

# *Summit County Board of Elections*

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[www.summitcountyboe.gov](http://www.summitcountyboe.gov)

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**William D. Rich**  
*Chairman*

**Joseph P. Masich**  
*Director*  
**Paula A. Sauter**  
*Deputy Director*

## **REQUEST FOR QUOTE:**

### **PEO TRAINING VIDEO**

#### **Summary:**

**Issued By:** Summit County Board of Elections

**Subject:** The production and editing of an educational video to be split into approximately 9 parts with an online testing supplement that will be used as a training tool for future booth workers.

**Issue Date:** 7/7/2020

**Due Date:** Monday, July 20, 2020 by 4:00 P.M

<b>Contacts:</b>	Joseph P. Masich	Paula A. Sauter
	Director	Deputy Director
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#### **BACKGROUND**

The Summit County Board of Elections (the “Board”) conducts all official elections held in Summit County which has approximately 365,000 voters as of June 25, 2020. Each voter is assigned to one of 420 precincts throughout the county based on their registration address.

The Board trains approximately 2,000 booth workers every election. These booth workers are trained in various skills required to get the job done on Election Day including, but not limited to checking in voters, assigning the voter the correct ballot, provisional voting, etc. Training for booth workers begins about 2 months prior to the date of the election.

## **VENDOR REQUIREMENTS**

- The Vendor will professionally shoot and edit a series of approximately 9 short videos with quiz integration for booth worker training.
  - Making use of a 3<sup>rd</sup> party Learning Management System (or something similar) is acceptable but the name and pricing for said 3<sup>rd</sup> party software or cloud-based system must be included in your quote.
- The videos must be able to be hosted on an undetermined website.
- All video, sound, work product or otherwise, created for this project becomes the property of the Summit County Board of Elections.
- The Vendor will provide all equipment needed for the filming and editing of said videos including but not limited to cameras, audio equipment, lighting, computers, teleprompters and cables associated with such and will also provide the crews necessary to run said equipment.
- The Vendor will be responsible for the creation of animations and graphics used in the video which will be mutually decided upon with the Board.
- The Board will have final say over the final cut of all videos.
- The Vendor must submit all employees who will be working on the project to a state background check and provide proof of the background checks to the Board prior to the beginning of the project.
- The Vendor will get licensing for any stock music used in the final edit and that price will be included in the quote.
- The Vendor and the Board will mutually decide on who will be providing acting/ narration/voice over work. In the event an actor/actress is decided upon, the Vendor will include the cost of a hired actor/actress in the quote for said work.
- The Vendor will make itself available for future shooting and edits when new laws and/or directives are handed down to the Board that require us to make changes or additions to the videos created. If the Vendor is unable to accommodate, they will hand over all data and files associated with the project to the Board so they may pursue a new vendor to update the project.

## **VIDEO REQUIREMENTS**

- The Vendor will create approximately nine separate 3-10 minute videos detailing different aspects of being a booth worker, each with a quiz at the end.
  - The quiz must be completed with the correct answers before being allowed to move on to the next video.
- The videos will be a mixture of live action, animation, graphics and the screen mirroring of our electronic poll books.

## **DELIVERY**

The final video will be made available online for the Board to review. Once accepted, the video will be hosted on a mutually agreed upon online platform whether it be a Learning Management System, YouTube, or some similar site.

## **BOARD RESPONSIBILITIES**

- The Board will provide the script for all videos.

