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Tr'ondëk Hwëch'in

## Request for Proposals (RPF)

Hän Language Video Project, Phase 2

Tr'ondëk Hwëch'in is requesting proposals to create short instructional videos and an introductory video on the Hän Language.

The deadline for proposals is Friday, May 3<sup>rd</sup>, 2017

Complete proposals should be sent by email to Georgette McLeod, Hän Language Administrator: [georgette.mcleod@trondek.ca](mailto:georgette.mcleod@trondek.ca) with 'Hän Language Video Project, Phase 2' in the subject line.

Qualifying proposals will be evaluated by Tr'ondëk Hwëch'in Heritage Committee based on a combination of methodology, qualifications, experience, and price. Tr'ondëk Hwëch'in reserves the right not to accept the lowest price on any proposal submitted.

### **Background**

For countless generations this land has been home to the Tr'ondëk Hwëch'in. The Tr'ondëk Hwëch'in are a Yukon First Nation based in Dawson City, Yukon. Tr'ondëk Hwëch'in's ancestral language is the Hän language.

The Hän language has rapidly declined since the early 20<sup>th</sup> century, and intergenerational language transmission has ceased. The Hän language is now a critically endangered language spoken mainly in two communities: Eagle, Alaska and Dawson City, Yukon. There are only a few fluent speakers left in both communities, all of them elderly. There are two dialects of the Hän language – Eagle and Dawson (Tr'ondëk) dialect, however there are some slight variations of the dialects between speakers in the two communities.

The Tr'ondëk Hwëch'in Government has made it a priority to revitalize the Hän language in the community and school. The Hän language is actively taught at Robert Service School in Kindergarten to Grade 8, with progression to have the Hän language taught from Kindergarten to Grade 12. The Hän language is also taught to Tr'ondëk Hwëch'in staff, citizens, and preschoolers.

The aim of this project is to expand the online language resources to continue work in intensive language documentation and revitalization of the Hän Language.

### **Project Description**

The Hän Language Administrator is responsible for undertaking the documentation of the Hän language and developing programs and activities that will encourage community members to participate in the use of the Hän language. The Hän Language Administrator coordinates a variety of programs including language workshops and classes, translation services, and place names work. The Hän Language Administrator is seeking to further create new educational materials and resources aimed at increasing the visibility and use of the Hän language.



Tr'ondëk Hwëch'in is requesting proposals for producing quality instructional videos and an introductory video of the Hän language to add to the Tr'ondëk Hwëch'in and Tr'ëhudè websites. The videos will be used as a communication and educational tool to learn more about the Hän Language and aims to further enhance the exposure of the Hän Language for the community and school.

Tr'ondëk Hwëch'in wants to take a team-based approach and will want to hire a Producer/Supervisor and/or an Editor to work on the video project, therefore proposals are being accepted for either both positions and the entire job, or just the position of Editor.

The instructional videos and introductory videos should include, but are not limited to, the following elements:

- Utilizing the existing paper edit, instructional script grid, video and audio footage, photographs, and paper files for the editing phase and completion of the video project;
- Demonstrating completion of various phases of editing including assembly, rough cuts, fine cut, as well as laying in of subtitled translations of Hän language;
- Completion of mastering, duplication, and distribution of the videos;
- The instructional videos will be 15 – 90 seconds in length and the introductory video will be between 3 – 5 minutes in length and of suitable quality for TV, web, and social media distribution.

The Producer/Supervisor will be required to complete a variety of duties including, but are not limited to:

- Review and supervise picture editing for picture, titles, graphics, credits;
- Review sound editing and provide feedback for adjustments;
- Establish a schedule throughout the editing to completion;
- Organizing test screenings for Hän Language Administrator, Heritage Committee, or Elders through each process of editing, such as assembly, rough cut, fine cut, and web segments;
- Working with TH citizen trainee and Heritage staff, obtain permissions for any photographs, copyrighted archival images, and/or music;
- Media management at completion of project with Editor to ensure two back-up drives have organized files;
- Organization and delivery of files to Heritage Department for archiving.

