



Request For Proposals

Video and Production Services

Date Issued: April 12, 2019

Response Deadline: Wednesday, April 24, 2019, 5:00PM MST

Contact:

Josh Lenz
Senior Manager, Marketing & Communications
Denver Arts & Venues
1345 Champa St.
Denver, CO 80204
Josh.Lenz@denvergov.org

Table of Contents

Section I

RFP Overview	3
Term of Agreement	3

Section II

Scope of Agreement	4
Proposal Requirements	4
Submission Instructions	4

Section III

RFP Conditions & Provisions	5
Gratuities and Kickbacks	5
Non-Collusive Proposer Certification	6
Greenprint Denver Policy and Guidance	6
Disclosure of Contents of Proposals	7
Proof of Registration with the CO Secretary of State	7

Section IV

Diversity and Inclusiveness	8
-----------------------------	---

Section I

RFP OVERVIEW

Denver Arts & Venues (“A&V”) is requesting proposals for video and production services. The purpose of this Request for Proposal (RFP) is to select a partner(s) for the videography, sound, editing and video production services supporting Denver Arts & Venues programs as designated at the start of each contract year, such as the Five Points Jazz Festival, Denver Public Art, Yoga on the Rocks, Red Rocks Media and the Mayor’s Awards for Arts & Culture.

About Denver Arts & Venues (A&V): Denver Arts & Venues is a division of the City & County of Denver’s Department of General Services and operates some of the region’s most renowned facilities, including Red Rocks Amphitheatre, the Denver Performing Arts Complex, Colorado Convention Center, Denver Coliseum and McNichols Civic Center Building. Arts & Venues also oversees the Denver Public Art program, Create Denver economic development initiative, SCFD Tier III granting process, Arts Education Fund, Youth One Book, One Denver literacy program, and entertainment and cultural events such as the Five Points Jazz Festival, and implementation of IMAGINE 2020: Denver’s Cultural Plan. Arts & Venues is committed to diversity, inclusiveness and equity in all our programs, initiatives and processes.

Any contract entered into as a result of this request will be subject to A&V’s partnership policy and any other applicable City agreements.

The selected proposer shall be sensitive to the City’s mission to “create a world-class City where everyone matters.”

For further information regarding Denver Arts & Venues visit:
www.artsandvenuesdenver.com

TERM OF AGREEMENT

The purpose of this Request for Proposal (RFP) is to select an exclusive Video and Production Services provider(s) for Denver Arts & Venues programs as designated at the start of each contract year, such as the Five Points Jazz Festival, Denver Public Art, Yoga on the Rocks, Red Rocks Media and the Mayor’s Awards for Arts & Culture.

Agreement is for a three (3) year term. Projects will be designated on a quarterly basis. Approved final video will be delivered via formats as requested by the Denver Arts & Venues program manager. Delivery of file will mark completion of project. Projects will be available for use on the Denver Arts & Venues website, social media accounts, email platforms, paid general market or for promotional use.

Section II

SCOPE OF AGREEMENT

The City is seeking a Partner for video and production services supporting Denver Arts & Venues, with the intent to enter into a three-year agreement. The scope of the agreement is for videography, sound, editing and video production services supporting Denver Arts & Venues programs as designated at the start of each contract year, such as the Five Points Jazz Festival, Denver Public Art, Yoga on the Rocks, Red Rocks Media and the Mayor's Awards for Arts & Culture. Specific programs will be requested by the appropriate Denver Arts & Venues program manager.

PROPOSAL REQUIREMENTS

To be considered, each proposer shall provide a proposal structured as specified below.

- 1.** Proposers should submit baseline costs for shooting, sound, editing and providing completed files. Please include all appropriate costs which may include rates for Pre-Production, Field Production, Post Production and Delivery.
- 2.** Please submit links to 3-5 Sample Video Projects of choice that demonstrate your firm's ability to meet the needs of Denver Arts & Venues as described in the RFP OVERVIEW and SCOPE OF AGREEMENT.

