

Secretariat Office  
468 Queen St E, Suite 400  
Toronto, ON M5A 1T7  
Phone: (416) 597 1266  
Fax: (416) 597 8365  
1 877 517 6527  
www.chiefs-of-ontario.org



Political Office  
PO Box 3355  
Taykwa Tagamou Nation, ON  
P0L 1C0  
Phone: (705) 272 4103

## Request for Proposals: Indigenous Videographer & Documentary Production

### SUBMISSION INSTRUCTIONS

You are invited to submit a proposal to support a project being undertaken by the Chiefs of Ontario to develop a high-level, professionally made 20-to-30-minute documentary that captures First Nations women and their sacred connection to the spirit of water and responsibilities to protect and nurture water.

Preference will be given to an Indigenous-owned and operated production company.

Submission Deadline: **February 28, 2022 AT 11:59 PM** Eastern Standard Time (EST)

Please add this page to the front of your proposal.

### REQUEST FOR PROPOSALS: INDIGENOUS VIDEOGRAPHER AND DOCUMENTARY PRODUCTION

Legal Name:	
Address:	
Telephone Number:	
Facsimile Number:	
Email Address:	

Send Proposal to:

**Environment Department, Attn: Kathleen Padulo, Director of Environment**  
Chiefs of Ontario  
468 Queen St. E - Suite 400  
Toronto, ON M5A 1T7  
Email: [Kathleen.padulo@coo.org](mailto:Kathleen.padulo@coo.org).

A proposal must be submitted electronically to Environment Sector, Director of Environment, Kathleen Padulo at [Kathleen.Padulo@coo.org](mailto:Kathleen.Padulo@coo.org) as a PDF file to Chiefs of Ontario with two (2) hard copies of the proposals to be mailed to the Chiefs of Ontario

head office. The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or late may be disqualified.

The proposal shall be irrevocably open for acceptance and binding on the videographer for fourteen (14) days after the Submission Deadline date.

**The interested candidate's proposal must include the following:**

- A demonstration of their expertise to develop a high-level, professionally made 20-to-30-minute documentary.
- A work plan in alignment with the project deliverables within the provided timeframe (March 1, 2022 – April 30, 2022).
- A proposed budget for the completion of the work with a budget schedule in alignment with the completion of each project deliverable for a maximum amount of \$30,000.

**BACKGROUND AND CONTEXT**

The Chiefs of Ontario supports all First Nations in Ontario as they assert their sovereignty, jurisdiction, and their chosen expression of nationhood. The Environment Sector provides advice, guidance, and recommendations to the Leadership Council (LC) and Chiefs of Ontario on topics such as water, natural resources, energy, species at risk, traditional knowledge, environmental assessments, mining, and climate change, among others.

Under the Assembly of First Nations (AFN) Infrastructure & Water Engagement Strategy, the COO Environment Sector has been approved for funding to develop a 20-30 minute documentary highlighting the importance of understanding First Nations worldviews, laws and customs, jurisdiction, chronic under-funding, and source water protection through First Nations women and their sacred connection to water.

To holistically approach First Nations women water advocacy at a regional and national level, the following themes have been identified as important drivers for the documentary: Leadership & Womxn, Female Technicians & Operators Concerns, Cultural & Spiritual Significance and Governance, and Visions for First Nations Water Management. The Chiefs of Ontario will select up to 10 participants to create an atmosphere of spontaneous, free-flowing conversation under these themes.

**OBJECTIVES AND KEY DELIVERABLES:**

The objective of this Request for Proposals (RFP) is to select a bidder to develop a high-level, professionally made 20-30 minute documentary that captures First Nations women and their sacred connection to the spirit of water and responsibilities to protect and nurture water. Submissions should detail the approach for each of the following items:

### 1. Pre-production

- Introductory meeting: Complete one (1) 1-hour initial meeting with Chiefs of Ontario staff to receive initial instructions on developing the documentary. Meetings with additional stakeholders, representatives, and others may also be required.
- One (1) 30-minute weekly check-in with Chiefs of Ontario staff may be required on an ongoing basis for the duration of the project.
- The chosen bidder will be responsible for the delivery of a video production plan that outlines, in detail, the Project Description and Activities, Methodology, Statement of Work, and Deliverables.

### 2. Production

- Screenwriting, including working with Chiefs of Ontario staff and other stakeholders to ensure it is congruent with Chiefs of Ontario mandates, vision, and mission.
- Film and edits of raw footage/audio including but not limited to:
  - B-roll of participants;
  - Interviews with participants; and
  - Overview/history of First Nations women and their sacred responsibility to water.

