



## RFP for Videographer

### Alternatives' Peace Ambassador Participatory Action Research Project Promotional Video

#### I. Overview

This Request for Proposals (RFP) is issued by Alternatives Inc. The purpose of this RFP is to establish a contract with a qualified Videographer/film-maker to produce a short promotional video highlighting the findings from our Peace Ambassador Participatory Action Research Project regarding recommendations for Restorative Justice implementation within Homeless Youth Service Providers (HYSP) in Chicago.

For more detailed information, see the Scope of Work section below.

#### II. Organization Information:

Since 1971, Alternatives has pursued our mission of facilitating personal development, strengthening family relationships, and enhancing the community's well-being. Reaching thousands of young people and their families each year, our programs focus on leadership development, prevention of violence and substance abuse, academic enrichment, and counseling.

Alternative's team of (6) Peace Ambassadors is an asset-based approach develops the leadership potential within homeless youth and young adults who have often been treated as a burden, and empowers them to make their communities safer places. The program design is focused on the goal of reducing the risk of youth involvement in violence by building conflict resolution skills and employment experience, while also fostering a more supportive surrounding environment by (re)weaving social fabric, shifting the culture within facilities, and positioning young people as leaders. Peace ambassadors facilitate RJ through placements in community organizations, schools, and homeless-youth-serving agencies.

#### III. Project Description:

Participatory Action Research describes a process wherein the Peace Ambassadors collaborate and lead a process to identify and interview approximately 10 organizations/coalitions across the nation that are working to address homelessness through a restorative lens. Peace Ambassadors will also conduct interviews with staff and homeless youth within Ignite, La Casa Norte, and The Night Ministry to hear directly from young people about the specific needs in each of their residential living facilities in order to refine their findings and build out action plans. The findings and plans will be shared at the Youth Committee of the Chicago Coalition for the Homeless and 3+ additional events to be determined. In order to bring awareness to the findings of this PAR, the promotional video project will produce:



- 15-30 second trailer or teaser
- <4 min video production showcasing:
  - o individual and group reflections (Peace Ambassadors; interviewees; group exercises)
  - o restorative practices modeled
  - o key issues and solutions identified
  - o Peace Ambassadors contributions during the process

#### IV. Scope of Work:

In order to achieve the above, Alternatives seeks an experienced videographer to provide the following services:

- 1 initial phone call and an in person initial team meeting
- Draft of a storyboard for approval
- Plan and execute filming (approx 2-3 sessions) including
  - o Providing filming locations and setup recommendations,
  - o preparing any speakers,
- Edit footage
- Present at two (2) team feedback sessions facilitated near semi and final drafts of video
- Proactively manage communication and paperwork around consent forms

Not in scope:

- Final decision-making over content

Specific audiences and uses for these videos include:

- Current and former homeless youth
- Clients and staff within HYSPPs
- Foundations
- Policymakers
- Community organizations

#### V. Request for Proposal Process:

This RFP represents the opportunity to be involved in the promotion of Alternatives, Inc.'s Peace Ambassador's Participatory Action Research Project. The contract is not full-time, however it will last over a period of up to 2 months ending by May, 2020. Alternatives will negotiate a contractual agreement with the preferred consultant. By responding to the RFP the applicant understands that they will be fully responsible for meeting the requirements of the RFP and will ask and execute the necessary tasks to make sure that the project is successfully completed. Alternatives' management reserves the right to accept or reject, in whole or in part, any and all submissions/responses to this RFP. Note that the information in this RFP represents the vision of Alternatives' Peace Ambassador Participatory Action Research project at this time, and is subject to change as the project moves forward.



Questions: Participants may ask questions about the RFP by sending them in writing via email to the attention of Ana Mercado, Director of Restorative Justice, Alternatives Inc.

Confidentiality: All submissions will be treated as confidential between Alternatives and each participant. Alternatives will not disclose their contents to other participants or the general public. Alternatives reserves the right to discuss submissions with its consultants and related parties.

Contractual status: Alternatives is not bound to accept any RFP. Participants should be aware that no contractual relationship with Alternatives will arise upon submission to the RFP. All submissions become the property of Alternatives.

All applicants must submit the following information:

1. Name and # of employees.
2. Address
3. Short description of work history in producing promotional videos.
4. Description of video production services offered.
5. Two (2) video production references (including a description) for video projects of similar size/type that the videographer has produced.
6. Explanation and listing of all costs and fees applicant proposes to charge the organization for services.
7. If producing any other projects or otherwise working with any other non-profits in the Chicago area, please address any conflict of interest related to the other projects.
8. Two (2) samples of relevant videos produced by applicant.

#### **RFP SCHEDULE**

Offerers must submit one (1) copy of the proposal to:

Ana Mercado, Director of Restorative Justice

Amercado@alternativesyouth.org

4730 N. Sheridan Road

Chicago, IL 60640

Proposals must be received by Alternatives specified no later than 12:00 p.m., February 28, 2020.

This schedule of events represents Alternatives' best estimate of the schedule that will be followed for this RFP. If a component of this schedule such as the deadline for receipt of proposals is delayed, the rest of the schedule will be shifted by the same number of days.

The approximate RFP schedule is as follows:

- RFP issued: February 14, 2020
- Proposals due: February 28, 2020
- Review of Proposals: March 2, 2020
- Intent to Award Contract: March 3, 2020