



# RurAL CAP

Rural Alaska Community Action Program, Inc.

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Anchorage, AK 99501  
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[www.ruralcap.org](http://www.ruralcap.org)

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REQUEST FOR PROPOSAL (RFP) #

RurAL CAP-COMDEV-25-R-001

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Videographer

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**Prepared By: Darrel Behymer, CPP**  
**Date: 02/04/25**

REQUEST FOR PROPOSAL

**SUBMISSION DEADLINE: 02/28/25**

**QUESTION SUBMISSION DEADLINE: 02/26/25**

Questions may be submitted in written form to:

**RFP Contact Name: Maddy Stokes**

**Email Address: [mstokes@ruralcap.org](mailto:mstokes@ruralcap.org)**

**INTRODUCTION**

Rural Alaska Community Action Program, Inc. (RurAL CAP) Community Development, Elder Volunteer Program Manager, Maddy Stokes, is requesting proposals from qualified Videographer to do business in Alaska. Enclosed is pertinent information for use in preparing your bid. This information will be used as a guide in the preparation of any subsequent contract. Bids must be received via email to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org) by 4:00 PM **02/28/25**. All bids must include the reference on email subject, "Videographer RFP," and addressed to: Darrel Behymer, CPP. Bids received after the deadline specified above will be accepted. All questions regarding this bid request must be emailed prior to **02/26/25**, at 4 pm (Alaska Standard Time). Responses to questions will be sent to all parties who have received bid packages, proposals and who have registered their email address. To register your email, email Darrel Behymer, CPP.

One (1) copy of your proposal is required for submission to RurAL CAP. Proposals are encouraged from Minority and Female owned businesses.

RurAL CAP reserves the right to reject any and all bids and waive informalities in procedures.

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SECTION 1: GENERAL INFORMATION

The Rural Alaska Community Action Program (RurAL CAP) AmeriCorps Seniors Programs provides numerous opportunities for people 55 and over to stay active and engaged in their communities while providing vital services to schools, Head Starts, children, and home-bound adults across Alaska through its Elder Mentor and Senior Companion programs. These services allow people to live independently longer, provide invaluable companionship, support children in need of guidance, and provide an all-important sense of purpose to the older adults who call themselves AmeriCorps Seniors. The program currently has 81 volunteers serving in 31 different communities across Alaska. Volunteers serve a minimum of 5 hours per week and serve as mentors, culture bearers, companions to other older adults, and tutors. The program partners with local non-profits, government agencies, public health organizations, or schools to create volunteer placements.

**Opportunity:** The program is recruiting for both new host partnership and new volunteers. We are looking for a videographer who is able to travel to some of our sites, record videos of the volunteer serving, and create short videos that we can use as promotion. Additionally, we would like high quality photos of our volunteers serving in order to use them in flyers and advertisement.

The following proposal request will outline the project goals and detail the format you should submit your proposal. Please read the timeline carefully. In order for your proposal to be considered, your proposal must meet our deadlines included in the timeline on Page 2.

Preparation Costs & Fees

RurAL CAP shall not be responsible for bid preparation costs, nor for costs including attorney's fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked bidder and/or award of a contract and/or rejection of bids. By submitting a bid each bidder agrees to be bound in this respect and waives all claims to such costs and fees.

SECTION 2: RULES GOVERNING COMPETITION

2.1 Examination of Bids

Bidders are encouraged to thoroughly review the complete RFP package prior to preparing and submitting a response.

2.2 Confidentiality and Public Information

The content of all bids will be kept confidential. A letter will be released to each vendor who submitted their bid if it has been accepted or not after the review committee has completed.

2.3 Proposal Format

Bids are expected to be brief and specifically address the criteria listed under the scope of work.

2.4 Signature Requirements All bids must be signed.

2.5 Bid Submission

Bids shall be emailed to [dbehymmer@ruralcap.org](mailto:dbehymmer@ruralcap.org)

2.6 News Releases

News releases pertaining to any award that may result from the RFP shall not be made without prior written approval of the RurAL CAP CEO.

2.7 Disposition of Bids

All materials submitted in response to this RFP shall become the property of RurAL CAP.

2.8 Modifications/Withdrawal of Proposals

A respondent may withdraw a bid at any time prior to the final submission date by sending written notification of its withdrawal and signed by an agent authorized to represent the respondent. The respondent may thereafter submit a new or modified bid prior to the final submission date. Modifications offered on any other matter, oral or written, will not be considered. A final bid cannot be changed or withdrawn after the time designated for receipt except for modifications requested by RurAL CAP after the date of receipt.

2.9 Oral Change/ Interpretation

No oral change or interpretation of any provision contained in this RFP is valid.

2.10 Late Submissions

Bids received after the RFP deadline will not be considered.

2.11 Rejection of Proposals

RurAL CAP reserves the right to reject any or all bids if determined to be in the best interest of RurAL CAP.

2.12 Equal Employment Opportunity Reporting Requirements

The successful bidder may be required to execute and return EEO reporting forms if required.

