



**CORPORATE SERVICES – SDG Regional Tourism**

26 Pitt Street, Suite 323, Cornwall, Ontario K6J 3P2

Tel: 613-932-1515 x1331 • Email [kbelanger@sdgcounties.ca](mailto:kbelanger@sdgcounties.ca) • [www.sdgcounties.ca](http://www.sdgcounties.ca)

**QUOTATION FOR VIDEOGRAPHER**

**CLOSING DATE: May 10<sup>th</sup>, 2021**

**SUBMISSION PROCESS:**

Please direct any questions before **May 7<sup>th</sup>** and submit your written proposals **via email** no later than **3:00 p.m. on May 10<sup>th</sup>** to:

Karina Belanger  
 Tourism Coordinator  
[kbelanger@sdgcounties.ca](mailto:kbelanger@sdgcounties.ca)

I/We, the undersigned, are pleased to submit this quotation for videography to be used to market the Stormont, Dundas and Glengarry (SDG) region.

I/We included a resume of relevant information, and a digital portfolio (a link is fine).

I/We hereby confirm that I/we have read and accept the details outlined in the “Conditions” provided with this form and have incorporated all respective costs in the following bid for consideration:

Description	Lump Sum
One 3 min video for SDG Regional Tourism – additionally 10 x 30 - 45 sec digital friendly videos and 100-250 still frames	\$

***Above price to include any and all associated costs exclusive of H.S.T. which will be paid as a separate item.***

**Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**W.S.I.B.**

The Contractor shall at all times pay, or cause to be paid, any assessment or compensation required to be paid, pursuant to the Workplace Safety & Insurance Act. The Contractor shall also be required to supply the County with a “Certificate of Clearance” issued by the Workplace Safety & Insurance Board. This certificate, along with the insurance certificate, must be received by the County with the signed contract agreement. Updated “Clearance Certificates” shall be provided as required.

## **CONDITIONS - QUOTATION FOR VIDEOGRAPHER**

### **Scope of Work**

We are requesting a written proposal to produce a 3-minute promotional video for SDG Regional Tourism. This same commercial footage would need to produce 10(ten) 30 - 45 second digital friendly videos as well as 100-250 still frames that SDG County, RTO9, and Destination Ontario have permission to use. The focus of the video footage should be memory making experience within the SDG Region, based on our mission statement:

“We live in a place with soil so rich it grows dreams and possibilities. Our ancestors knew it when they settled here, and we know it too. The four seasons have come and gone for generations, creating a quilt of crops as far as the eye can see. The taste of our home is unmistakable: from peaches-and cream to succulent strawberries, maple syrup on snow to honey off the comb, from hoppy beer to fine wine, from wild venison to big bass. Our table is set with goodness. We know the sounds of our home, too: the buzz of the cicadas, the whirl of the fishing reel, the tick-tick-tick of the sprinklers on the fields, the cheep of the chickadees, the call of the bagpipes. Our people are good stock, rooted in tradition. We are artists and bakers, farmers and builders, musicians and makers. We have hands for work, heads for business, and hearts for others. When you visit, you’ll find open minds, open roads, and open skies at every turn. So come to our fairs, pick from our fields, race down our rivers, play on our fairways, cycle our roads, learn from our stories. Get in on the magic.”

The successful candidate will be responsible for organizing, filming and editing the SDG approved video and drone footage. The project will require capturing video footage at specified (SDG pre-approved) locations and events throughout Stormont, Dundas and Glengarry (SDG). Quote should include cost, travel, pre-production planning, post production editing, and any other miscellaneous expenses such as music licensing, transitions and special effects.

The successful bidder will edit and prepare promotional videos in multiple resolutions to be used in different applications. The final product will be used to promote SDG Counties, and its assets via general marketing: social media, webpage, theatres, TV, and the County’s Economic Development and Tourism websites found at [sdgcounties.ca](http://sdgcounties.ca) and [whereontariobegan.ca](http://whereontariobegan.ca), as well as RTO9, and Destination Ontario channels.

All files will be the property of the County and made accessible for future use and adaptation.

### **Location and Story Board**

The production will have a focused approach with an emphasis on the mission statement and memory making experiences in the region. The successful bidder will be responsible for the casting including a narrator, and potentially the participation of a young family, cyclists, a farmer, and an outdoor enthusiast. The successful bidder will ensure that all laws and regulations are followed during production.

Fee must include a sufficient allotment of time associated with preliminary and ongoing discussion of production, storyboarding and design--between all parties. A comprehensive list of activities/places should be suggested, with the County having final approval.

The successful bidder will further ensure that the County is provided the rights to all videos produced and may use and redistribute them as it deems fit.

### **Criteria for Assessment of Quotations**

Quotations will be evaluated on the following criteria:

- Videography experience
- Minimum \$1,000,000 commercial liability
- Proponent’s approach to the project
- Timeline/work plan
- Value (while cost is a consideration, the County will base the decision on the overall package and will not necessarily award the project to the lowest bidder.)

**Payment**

Payment will be made by Region 9 Tourism Organization (RTO9). Payment will be broken down into two installments. 50% upon acceptance of agreement and the remaining 50% will be paid upon successful completion of contract, or when the contract is deemed complete by the County and RTO9.

**General Requirements**

The Contractor shall provide all labour, equipment and material required to do the work to the satisfaction of the County.

**Period of Contract**

The project should be completed by March 1, 2022.

**This agreement is not exclusive and additional videography services may be requested.**