SUBMISSION INSTRUCTIONS

Proposers should e-mail Josh Lenz with baseline costs and links to 3-5 sample video projects, as noted above.

Proposals are due by 5 pm Wednesday, April 24, 2019. Proposals should be submitted to josh.lenz@denvergov.org

Section III

RFP CONDITIONS AND PROVISIONS:

Each proposal must be signed by a duly authorized official of the proposing company.

All participating proposers, by their signature hereunder, shall agree to comply with all of the conditions, requirements and instructions of this RFP as stated or implied herein. Any alteration, erasure or interlineations by a proposer in this proposal shall constitute cause for rejection by A&V. Proposers may not include exceptions or deviations to the requirements set forth in this RFP in its proposal pages; rather, any proposed exceptions or deviations must be made separately on proposer's letterhead and accompany its proposal. Any exceptions or deviations to the requirements of this RFP proposed by a proposer will be taken into consideration when evaluating proposals submitted; however, any such exceptions or deviations are offered for discussion purposes only and the City reserves the right to accept, reject, or further negotiate any or all proposed modifications.

All proposers are required to complete all information requested in this RFP. Failure to do so may result in the disqualification of a proposal.

The City reserves the right to postpone or cancel this RFP, or reject all proposals, if in its judgment it deems it to be in the interest of the City to do so.

The City reserves the right to waive any technical or formal errors or omissions and to reject any and all proposal(s), or to award a contract for the items herein, either in part or whole, if he or she deems it to be in the interest of the City to do so.

The City shall not be liable for any costs incurred by a proposer in the preparation of proposals or for any work performed in connection therewith.

GRATUITIES AND KICKBACKS:

It shall be a breach of ethical standards for any person to offer, give, or agree to give any employee or former employee (within six months of termination from City employment), or for any employee or former employee (within six months of termination from City employment) to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding of application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore.

It shall be a breach of ethical standards for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime

vendor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

In the event that any gratuities or kickbacks are offered or tendered to any City and County of Denver employee, the proposal shall be disqualified and shall not be reinstated.

NON-COLLUSIVE PROPOSER CERTIFICATION

By the submission of this proposal, the proposer certifies that:

A. The proposal has been arrived at by proposer independently and has been submitted without collusion with any other proposer.

B. The contents of the proposal have not been communicated by proposer, nor, to its best knowledge and belief, by any of its employees or agents, to any person not an employee or agent of the proposer or its surety on any bond furnished herewith, and will not be communicated to any such person prior to the official opening of the proposal.

C. No proposer shall submit more than one proposal for this RFP. It shall be the responsibility of each proposer to obtain the prior written permission of the Director of A&V before proposal opening in every situation in which the proposer, due to corporate association or other affiliation, may be found to be impermissibly associated with another vendor. Failure to observe this requirement could result in all such affiliated proposals being rejected.

GREENPRINT DENVER POLICY AND GUIDANCE

The City & County of Denver, through its Greenprint Denver action plan, is committed to protecting the environment, and the health of the public and its employees. In accordance with this policy, City agencies are directed to procure cost-competitive products and services that minimize resource consumption and negative impacts on the environment and human health.

In requesting proposals for the City, when specifically required in the evaluation criteria, the City expects all responsive proposers to demonstrate commitment to and experience in environmental sustainability and public health protection practices applicable to their line of services. The City during its evaluation processes will actively assess the quality and value of all proposals.

Proposers, when applicable, are to follow standards and recommendations of the United States Environmental Protection Agency EPP program, the Green Seal organization, and standards and practices specified by the U.S. Green Building Council, including the Leadership in Energy and Environmental Design (LEED) program.

Environmentally Preferable Purchasing (EPP) Guidance and Prohibitions:

The City defines Environmentally Preferable Products and services as having a lesser or reduced effect on human health and the environment when compared with competing

products and services that serve the same purpose. The City's EPP evaluation may extend to raw materials acquisition, energy consumption in manufacturing and transport, packaging, recyclability, waste disposal, and many other factors.