- The Board will provide all questions for the online quizzes.
- The Board will provide staff to act in videos as needed.
- The Board will provide the shot list for the videos.
- The Board will provide rough storyboards for the general idea of how each video will flow.
- The Board will provide all election related equipment necessary for the shoot.
- The Board will provide the shooting location of 500 Grant St. in Akron. (Our early voting center)

## **REQUIRED BID DOCUMENTS**

1. **Cover Letter**: A cover letter that includes a brief description of the firm, including: history, number of years in business, type(s) of service(s) provided, and legal status of Bidder's organization (i.e., corporation, partnership, sole proprietor, etc.).
2. **Summary**: A summary of the Bidder's prior experience that describes the adequacy of staff, equipment, and past performance of the organization relevant to this project. Additionally, such summary shall answer, at minimum, the following questions:
  - a. How will the quiz sections be integrated into the videos?
  - b. How can we verify each booth worker has successfully completed the online training?
  - c. If vendor intends to use 3<sup>rd</sup> party companies for any aspect of this project, has vendor worked with them successfully before?
  - d. Have you successfully created a training video for anyone else?
  - e. What is your estimated timeframe for this project from start to completion?
3. **Current IRS W-9 Form**: Bidder shall provide its current IRS W-9 Form.

**METHOD OF SUBMITTING QUOTES**: Quotes shall be delivered in a sealed envelope/package to the following address by the deadline listed on the cover page of these quote specifications:

*Summit County Board of Elections  
Attn: Director Joseph P. Masich and Deputy Director Paula A. Sauter  
470 Grant Street  
Akron, Ohio 44311*

Hand-delivered quotes may be delivered ONLY between the hours of 8:00 A.M. and 4:30 P.M., Mondays through Fridays, excluding holidays observed by the Board. Bidders assume the risk of the method of delivery chosen. The Board assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual quote receipt. Late quotes will not be considered nor will additional time be granted to any bidder. Quotes may not be delivered via facsimile transmission or other telecommunication or electronic means.

**DISCREPANCIES AND ADDENDA:** Should a bidder find any discrepancy in or omission from these specifications, the bidder shall at once notify the Board employees listed above. The Board reserves the right to issue addenda to the RFQ at any time. However, if an addendum is issued less than 72 hours prior to the quote deadline, the deadline will be modified accordingly. Addenda will be posted on the Board's website and e-mailed to any potential bidders that have requested the receive such information for the RFQ. If you would like to have addenda e-mailed to you for this RFQ, please contact, Brian Williams at [bwilliams@summitcountyboe.gov](mailto:bwilliams@summitcountyboe.gov).

**WITHDRAWAL OF QUOTES:** Bidders may withdraw a quote that has been submitted at any time up to the quote deadline via either a written request or e-mail to the RFQ contact.

### **OTHER INFORMATION**

1. The Summit County Board of Elections reserves the right to any corrections, adjustments or changes to this Request for Quote at any time. Please check [www.summitcountyboe.gov](http://www.summitcountyboe.gov) for any updates to this RFQ.
2. RFQs are valid for a period of ninety (90) days after the deadline.
3. Records requests on RFQs or information on any RFQs submitted will NOT be fulfilled until after a Vendor has been chosen and an agreement has been negotiated.
4. Vendor may NOT make any changes, adjustments or corrections to an RFQ once a deadline has passed unless the Board expressly permits the Vendor to do so.
5. Failure to meet all of the requirements of the RFQ may result in disqualification.
6. Quotes will be opened at 9 A.M. on the July 21st, 2020. No decision will be made until the July 28th, 2020 at a public meeting.
7. The Vendor that is awarded this quote will be notified by e-mail or phone call. Once the winner has been notified all other Bidders who did not win the job will be notified by email.

**Quotes are due by Monday, July 20, 2020 at 4:00 PM.**

**ACKNOWLEDGEMENT OF AND AGREEMENT TO ADHERE TO BID  
SPECIFICATIONS**

By signing below and returning this Acknowledgement, I agree that I am submitting a bid to provide the enumerated products and services in accordance with the above bid specifications, terms, and conditions and that I can provide the same. I further acknowledge that neither this acknowledgement nor the request for bids constitutes the Summit County Board of Elections (SCBOE) awarding me the contract. The awarding of this contract shall be announced after the SCBOE has reviewed all bids.

In the event that I am awarded this contract, I further agree that I will supply the products and services in conformance with my bid herein.

The products and services for which I am submitting a bid, and for which the SCBE may award a contract, relate to only all non-UOCAVA absentee ballots for the November 3, 2020 General Election.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name