

Tribal Brownfields and Response Programs Training Video Request for Proposal

The Midwest Assistance Program based in New Prague, MN is soliciting proposals for filming a video on tribal brownfields and Tribal Response Programs for training of tribal personnel and community outreach. This video will be utilized as part of a national tribal "train-the-trainer" project and will be provided in common DVD format for general use. The detailed Request for Proposal (RFP) provides the specifications and requirements for prospective applicants to complete a proposal with cost estimates for services.

Project Objectives/Scope: The objective of this project is to record video materials and prepare a DVD that can be utilized, whole or in part, in conducting the TRP training and also for community outreach and informing tribal leaders of the TRP program and goals. The contractor work efforts for this project will fall into the discrete tasks as follows:

- Task 1.0:** Travel to and from Rapid City, SD to meet with the MAP staff to develop the concepts and specific sites, persons and topics to be recorded on video.
- Task 2.0:** Submit an outline of the topics, persons, locations and materials to be recorded as video to MAP staff for review and approval along with a proposed budget and time line for field work and production work.
- Task 3.0:** Visit sites and reservations to conduct interviews and record materials for video.
- Task 4.0:** Edit video materials and submit draft video to MAP for review and approval.
- Task 5.0:** Upon approval from MAP, finalize video materials and submit final deliverable to MAP.

Project Schedule: All work will be conducted between April 1, 2010 and August 30, 2010.

Qualifications

The proposal will include descriptions of roles for key personnel expected to work on this project, and their resumes, which indicate work location, education/certifications, and experience in the following areas:

- planning, managing and producing a video graphic project and product.
- familiarity with Brownfields or other environmental topics should be described, giving examples of recent video projects, including any conducted on a Tribal Reservation or in a tribal community.
- expertise in conducting interviews including those of tribal persons and officials.
- familiarity with tribal communities and culture.
- experience and expertise in the uses of video graphic arts technologies.

9.0 Schedule and Costs: The proposal should include a schedule, timeline and cost estimate for the deliverables and activities listed above to be completed by August 31, 2010 including time needed for production of deliverables and at a minimum visits to the designated filming locations in South Dakota, North Dakota, Montana and Colorado.

Project Contact: For a detailed copy of the Request for Proposal contact: Mickey Hartnett, MAP Field Staff, P.O. Box 9454, Rapid City, SD 57709; mhartnett@map-inc.org; (605) 718-5280.

Deadline for submission is 2-10-10 by 4pm CST