

## **AWWOA Request for Quotation (RFQ) August 18, 2023**

### **Introduction:**

The AWWOA operates various programs and creates training and support materials for operators of water and wastewater systems.

The AWWOA wishes to engage the services of a firm to coordinate the re-development of the existing training video for the Level I Certification Preparation Course. The video is a combination of live action, still pictures, animation, and graphics covering all areas of water and wastewater at a high level. This video will be accessible from the AWWOA website for use by students enrolled in the Level I Certification Prep Course. This course is a staple of the AWWOA training curriculum and our main intent for this project is to provide a “refreshed looking” video that will serve the AWWOA for years to come.

The successful firm will have video script editing rights and will be required to add some new content to the script as needed to optimize the content and final product delivery.

A budget of \$25,000 has been established to cover the costs of coordinating and completing this work as per the deliverables below. The AWWOA has a separate budget of \$45,000 to cover the AWWOA preferred videographer that will be used for capturing the necessary video and complete the illustrations, animations, graphics, and video narration as required. If the firm wishes to provide their own videographer, please include a separate budget line item in your submission to cover that cost.

### **Description of Services**

#### **Deliverables**

- Meet with AWWOA representatives and videographer to review existing video and updated scripts for the new video. The video run time is predicted to be approx. 5 hours.
- Make any necessary updates and additions to the video script as needed and agreed to by AWWOA.
- Plan and schedule video needs and logistics with videographer including arrangements for onsite video shoots at various locations as needed for the video and coordinated by the firm.
- Oversee the completion and delivery of the required video to the satisfaction of the AWWOA.

#### **Items provided by AWWOA:**

- A copy of the existing video.
- A copy of the video script (from existing video including a detailed story board).
- Initial startup meeting in conjunction with AWWOA’s videographer.
- Access to the AWWOA representative/ lead for this project. Subject matter expert (SME)

#### **Firm Requirements:**

- Quotations will only be accepted from firms located within Alberta that can illustrate experience in coordinating similar work or conducting video production.
- Special consideration will be given to any firm that has experience in developing videos within the Water and Wastewater industry.
- The firm must be able to commit the necessary resources from planning to production to complete the video including coordinating the required access to facilities/ systems for filming.
- The firm must possess commercial liability insurance with 2 million dollars coverage and be able to provide a letter from their insurance agent stating as such.

---

**Pre-qualification Respondent Submissions:**

The proponents shall submit the following in order to be considered for this assignment:

- Corporate information and background.
- Key personnel who would be assigned to this project.
- Typical methodology used for this type of assignment.
- Firm's opinion on whether the budget is sufficient for the deliverables described.

**Suggested Timelines for delivery:**

- Meet with AWWOA representatives in early September to provide logistics and timelines.
- Coordinate necessary video shoots onsite throughout the fall months.
- Perform video review and editing with videographer in late October.
- Finalize video and deliver to AWWOA by end of November, 2023. This timeline may be adjusted upon agreement by both parties.

**RFQ Submissions:**

Interested firms please contact Dan Rites, AWWOA Executive Director at: [drites@awwoa.ca](mailto:drites@awwoa.ca) for a copy of the video, scripts and for any questions related to this RFQ.

Please submit your quotation to provide all the services noted above in one lump sum.

Should the firm prefer to use their own videographer to complete the video shooting, graphics and animations within the video, please provide a separate quotation for that portion of the work.

Please submit by 2:00pm August 31, 2023 to: [connect@awwoa.ca](mailto:connect@awwoa.ca)

Or by mail to:

Alberta Water & Wastewater Operators Association  
11318 – 119 Street Edmonton, Alberta T5G 2X4

AWWOA appreciates all submissions received and would like to thank you for your interest in this project.