



Request for Quotes

Creation of a Client Video for Community Works Program

Background:

The Community Works Project (CWP) is a consortium representing the collaborative initiative of three community-based organizations with a collective over 100 years of experience empowering traditionally underserved individuals from diverse backgrounds to find employment and become self-sufficient.

The Immigrant and Refugee Community Organization (IRCO) plays a lead role in implementing the collaborative work of IRCO, Our Just Future and Self Enhancement Inc. (SEI) to **provide employment barrier removal and support with accessing employment with the goal of reducing the number of families living in poverty**. CWP serves thousands of participants annually, with skills development services, internship and volunteer opportunities, job search assistance, barrier removal, and job and career placement services.

Purpose of Service:

The Vendor will create a client testimonial video for use by CWP to promote its services and demonstrate impact of its work. The Vendor will produce a video with the following characteristics, using their own equipment:

- The video will highlight the accomplishments of CWP's members (= clients) through participation in CWP activities.
- The video will be empowering and inspirational to others.
- The video will be high definition video (AVI file).
- The video will be 5 minutes in length.
- The video will include English subtitles throughout.
- The video will be delivered to CWP via Vimeo or Dropbox.

Specific Activities to be completed by the Vendor:

- Collaborate with CWP team to create a storyboard/plan for the video
- Interview members, on camera, to solicit powerful stories about their journey through CWP and beyond.
- Edit video, share a first draft with CWP team, and finalize video based on feedback received.

Other Requirements:

- The vendor is required to create the video within the agreed-upon timeframe.
- The Vendor will use their own equipment for the creation of this video.
- The Vendor will have experience working with communities of color.
- If the produced video does not meet IRCO's satisfaction, the vendor must bear the cost of edits.

COMMUNITY WORKS PROJECT

Schedule: Interviews will likely take place during regular business hours, weekdays. Some interviews may be arranged outside of these hours based on client preference.

Location: Interviews can be arranged at CWP locations at: 11826 NE Glisan Street, Portland, OR 97220 and 635 SE 223rd Ave, Gresham, OR 97030

CWP commitments:

- Recruit CWP members for the video
- Collaborate with Vendor to plan video
- Provide timely feedback on video

Pricing structure: Vendor and CWP will agree on a cost for the creation of the video, inclusive of labor costs, preparation costs, equipment and transportation. Selected Vendor will enter into contract with IRCO. Ownership of Work will lie with IRCO.

Timeline: Video to be completed within 60 calendar days of contracting, and before April 30, 2024.

To submit a Quote: Please email written quote to WelcometoCWP@communityworksnw.org

Quote should include cost proposal, availability restrictions, examples of videos created, and any other information that is deemed important for evaluation.