

COLORADO MOUNTAIN COLLEGE



Request for Qualifications Number #451-09

RFQ 451-09 Marketing and Promotional Video

Due:

January 7, 2010 at 4:00 pm Mountain Time

Submit to:

Steve Boyd
Purchasing and Contracts Manager
831 Grand Avenue
Glenwood Springs, CO 81601
sboyd@coloradomtn.edu

COLORADO MOUNTAIN COLLEGE
REQUEST FOR PROPOSAL #451-09
MARKETING AND PROMOTIONAL VIDEO

I. INTRODUCTION

Colorado Mountain College (CMC) is a two-year public college established in 1967, and includes three residential campuses, four commuter campuses and offers classes online. The Colorado Mountain College District covers all or part of thirteen counties in Colorado, encompassing 12,000 square miles.

The college is currently seeking to enter a contractual relationship for assistance in the production of a high quality DVD that conveys our history and culture to be used as a recruitment and communication tool. This video will likely be approximately 10 minutes or so in length with an introduction from the college President. We envision having several short video segments featuring a handful of current employees and possibly other stakeholders expressing their college experience. CMC is already in possession of substantial video footage from individual campus locations that may be utilized by the selected vendor. Our goal is to capture the college mission, vision and values in a professional, innovative and entertaining package. Production may start as early as mid-January 2010 and the resulting product should be completed by the end of April 2010.

At this point we are asking qualified and interested parties to submit their qualifications for review by our selection committee. Please include samples of your work on similar projects, a resume from the project manager(s) that you expect to work on this project, a range of expected college expenditure, at least three references from recently completed work that is related in scope and anything else that demonstrates your firm's capabilities. Upon review of the qualified submittals, CMC may elect to enter contract negotiations with a particular vendor or invite a short list to interview. The selected vendor does not need to have a local presence, though college selection committees may afford additional consideration to local vendors at the committee's discretion.

Please submit your package to the college Purchasing Manager:

Steve Boyd
Purchasing and Contracts Manager
831 Grand Avenue
Glenwood Springs, CO 81601

Electronic submittals are preferred, to sboyd@coloradomtn.edu. All information available in this RFQ will be posted at our website, www.coloradomtn.edu/purchasing in the "Bids/RFP's, RFI's, RFQ's" section. Please refer to that site for answers to any questions. If you do not find an answer to your question please submit your response based on the information available. Thank you for your interest in this project and your efforts on behalf of the college.

II. TIMELINE

CMC reserves the right to modify this timeline at any time. Should the due date for proposals be changed, all prospective proposers shall be notified.

REQUISITION STEP	DATE	TIME
ISSUE DATE	12-13-2009	
MANDATORY PRE-PROPOSAL MEETING	N/A	
DEADLINE FOR QUESTIONS AND CLARIFICATIONS	N/A	
ADDENDUM RELEASED WITH ANSWERS TO SUBMITTED QUESTIONS	N/A	
PROPOSAL DUE DATE	01-07-2010	4:00 PM
SELECTION COMMITTEE MEETING (SUBJECT TO CHANGE)	TBD	
TARGET DATE OF CONTRACT TENTATIVE AWARD	TBD	