g., captions, audio descriptions if needed)
- Delivery of all final and raw footage on a portable hard drive, including:
 - Final edited videos
 - All raw video footage
 - B-roll footage
 - Professional photographs
 - Project files (if applicable)

**Deliverables**

- Five professionally produced videos (3–5 minutes each)
- Captioned versions of each video
- Professional photographs from each shoot location
- Raw footage and project files
- Portable hard drive containing all media assets
- A brief summary document describing each video’s content and featured organization

**Additional Notes**

- Travel costs should be included in the bid.
- Coordination with local organizations will be supported by Idaho Pathways to Partnership staff.
- Preference may be given to Idaho-based vendors or those with experience working with disability-related content.
- All media assets must be delivered on a portable hard drive provided by the vendor.