



PUEBLO DE SAN ILDEFONSO

VIDEOGRAPHER

Request for Proposal

RFP COORDINATOR:

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TABLE OF CONTENTS

1. Introduction

1.1 About Pueblo of San Ildefonso

1.2 Purpose & Scope

1.3 Confidentiality Statement

2. Environment Overview

3. Service Requirements

4. Response Process

4.1 Notification of Intent to Respond & Clarifying Questions

4.2 Primary RFP Contact

4.3 Response Delivery Instructions

5. Selection Criteria & Process

5.1 Selection Criteria

5.2 Selection Process

5.3 Finalist Presentations

6. Key Dates

Attachment A – Response Form: Company Information

Attachment B - Response Form: Questions

1. Introduction

Pueblo of San Ildefonso is pleased to invite you to respond to this Request for Proposal (RFP) for Videographer Services. The intention of this RFP is to solicit responses and formal proposals from qualified Videographer Service Providers (VSPs) and select a single organization to provide Videographer services to the Pueblo of San Ildefonso

1.1 About Pueblo of San Ildefonso

The Pueblo de San Ildefonso's Tewa name for their village lands is *Powoogeh Owingeh*, "Po- Woh- Geh-Owingeh," meaning, "Where the water cuts through." As a language learner, one may be able to string together phonetic sounds to develop the possible pronunciation of those words. However, a living language is much more than that. The Tewa language has historically been taught and learned through hearing the spoken words.

The Pueblo has roughly seven hundred and fifty (750) enrolled tribal members. Although not all tribally registered members live in the Pueblo, the ones who do, live in approximately two hundred and fifty (250) households. The language status has been under extreme pressure for decades. Elders, who comprise the majority of the last fluent speakers, make up a very small, and dwindling, percentage of the total population. Adding to that, with the looming peril of Covid-19 threatening the lives of the Tewa language speakers, documenting the oral traditions has reached emergency levels. Waiting for more favorable conditions to record is too late. This project addresses the urgent need to capture the voices of the Powogeh Owingeh Tewa speakers who still retain the living language before they leave us.

1.2 Purpose

With this RFP, ***Pueblo of San Ildefonso*** is requesting information about your company and the Videographer Service products and solutions you provide as outlined in the Service Requirements section. This information will be gathered from several different organizations and used to evaluate provider options for the ***Pueblo of San Ildefonso***

This RFP is issued solely for information and planning purposes. This document does not commit the ***Pueblo of San Ildefonso*** to contract for any service, supply, or subscription whatsoever. The ***Pueblo of San Ildefonso*** will not reimburse any information or administrative costs incurred as a result of participation in response to the RFP. All costs associated with response will solely reside at the responding party's expense.

1.3 Confidentiality Statement

All information included in this RFP is considered confidential and intended only for use by responders. No information included in this document, or in discussions related to the ***Pueblo of***

San Ildefonso Videographer Services Provider selection effort, may be disclosed to another party or used for any other purpose without the express written or verbal consent.

2. Environment Overview

The information below outlines the general demographics of the **Pueblo of San Ildefonso** and our current educational environment.

Office Locations: 02 Tunyo Po, Santa Fe, NM 87506

Number of Employees: 48 employees of the Pueblo

Remote Employees: 0

3. Service Requirements

As part of this RFP, the **Pueblo of San Ildefonso** has requirements for the following services. We realize that not every VSP will be able to provide all the services listed below, but we encourage you to respond regardless.

To preserve those sounds of the oral tradition, the *Powhogehe Owingeh Tewa Speaks* project will video document word pronunciations and syntax of the spoken Tewa language used in Pueblo de San Ildefonso. In documenting the spoken Tewa language in the Pueblo, the core of this project is *identifying Tewa language fluency (resources)* among registered tribal members in the roughly two hundred and fifty (250) households in the Pueblo AND *video-taping fluent Tewa speakers*.

Fluent speakers will receive referrals to be video-taped in a filming process under the direction of the videographer and associated grant staff, including the Tewa Outreach Coordinator and project directors. The results of this project is to establish an archive of videos documenting the spoken Tewa language and oral language traditions of the Pueblo de San Ildefonso, serving as substantial resources for informing future language program development and Tewa education in the Pueblo.

Videographer will be responsible for the following:

- Coordinate with Pueblo staff to videotape sessions with individual Tewa speakers, documenting word pronunciations and syntax of the Tewa language spoken in the Pueblo;
- Provide all equipment and labor required to videotape the sessions;
- Prepare Tewa speakers for filming sessions;
- Ensure the sessions include enough of the language that viewers enjoy the content and learn from hearing the speaker's syntax and pronunciation of words;
- Edit the raw footage of each videotaped session to ensure clarity and accuracy; and
- Help coordinate a public showing of the final video product to the community.

3.1 Estimated Cost

The cost of the videography services is estimated to be \$12-15,000.

4. Response Process

4.1 Notification of Intent to Respond and Clarifying Questions

Please indicate your intention to respond to this RFP by email to the Primary RFP Contact listed below by the *Intent to Respond and Questions Due* date outlined below. In addition, please provide the contact details of the individual responsible for coordinating your RFP response. At the same time, we ask that you submit any clarification questions regarding the RFP.

