



Request for Quotation

IVLP Project Videos: Global Moment in Time and IVLP Impact Award

1. Statement of Purpose

Produce two (2) three-minute videos and up to six (6) 30-45-second videos, consisting mostly of participant interviews, to communicate the impact of the International Visitor Leadership Program (IVLP) projects outlined below.

2. About the Program:

The U.S. Department of State's (DOS) International Visitor Leadership Program (IVLP) seeks to build mutual understanding between the United States and other nations through short-term visits to the U.S. for current and emerging international leaders in a variety of fields. Each year approximately 5,000 International Visitors come to the U.S. on the IVLP. With the help of a dedicated network of community-based non-profit organizations, the IVLP has introduced more than 225,000 International Visitors to communities throughout the United States. More than 500 IVLP participants have become chiefs of state or heads of government.

3. About the Projects

A Global Moment in Time is a special International Visitor Leadership Program initiative that addresses significant contemporary societal conditions affecting all corners of the world through three hybrid IVLP projects: Photojournalists Document Challenges and Opportunities in the COVID Era, Peace and Justice, and Reflections on Diversity, Equity, Inclusion, and Accessibility. [IVLP: A Global Moment in Time | Bureau of Educational and Cultural Affairs \(state.gov\)](#)

The IVLP Impact Awards Initiative provides funds for community impact projects for select IVLP alumni. The primary objective is to enable recent alumni to leverage and share knowledge and connections gained during their exchange experience and to design and implement innovative solutions to challenges facing their home communities, including in responding to current crises, such as COVID-19 and the war against Ukraine. [IVLP Impact Awards | Bureau of Educational and Cultural Affairs \(state.gov\)](#)

Example videos:

[IVLP: Alumnae as Economic Multipliers](#)

[Hidden No More: Empowering International Women Leaders in STEM](#)



4. Background Information

The **U.S. Department of State (DOS)** leads America's foreign policy through diplomacy, advocacy, and assistance by advancing the interests of the American people, their safety and economic prosperity.

Meridian International Center (Meridian) is a non-profit organization that promotes international understanding through the exchange of people, ideas, and the arts.

5. Scope of Work

- Produce 2-8 videos as described below in close consultation with Meridian and DOS. This may include:
 - Conceptualization
 - Production, including interviews, narration/voiceover, B-roll (could include open source and archival materials), some materials (video and photos) will be provided by DOS or Meridian, revision and approval opportunities for Meridian and DOS.
 - Post-Production, including music selection, editing, graphics, captioning and audio descriptions, and approvals.
- The video may consist of interviews on location, narration, and B-roll.
- Video production team will coordinate closely with Meridian and DOS throughout the process
- DOS will maintain editorial control and ownership of content.
- The video must be approved by Meridian and DOS, including video scripts and drafts.

6. Functional Requirements and Deliverables/Timing

- **GMiT Video:** Produce **one (1) 3-minute video**, capturing the stories of about six participants from the GMiT Initiative. The video will highlight their reflections on their work, challenges they've overcome, their IVLP program experience, and what they are taking away from participating in the initiative. To capture IVLP GMiT participants' interactions with diverse Americans, filming will occur in DC and at least one additional US city to collect engaging B-roll and/or interview clips with U.S resources in a variety of locations and settings. We expect filming for 4-6 days beginning in October 2022 through February 2023.
 - **Tentative delivery date: April 5, 2023**



- **IVLP Impact Award Videos:** Produce **one (1) 3-minute video** to demonstrate project impact as well as **up to six (6) 30-45 second participant highlight videos** featuring interviews of six (6) IVLP Impact Awardees, based globally (videos may include some repeat footage). The production team will conduct interviews remotely or asynchronously and utilize footage collected by the Awardees, and/or may include in their proposal and budget a plan to travel to project sites. The video will highlight Awardees' projects, how their IVLP experience in the United States influenced and inspired their projects. and their projects' impacts.
 - **Anticipated delivery dates:**
 - At least three (3) 30-45 second Awardee highlight videos: December 12, 2022;
 - Up to three (3) remaining 30-45 second Awardee highlight videos: January 9, 2023.
 - One (1) 3-minute project impact video: March 1, 2023
- Video must be formatted to be compatible with mobile devices.
- The videos must meet DOS's accessibility requirements and must be 508 compliant, including accurate open captions and audio descriptions.
- The video must meet DOS's ECA design and communications guidelines.
 - [Design Guide.pdf](#)
 - [Communications Guidance for ECA Recipient Organizations.pdf](#)
- Final videos must include translated close captions in additional languages. Please include a cost estimate for adding translations.

7. Deliverables

As detailed in the above, the selected video production team will:

- Produce videos, as detailed in sections 5 and 6 above and meeting all technical requirements.
- Provide Meridian and DOS partners with regular updates and drafts for comment and approval during production.
- Provide DOS with raw footage for potential use in future DOS projects.

8. Fees and Expenses

The overall budget for this project is \$75,000. Please provide a quote and proposed cost breakdown in your proposal, including personnel, travel, translation, and captioning costs.

9. General Terms



- All responsive quotes will be evaluated to determine which offers Meridian International Center the greatest return on its expenditures against the offered services.
- Your quote must remain valid for a period not less than 90 days after **September 12, 2022**.
- Meridian reserves the right to accept or reject any quotations, cancel the bidding process and to reject all quotations at any time prior to the award of the contract.
- Meridian is not responsible for any costs incurred during proposal development.
- The videos are the property of U.S. Department of State only and must always be freely accessible to DOS.
- All potential offerors/vendors agree to adhere to Meridian's following privacy policy: <https://www.meridian.org/meridian-privacy-policy>

10. Proposal Requirements

Please submit all questions regarding this RFP by Wednesday, September 7 at noon Eastern Time. **Submissions are due by Monday, September 12, 2022**. Selection and notification will occur within 10 business days of submission due date.

Please include the following in your submission package:

- **Narrative:** Short narrative describing relevant experience. Please note experience, if any, working with the federal government, particularly the U.S. Department of State.
- **Key Personnel:** Resumes for any key personnel to be assigned to the project.
- **Workflow and Timeline:** Detailed workflow and proposed timeline to complete the videos by the dates outlined above, including time for Meridian and DOS reviews and feedback.
- **Portfolio Samples:** Examples of similar work (and corresponding project summaries, including timeframe).
- **Budget:** Cost and resources projections, including type of proposed contract (e.g., fixed fee, time and materials), resources needed, estimated hours needed, and proposed pay schedule.

11. Evaluation

Meridian will select the winning submission based on the following criteria:

- **Alignment of experience and expertise,** including producing similar services and working with similar clients.
- **Alignment of proposed services,** including demonstrated understanding of requested services in RFP, clear methodology, workplan and proposed activities.



- **Deliverables and Timing** are reasonable and meet the requirements of this RFP.
- **Staffing** has the necessary industry and technical skills, experience, and availability.
- **Budget** and fee structure is reasonable and appropriate with proposed activities and expenses accurately identified.

12. Contacts

Questions and proposals regarding this RFP should be submitted to csproposals@meridian.org