

## 2020 DIGITAL SKILLS FOR YOUTH PROJECT

### 1. PROJECT GOALS

Creative PEI is creating an online educational platform to host webinars, video case studies and elective course modules for participants of the 2020 Digital Skills for Youth PEI work internship program.

We are seeking a professional videographer to shoot and edit **8 video case studies**. These case studies will consist of approximately 5 - 12 minutes of interview and workplace tour footage of organizations located across PEI. The topic of the videos will be how digital technologies are used in the workplaces, how the organizations benefit from using these tools, and what digital skills the organization looks for in candidates when hiring.

### 2. DELIVERABLES

- 8 web-ready HD videos. Shot and edited.
- Delivery of first three videos by December 1st, 2020
- Delivery of next three videos by January 15th, 2021
- Delivery of final two videos by February 1st, 2021

### 3. SCOPE OF WORK

- We anticipate 4 shooting days in total, all during the Monday to Friday workweek.
- Total budget for the project cannot exceed \$5000.00
- Creative PEI will be responsible for organizing logistics, on-camera talent and releases.
- Supplier will coordinate any necessary contact with Creative PEI via the Digital Development Coordinator unless otherwise stated.
- We welcome suggestions from Supplier with regard to production workflow and approval process for all or any items.
- Supplier may propose any additional terms to be included in letter of agreement.

### 4. SCHEDULE

- Tuesday, October 6th - Request For Proposals distributed.
- Friday, October 9th at 5:00pm - Proposals due.
- Wednesday, October 14th (target) - Chosen proposal will have been selected and supplier notified.
- Friday, October 16th (target) - Initial meeting between Creative PEI staff and Supplier to discuss the proposal.
- Friday, October 16th (target) - Signed contract in place.
- Remaining schedule - will follow schedule outlined in Section 3 above.

## 6. PROPOSAL SUBMISSIONS

The Supplier's proposal submission must include the following information:

- Business name and company profile.
- A brief description of the methodology to be followed by the supplier to meet the project's objectives.
- A brief statement of the supplier's understanding of the scope of the project.
- A brief description of the experience and expertise of the firm.
- A brief description of the supplier's project team including a discussion of their experience.
- A budget.
- Links to similar projects undertaken.
- All associated expenses must be included in the quoted price.

## 8. OWNERSHIP OF INFORMATION

At the conclusion of the project, all materials developed by the supplier will become the exclusive property of Creative PEI. In addition, any and all documentation will also become the property of Creative PEI.

## 9. INQUIRIES AND PROPOSAL SUBMISSION

All Inquiries and Proposals must be submitted to:

Devon Strang  
Digital Development Coordinator  
Creative PEI

Ph: 902.367.3844  
Email: [devonstrang@creativepei.ca](mailto:devonstrang@creativepei.ca)

**Please note deadline: Please submit an electronic copy of the proposal by Friday, October 9th, 2020.**

Creative PEI reserves the right to reject any or all proposals or to accept any proposal or part thereof judged to be in its best interest.

Many thanks for your interest and effort.