



## **REQUEST FOR PROPOSALS: Professional videographer and editor**

**Videoring the RainReady process:** April 2017

CNT's RainReady (RainReady.org) program seeks to mitigate flooding and build broader resiliency. In this effort, RainReady desires to tell the story of its process via video. The video will feature work in the Chatham community of Chicago capturing the assessment and remediation process to occur and describe partnerships essential to this work. It will include interviews with residents, RainReady staff and CNT partners which may include City of Chicago Department of Water Management Staff, Neighborhood Housing Services and the Metropolitan Water Reclamation District.

### **Scope of work:**

We are seeking an experienced and qualified videographer to shoot and edit a short film on the RainReady process and results. The video will feature all related activities occurring in the project area, such as meetings, resident interviews, events, and property tours. Travel is reimbursable. Footage will need to be captured in various places from dark basements to the sunny outdoors. Therefore additional lighting may be necessary. The videographer will be expected to shoot from varying angles including rooftop views. The videographer will be responsible for telling a compelling story and adding any finishing touches necessary to produce a high quality and informative product. The editor should have the ability to: display captions of important information, cut in external footage and sound, provide backgrounds if applicable, etc. The program is a yearlong process, so the final video should cover activities across the entire timespan. Shooting will begin this summer.

Your proposal should respond to all of these activities.

### **Point of contact:**

Rebecca Raines, Center for Neighborhood Technology, 2125 W North Ave, Chicago, IL 60647

[RRaines@cnt.org](mailto:RRaines@cnt.org)

All questions must be made via email or phone. Respondents shall only communicate with the Outreach Associate (Rebecca Raines) regarding this RFP. Questions will be answered to all respondents to the RFP if CNT determines that it is in CNT's best interest.

### **Submissions:**

**Submit your proposal to Rebecca Raines, [RRaines@cnt.org](mailto:RRaines@cnt.org), via email by May 5 at the latest.**

Please submit a quote to complete a 5 – 7 minute video. The program is funded by a government grant and must adhere to all regulations. Therefore expenses such as catering, will be deemed an ineligible

cost, so please do not include it in your quote. Additional lighting will not be a necessary component of every shoot, so it can be quoted as a separate line item.

Your proposal should include an example of your work. We will expect the work to start immediately on selection of the preferred group. Selection will be based on availability, professionalism, and pricing as determined by CNT in its sole discretion.