

# **SUPREME COURT OF APPEALS OF WEST VIRGINIA**

## **REQUEST FOR PROPOSAL**

*West Virginia Jury Orientation Film Production*



**REQUEST FOR PROPOSAL ISSUED NOVEMBER 11, 2019**

**RESPONSES DUE DECEMBER 2, 2019**

**ALL DETAILS ARE INCLUDED IN THE FOLLOWING PAGES**

**SUPREME COURT OF APPEALS OF WEST VIRGINIA  
REQUEST FOR PROPOSAL (“RFP”)**

**WEST VIRGINIA JURY ORIENTATION FILM PRODUCTION  
Full Production**

**RFP PROCESS TIME FRAMES**

**Request for Proposal Release Date:** November 7, 2019

**Request for Proposal Due Date:** December 2, 2019

**Proposal Award Date (projected):** December 31, 2019

**SUBMISSION OF PROPOSALS**

Prospective project awardees must submit complete proposal documents within the above-stated time frame, and as follows:

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| Submit Complete Proposals to the attention of: | <b>JENNIFER BUNDY</b><br>Public Information Officer<br>Supreme Court of Appeals of West Virginia<br>1100 Kanawha Boulevard East<br>Building 1, Room E-100<br>Charleston, West Virginia 25305 |
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| Preferred Method of Submission: | <b>ELECTRONIC</b><br>In Care Of Jennifer Bundy<br>Public Information Officer in care of<br>jennifer.bundy@courtsww.gov<br><br>The Court will also accept timely paper submissions in care of the address noted above. |
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| Direct Questions about the Process to: | <b>JENNIFER BUNDY</b><br>jennifer.bundy@courtsww.gov<br>(304) 340 2305 (office), (304) 437-5442 (cell) |
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**PROPOSAL AWARD PROCESS**

The Supreme Court of Appeals of West Virginia will subject all proposals to thorough review based upon completeness, cost-effectiveness, knowledge base of responsible person(s), and projected quality of deliverables. The Public Information Officer will select two (2) finalists, if supported by the number and quality of the proposal submissions. The two (2) finalists may be asked to produce additional information and/or submit to an interview process. The final selection of a successful proposal is subject to the recommendation of the Public Information Officer and the approval of the Supreme Court of Appeals of West Virginia (“Court”). The Public Information Officer will notify the responsible party of the successful proposal. The Court will post the results of the award process on its website ([www.courtsww.gov](http://www.courtsww.gov)) which shall serve as notice concerning the process to all those submitting proposals.

**PROPOSAL AWARD PROCESS**

(continued)

The person and/or entity submitting the successful proposal shall be required to enter into a contract with the Administrative Office of the Supreme Court of Appeals of West Virginia concerning the terms of engagement for provision of professional services required to timely produce the finished product (“Project Deliverable”) as described in this Request for Proposal. The contract will reference all details concerning payment, quality, and other relevant terms and conditions of the engagement such as insurance coverage requirements. This is a work-for-hire project, meaning that the Court owns all of the finished product/Project Deliverable in entirety, as well as all unused elements of the production process. Work on the Project Deliverable shall not commence until the contract has been executed by the Court and person and/or entity submitting the successful proposal.

**DESCRIPTION OF THE PROJECT**

The Public Information Officer (“Producer 1”) in conjunction with the Grants Division of the Supreme Court of Appeals of West Virginia seek proposals for production of a Jury Orientation educational film (“the Project”) projected to be of approximately **fifteen (15) minute** duration. **4K production** is required. The finished product must be in a format conducive to transfer to **DVD, Web-posting, and YouTube**, with a **ten-year lifespan**.

The Project requires multifaceted skill in film creation and production, including but not limited to

- overall Project coordination (start to finished product/deliverable as defined in this RFP),
- filming location selection (in collaboration with the Court),
- casting (in collaboration with the Court),
- script editing (using base script created by the Court; enhancements requiring Court approval),
- creative services (including video design, makeup, costume recommendations, etc.),
- set/backdrop use and design,
- film directing,
- shooting footage (projected at a minimum of a three-person filming crew for two full days),
- audio capture,
- video editing (with the involvement of Producer 1 while in process),
- narration and sound track (in collaboration with the Court),
- other production work as required.

The finished product/Project Deliverable is intended to be an **educational film** designed for public use and viewing. The Project Deliverable must present the jury orientation process in a step-by-step, storytelling fashion. The finished product/Project Deliverable must walk the audience through the process of serving on a jury in a West Virginia Circuit Court and Magistrate Court, explain the role of juries, and explain what is expected of jurors. The primary target audience for the finished product/Project Deliverable is people who report for their first day of jury duty.