### 3. Post-production

- One (1) 20-30 minute high definition documentary film, suitable for publishing on the Chiefs of Ontario YouTube channel and elsewhere
- Two (2) high definition teasers of the film (approx. 1 to 2 minutes in length), suitable for various platforms such as YouTube, Instagram, Twitter, and Facebook.
- Chiefs of Ontario owns all raw footage and B-roll, which can be used at a later date.
- The final product will be delivered to COO no later than April 30, 2022.

## **PROPOSAL REQUIREMENTS:**

All proposals shall include the following information:

1. An Executive Summary outlining the background information of the proponent's company, including contents of the proposal.
2. A proposal on how the Contractor will carry out the work, including a Project Description and Activities, Methodology, Statement of Work, Deliverables, and Rate.
3. Qualifications: provide a description of the proponent's capabilities/experience in:
  - Filming and editing documentaries for Indigenous-led initiatives;
  - Working as part of a team; and
  - Knowledge of Indigenous perspectives.
4. A statement and description of the physical and human resources required to complete the project including software and intellectual materials.

5. Project Organization: Identify the composition of the proposed team, if any, including:
  - Project team members (small crew preferred);
  - Description of the roles and background of the team members;
  - Level of experience of the team members working with Indigenous peoples; and
  - Level of experience of the team members working in film production.
6. Cost Breakdown: The proponent shall provide a detailed cost breakdown for the proposed services, showing the total cost for the performance of all services, expenses, travel, materials, deliverables, and software costs (if applicable) to be used for completion of the project. Total cost shall be in Canadian dollars and inclusive of budget.

## WORKING RELATIONSHIP

- This contract will be supervised by the Chiefs of Ontario Environment Sector.
- The Consultant will work alongside and will meet regularly with the Director of Environment.

## REQUIRED SCHEDULE WITH MILESTONES

<i><b>Date</b></i>	<i><b>Milestone</b></i>
March 1, 2022	Video Production Plan
March 15, 2022	Interview with participants
March 31, 2022	Teaser completed for YouTube, Social Media <i>(timelines negotiable)</i>
Mid-April , 2022	1st Draft of documentary – to review by COO 2nd Draft of documentary Teaser completed for YouTube, Social Media <i>(timelines negotiable)</i>
April 30, 2022	Final documentary delivery date

## PROFESSIONAL FEES

Applicants are to complete the Fee Schedule as fully as possible by replicating the table below in their proposal. Do not include HST in fees quote, but specify where HST is applicable. The fees quoted should be the applicants' best and only price. Estimated cost is the estimated hours multiplied by the hourly rate. **All travel expenses must be included in the Proposal Fee Schedule and the total projected costs should not exceed \$30,000 – unless COO requests travel.**

<b>Work Components</b>	<b>Estimated Hours</b>	<b>Hourly Rates</b>	<b>Est. Cost (Hours times Rates)</b>	<b>Est. Time Completion</b>
<b>Contingency Rate</b>				
<b>Total Cost &amp; Completion Dates</b>				

**Additional points for applicants to consider:**

- The Facilitator must commit to a firm price for the entire contract. No increases during the course of the contract will be allowed. All subcontractors' fees must be included in the quoted fees.
- Expenses should be estimated and explained with the Professional Fee schedule.
- Preference will be given to an Indigenous-owned and operated production company.

**PROPOSAL EVALUATION**

All submissions will be evaluated on the following criteria:

- Quality of the proposal;
- Capacity of the applicant to undertake the project; and
- Appropriateness of the project budget and timelines.

**COO RESERVES THE RIGHT TO:**

- Reject any or all proposals received;
- Enter into negotiations with one or more applicants on any aspect of the proposal;
- Accept any proposal in whole or in part;
- Cancel, modify or reissue this document at any time; and
- Verify any and all information provided in the proposal.

**RECEIPT OF PROPOSALS**

Packages to be clearly marked: “RFP for First Nations Videographer and Documentary Production” by **February 28, 2022 at 11:59 PM Eastern Standard Time (EST)**.

The proposal must be submitted electronically to Environment Sector, Director of Environment, Kathleen Padulo at [Kathleen.Padulo@coo.org](mailto:Kathleen.Padulo@coo.org) as a PDF file to Chiefs of Ontario with two (2) hard copies of the proposals to be mailed to the Chiefs of Ontario head office.

The proposal must be received by Chiefs of Ontario no later than the deadline date. A proposal submitted in any other manner or received after the stated deadline will not be accepted.

Selection of consultant will be awarded by **March 1, 2022**.