2.13 License and Insurance Requirements

The successful bidder is required to provide, with the bid, a current Alaska Business License, Proof of Insurance and other required federal, state or local licenses if applicable. Please review attached Schedule A, this covers RurAL CAP's insurance requirements to consider while submitting your bid. Understanding, depending on your type, size of business and or does not have any employees or use for a vehicle to conduct work, it may not carry auto or workers comp, having general or professional liability will be acceptable.

## SECTION 3.0: SCOPE OF WORK

Create (film and edit) at least 4 videos that the program can use for recruitment and informing the public about the program. Videos will be roughly along these lines

- 1) Volunteer recruitment
- 2) Culture Bearer program in action
- 3) Host site recruitment and information
- 4) Program impacts

Videos will be short videos between 20 second – 5 minutes and will be used to showcase the program as well as recruit volunteers and new host sites

Capture at least 20 usable high-quality photos in the following categories

- Elder Mentor tutoring youth
- Culture Bearer mentoring youth
- Senior Companion with client

All videos must comply with AmeriCorps and RurAL CAP branding policies which will be provided to contractor.

Travel: This project will require the travel to 2-4 sites to capture our volunteers in action. Some of the travel may be to rural communities where the only lodging available is often at the school. Must be comfortable with travel to rural communities. Example sites included: Kodiak, Fairbanks, Mountain Village, New Stuyahok.

## SECTION 4.0: PROPOSAL AND SUBMISSION REQUIREMENTS

To achieve a uniform and expedited review process and ensure the maximum degree of comparability, it is required that the bids be organized in the manner specified. Bids shall be submitted as a PDF file.

### 4.1 Title Page

Show the bid name (RFP), bidder's name, company name if applicable, address, telephone number and date.

### 4.2 Proposed Cost, Fees and or Hourly Rates

Bids must be submitted services described under this scope of work. The email must clearly state the RFP name and company name.

### 4.3 Provide a copy of Certificate of Insurance and Business License.

SECTION 5.0: EVALUATION & SELECTION PROCESS

5.1 Criteria

The criteria that will be considered during evaluations, and the associated point values, are as follows:

Fees & Costs	60 points
Meeting the requirements of the RFP	5 points
Proven Experience	15 points
Link to your videography (short examples of work you do)	10 points
Minority and Women Owned Business	5 points
References	5 points
Total	100 Points

5.2 Evaluation Process

A committee of RurAL CAP staff will evaluate and rank all bids received prior to the deadline.

Oral interviews are not expected to be used in the selection of the successful bidder however, RurAL CAP reserves the right to interview the highest ranked bidder if deemed necessary.

5.3 Selection Process

The highest ranked bidder may be invited to enter final contract negotiations with RurAL CAP for the purposes of contract award. If an agreement cannot be reached, the second highest bidder

may be contacted for negotiations. RurAL CAP reserves the right to terminate negotiations with any bidder should it be in RurAL CAP's. RurAL CAP reserves the right to reject any and all bids submitted.

## **Appendix A**

### **Schedule A INSURANCE & INDEMNIFICATION**

CONTRACTOR shall comply with the provisions herein entitled, Schedule A Insurance & Indemnification. CONTRACTOR, at its sole cost, shall purchase and maintain the required insurance with coverages, endorsements, waivers, and limits as described therein.

All insurance shall be maintained continuously during the life of the Contract. CONTRACTOR shall furnish to Rural Alaska Community Action Program (RurAL CAP), certificates showing the type, amount, class of operation, effective dates, and dates of expiration of policies. Such evidence is to be provided by CONTRACTOR to RurAL CAP no less than ten (10) days prior to CONTRACTOR commencing work. It is understood and agreed that RurAL CAP shall be entitled to notification at least 30 days prior to the expiration of such policies. Failure by CONTRACTOR to maintain insurance coverage as agreed shall be a material breach of this Contract and will result in termination of this Contract. Certificates shall be addressed to: Rural Alaska Community Action Program (RurAL CAP).

RurAL CAP shall not be required to confirm that CONTRACTOR has provided evidence of coverage and/or renewals and no waiver by RurAL CAP of any of CONTRACTOR's obligations pursuant to this or any other provision of this Contract shall occur or be inferred or implied by any failure of RurAL CAP to insist upon strict performance of this or any other section of this Contract.

All insurance required to be maintained by CONTRACTOR shall be primary to any and all insurance (including self-insurance) obtained or maintained by, or otherwise available to RurAL CAP and all policies shall be endorsed accordingly. RurAL CAP's insurance shall not be called upon to contribute or participate with the CONTRACTOR's insurance on any basis.

Except for Worker's Compensation and Professional Liability, each and every insurance policy required of CONTRACTOR shall include an insurer's waiver of subrogation rights in favor of RurAL CAP. Each and every insurance policy required of CONTRACTOR shall be endorsed to name RurAL CAP as Additional Insured with respect to liability arising out of CONTRACTOR's operations and/or its services hereunder.

In the event the terms of the current Contract and this Schedule A conflict, the terms of the contract shall control.

#### **Insurance Type and Limit Requirements:**

- Workers Compensation for not less than \$ 500,000.00 per occurrence
- Commercial General Liability not less than \$ 1,000,000.00 per occurrence
- Automobile Liability Insurance not less than \$ 1,000,000.00 per occurrence for bodily injury and property damage