4.2 Primary RFP Contact

Please direct all inquiries regarding to this RFP to:

Rick Juliani
Education Director
Pueblo de San Ildefonso
Rick.juliani@sanipueblo.org
505-455-2635

4.3 Response Delivery Instructions

The ***Pueblo of San Ildefonso*** requires responses to this request for proposal to be delivered in writing. You may attach documentation to support your answers, if necessary. Please submit all responses via electronic delivery no later than **February 1, 2022 at 5:00 pm** to:

Rick Juliani
Education Director
Pueblo de San Ildefonso
Rick.juliani@sanipueblo.org

Any response received after the delivery date specified, will not be considered without prior written or electronic approval. Please complete the attached forms (Attachment A and Attachment B), a proposal document, pricing breakdown, and a version of any master services agreement or other contract that would be utilized if chosen.

5. Selection Criteria & Process

5.1 Selection Criteria

The ***Pueblo of San Ildefonso*** will evaluate the responses based on multiple criteria and will select the best overall solution to fit its needs. The ***Pueblo of San Ildefonso*** is not obligated to select the lowest price bidder. All responses will be evaluated in the following areas:

- Completeness of solution
- Expertise and experience
- Demonstrated customer service quality and support

- Previous relevant experience
- Vendor strength and stability
- Financial considerations

5.2 Indian Preference

To the greatest extent feasible, preference in the award of contracts shall be given to Indian persons, organizations and Indian-owned economic enterprises. Indian Preference is given to Indians and Indian-owned enterprises that provide proof of at least 51 percent ownership of the enterprise submitted on an Indian Enterprise Qualification Statement showing:

- ownership, control, and interest;
- certification by a tribe that bidder is an Indian;
- evidence of stock ownership, structure, management, control, and financing affecting the Indian character of the enterprise; and
- provide evidence that the contractor has the technical, administrative, and financial capability to perform contract work of the size and type involved.

5.3 Selection Process

All responses will be evaluated as received and included in the following process:

- Review and scoring of the responses, as well as clarification of information as deemed necessary by the evaluation team.
- Identification of 2–3 final candidates to conduct in-depth review of capabilities, including on-site interviews and presentations.
- Conducting of site visits and/or reference calls as deemed appropriate by the evaluation team.

5.4 Method of Scoring:

All proposals received on time will be evaluated and scored as follows:

- a. (0-60 points) Proposal Preparation and Requirements. The RFP must fully demonstrate ability to carry out each requirement listed in Section 3 above.
- b. (0-30 points) Cost: will be assigned points with the lesser cost being assigned more points
- c. (0-10 points) References: A record of integrity, judgment, performance and timeliness in the execution of previous jobs will garner higher points.
- d. Indian preference: Ten percent (10%) of the total available evaluation points shall be granted to parties who demonstrate entitlement to Indian Preference, which points shall not be available to non-Indian bidders.

5.5 Finalist Presentations

Our intention is to hold presentations/demonstrations with one or more firms as indicated in the *Key Dates* table. The presentations will be held at the ***Pueblo of San Ildefonso*** at 02 Tunyo Po, Santa Fe, NM 87506.

6. Key Dates

Below is a general timeline outlining the process steps with estimated dates for each step of the process. By participating in the RFP process, VSPs agree that they can adhere to the following general timeline and the meeting times they reserve through this process.

Task	Completion Date
RFP Distributed to VSPs	12/27/2021
Intent to Respond & Questions Due from VSPs	1/14/2022
Responses Due from VSPs	2/1/2022
Response Analysis / Finalists Selection	2/4/2022
Finalist Presentations	2/10-11/2022
VSP Selection / Award Contract	2/15/2022
VSP "Go Live"	2/21/2022

Attachment A

RFP Response Form: Company Information

Please provide the following information about your company.

1.0 Company Profile

- 1.1 Company Name
- 1.2 Company Address
- 1.3 Contact Information
(Party responsible for responding to this RFP)
- 1.4 Company Webpage
- 1.5 Main Products / Services
- 1.6 Main Market / Customers
- 1.7 Number of years in the Market
- 1.8 When did you first start providing similar solutions?
- 1.9 Company location(s)
- 1.10 Number of Employees
- 1.11 Number of Employees in Account Management
- 1.12 Number of Employees in Technical Support
- 1.13 Notable Acquisitions
- 1.14 Key Business Partnerships

2.0 Financial Information

- 2.1 Previous year gross revenue
- 2.2 Previous year net income
- 2.3 Return on investment

Attachment B

RFP Response Form: Questions

Please provide responses to the questions below to the best of your ability.

1.0 General

Q. What are the general types of organizations your clients represent?

1.1 A.

Q. Why do you believe that you are a good fit with our organization?

1.2 A.

Q. Describe your onboarding/implementation process and approach if you were selected?

1.3 A.

Q. What experience do you have working with Native communities, in particular in the area of language preservation?

1.4

Q. What do you feel your overall strengths and differentiators are?

1.5

Q. What differentiates your organization from your competitors in the marketplace?

1.6 A.

2.0 Processes

- 2.1 **Q. What *Pueblo of San Ildefonso* resources would you require (i.e., information, data, staff resources, communication) during initial implementation and on an ongoing basis?**

3.0 Pricing & Contracts

- 3.1 **Please attach cost estimates and worksheets to support these estimates if applicable.**
- 3.2 **Please attach a Master Services Agreement or other legal documents beyond a proposal which accompany a proposal.**

4.0 References

- 4.1 **Please provide at least three references for customers with similar operations to the proposed solution. Include contact names, phone numbers, email addresses and industry.**

Please provide any other information you feel should be considered.