The City encourages vendors to demonstrate a commitment to and experience in environmental sustainability and public health protection practices applicable to its line of products and/or services being procured in this proposal. See Section A of this proposal for the Greenprint Denver Policy and Guidance. The following are areas that may be addressed.

Explain how your products and/or service support the City's goal of environmentally preferable purchasing.

- Manufacturing Process
- Product Content
- Transportation
- Packaging
- Performance
- End of Life
- Third Party Certification (Green Seal, Eco Logo, Design for the Environment, etc.)
- Other

DISCLOSURE OF CONTENTS OF PROPOSALS

All proposals become a matter of public record and shall be regarded as Public Records, with the exception of those specific elements in each proposal, which are designated by the proposer as Business or Trade Secrets and plainly marked "Trade Secrets", "Confidential", "Proprietary", or "Trade Secret". Items so marked shall not be disclosed unless disclosure is otherwise required under the Open Records Act. If such items are requested under the Open Records Act, the City will use reasonable efforts to notify the proposer, and it will be the responsibility of the proposer to seek a court order protecting the records, and to defend, indemnify, and hold harmless the City from any claim or action related to the City's non-disclosure of such information.

PROOF OF REGISTRATION WITH THE COLORADO SECRETARY OF STATE

If the successful proposer is a corporation or limited liability company, it will be required to furnish a Certificate of Good Standing from the Colorado Secretary of State's Office, as proof that it is properly registered to do business in the State of Colorado, prior to finalization of award and contracting.

Section IV

DIVERSITY AND INCLUSIVENESS – EXECUTIVE ORDER #101

Definitions

Diversity: Diversity refers to the extent to which a contractor/consultant has people from diverse background or communities working in its organization at all levels, is committed to providing equal access to business opportunities and achieving diversity in procurement decisions for supplies, equipment, and services, or promotes training and technical assistance to diverse businesses and communities such as mentoring and outreach programs and business engagement opportunities.

Inclusiveness: Inclusiveness, for purposes of Executive Order No. 101, includes the extent to which a contractor/consultant invites values, perspectives and contributions of people from diverse backgrounds and integrates diversity into its hiring and retention policies, training opportunities, and business development methods to provide an equal opportunity for each person to participate, contribute and succeed within the organization's workplace. Inclusiveness also includes the extent to which businesses have an equal opportunity to compete for new business opportunities and establish new business relationships in the private and public sector.

Requirements

Using the attached form, entitled "Diversity and Inclusiveness in City Solicitations Information Request Form", please state whether you have a diversity and inclusiveness program for employment and retention, procurement and supply chain activities, or customer service, and provide the additional information requested on the form. The information provided on the Diversity and Inclusiveness in City Solicitations Request Form will provide an opportunity for City contractors/consultants to describe their own diversity and inclusiveness practices. Contractors/Consultants are not expected to conduct intrusive examinations of their employees, managers, or business partners in order to describe diversity and inclusiveness measures. Rather, the City simply seeks a description of the contractor/consultant's current practices, if any.

Diversity and Inclusiveness information provided by City contractors/consultants in response to City solicitations for services or goods will be collated, analyzed, and made available in reports consistent with City Executive Order No. 101. However, no personally identifiable information provided by or obtained from contractors/consultants will be in such reports.

A completed and signed copy of the "Diversity and Inclusiveness in City Solicitations Request Form" must be included with your bid or RFP response. Failure to include this form will render your bid or RFP non-responsive.

Download Diversity and Inclusiveness Form:

[http://artsandvenuesdenver.com/images/files/Diversity and Inclusiveness in City Solicitations Information Request Form.pdf](http://artsandvenuesdenver.com/images/files/Diversity_and_Inclusiveness_in_City_Solicitations_Information_Request_Form.pdf)