The Court anticipates that the finished product/Project Deliverable will also be viewed and relied upon for a broad range of civic education projects and related opportunities.

The Court will make the Project Deliverable **readily available to these users** as well as to members of the public in various forms, including on the Court website, DVDs that can be distributed, among others. The Project Deliverable must be presented in these forms to the Court upon approval of the finished product/Product Deliverable.

The Project Deliverable is part of a stand-alone process. The person and/or entity responsible for the successful proposal shall work closely with Producer 1, and other designees of the Court, in timely creating the finished product/Project Deliverable.

### COMPENSATION AWARD DETAILS

The Project is funded through federal grant monies. Total Project budget monies are set preliminarily for start-to-finish production of the finished product/Project Deliverable. Any specific funding requirements, such as an up-front project deposit, should be included in the proposal.

Upon completion of the Project Deliverable, the Public Information Officer, in conjunction with a team of Court designees, shall review the submitted finished product to ensure that it meets the Project specifications. No aspect of the project will be considered complete until all Supreme Court Justices approve the finished film. Upon such review, including analyses of the invoice, the Public Information Officer shall request that the Court issue the final payment, which will be no later than sixty (60) days from the date the person and/or entity responsible for the successful proposal submits the Project Deliverable in finished form along with the invoice for all work performed. In the event that the Public Information Officer or the Justices do not consider the finished product/Project Deliverable to meet the standards of the Request for Proposal and contract, the resolution processes detailed in the contract shall apply, and the Court will tender payment only when and if the Public Information Officer and Justices consider the Project Deliverable work product as acceptable. While the determination has an element of subjectivity, the finished product/Project Deliverable shall be judged against all of the requirements of the RFP, budgetary compliance, and finished film production quality standards.

### PROJECT COMPLETION DEADLINE AND DELIVERABLE DUE DATES

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| ▪ | Project Commencement Date: | Immediately upon award and execution of the requisite contract (no later than January 31, 2020).   |
| ▪ | Project Completion Date:   | <p>Project Deliverable due within five (5) months from award and/or no later than May 31, 2020, whichever date arrives first.</p> <p>The Court will review and approve the finished product/Project Deliverable within forty five (45) days of the Project Completion Date. The person and/or entity responsible for the successful proposal and under contract shall have a reasonable time to make any revisions that the Court directs in accordance with the contract.</p> |

### PROPOSAL COMPONENTS AND PROJECT DELIVERABLE REQUIREMENTS

All proposals submitted in response to this RFP must include all of the following components in order for the Director of Grants to consider the submission complete:

1. Completed Cover Page that includes:
  - Reference to the **West Virginia Jury Orientation Film Production Project**.
  - Name of the Person and/or Entity Responsible for the Proposal, who shall be considered responsible for the Project Deliverable finished work product;
  - Contact Information for the Primary Contact (mailing address, telephone, email);
  - Description of the Professional Credentials; and,
  - Recitation of prior experience in producing similar finished products.

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| 2. | Step-by-step plan with corresponding time frames for completion of the Project Deliverable;  |
| 3. | A Projected Budget for completion of the Project Deliverable; and,   |
| 4. | A Narrative Discussion as to why the person and/or entity responsible for the Proposal holds the distinction of being the best choice for award of the Project.  |
| 5. | The person and/or entity responsible for the successful proposal, and awarded the task of creating and submitting the Project Deliverable must follow the highest standards of film production, in accordance with industry standards. |

The Project Deliverable finished product must be delivered to the Public Information Officer as follows:

- in digital form in a medium designated by the Public Information Officer,
- in 4K format,
- with all soundtrack components and credits intact,
- with a tabbed working copy for editorial and viewing ease.

The person and/or entity responsible for the successful proposal and submitting the Project Deliverable finished work product must represent that the Court unequivocally owns the Project Deliverable in every respect, and that the Project Deliverable does not violate the intellectual property right(s) of any third party. Other details concerning the engagement shall be forthcoming in the referenced contract governing the terms and conditions of the Project.

**THE SUPREME COURT OF APPEALS OF WEST VIRGINIA**

This Request for Proposal is undertaken on behalf of the Supreme Court of Appeals of West Virginia, a unified Court System, and the highest appellate court in the state. The Court is committed to access to justice to all citizens of the State of West Virginia, and is an affirmative action-equal employment opportunity employer.