The Editor will be required to complete a variety of duties including, but are not limited to:

- Review the paper edit, instructional script grid, video and audio footage, photographs and paper files for the editing process;
- Meet and correspond with the Hän Language Administrator and Producer/Supervisor as early as possible to discuss a work plan with time lines and deliverables;
- Provide regular updates throughout the editing process to the Hän Language Administrator and the Producer/Supervisor;
- Picture, sound, music edit with colour correction and credits, utilizing the existing paper edit, instructional script grid, video and audio footage, photographs, and paper files;
- For instructional videos, laying in of subtitled translations of Hän language;
- Conform and export project;
- Clearly label the masters and back-ups for storage, archives, and possible future use;
- Mentor a TH citizen to learn about the editing process for the duration of the project;
- Write a final report of the editing process with recommendations for any future access and/or use.



The editor will be expected to provide own editing software and/or equipment to complete all elements of the video project, including but not limited to, graphics, sound effects, voicing, music, coding, and sourcing and obtaining permission for any copyrighted archival images or music. However, Tr'ondëk Hwëch'in would like to purchase and own an editing software and/or equipment that is separate from the proposal price, therefore a quote may be included with the proposal that identifies the editing software and/or equipment to be used, along with any additional computer related tools or plug-ins.

The Hän Language Video Project, Phase 2 will begin on May 8<sup>th</sup>, 2017. After receipt and approval of deliverables by the Hän Language Administrator, Phase 2 is anticipated to end on or before July 7<sup>th</sup>, 2017.

### **Price**

There is a price ceiling of \$18,000, inclusive of GST and all associated expenses such as travel or incidentals. Provide a detailed cost breakdown, including hourly rates for all professional services.

### **Important Dates**

Proposal Deadline: April 28<sup>th</sup>, 2017

Selection by: May 3<sup>rd</sup>, 2017

Project start date: May 8<sup>th</sup>, 2017

Project end date: July 7<sup>th</sup>, 2017

### **Deliverables**

The Producer/Supervisor and/or Editor will deliver by July 7<sup>th</sup>, 2017, or earlier if possible, instructional videos, 15 – 90 seconds in length, and an introductory video, 3 – 5 minutes in length, and be of suitable quality for immediate launch to TV, web, and social media distribution.

Proposals are welcome to incorporate additional video products created during the editing of the main video footage as additional deliverables.

### **Proposal Requirements**

- Summary of your background, resources, and relevant experience with a minimum of 2 references
- A minimum of 2 samples (or links to samples) of past work, preferably of similar scope
- Proposed work plan and schedule for the video project, including final product ideas, project stages, and milestones.
- Proposed budget and breakdown of fees (GST inclusive)
- Identification of team members or subcontractors involved in the project
- Take into consideration any supplementary materials created or collected during editing
- Contact information: name, company, title, email address, phone, and mailing address
- Optional: provide a quote for an editing software program or suite

After the successful proposal is selected, the contractor must provide proof of:

- Current business license
- Current credentials
- General liability insurance
- Letter of good standing from Worker's Compensation Board Yukon



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- Failure to meet the above requirements within five (5) business days may result in loss of contract.

## **Selection Criteria**

Proposals will be evaluated by the following criteria:

### 30 points – Qualifications and Experience

- Demonstrated experience in video development, production, and post-production for diverse regional and international audiences
- Demonstrated experience working in the Yukon film industry
- Demonstrated experience working with community-led groups and initiatives
- Demonstrated experience working in a team environment or with subcontractors

### 20 points – Planning

- Ability to coordinate resources, equipment, and staffing required for production and post-production in remote locations
- Methods for mitigating risks and threats to the production schedule
- Realistic and achievable timeline

### 15 points – Concept

- Understanding of the video project with the context of the Hän Language program in Tr'ondëk Hwëch'in

### 10 points – Price

- Clear and cost-effective

### 10 points – Creative process and originality

- Demonstrated ability to capture the Hän language story and context

### 15 points – Preference points (see Appendix A form)

## **Proposal Submissions**

Send complete proposals by email only to [georgette.mcleod@trondek.ca](mailto:georgette.mcleod@trondek.ca)



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## Appendix A: Preference Points

Please highlight or circle the preference points that apply to your business. (TH = Tr'ondëk Hwëch'in citizen.) Only one category of preference points may be chosen. Submit this signed form with your proposal.

100% TH-owned business – any location (Partnership 51%+ TH ownership, Sole Proprietor, etc)	15 pts
Partially TH-owned business – any location (Partnership 50/50% TH/non-TH ownership)	10 pts
Non-TH-owned business based in Dawson City	10 pts
Corporations claim 3 pts per TH equity holder to a maximum of	15 pts

Declaration: I pledge all information on the Preference Points form is true, and any discrepancies can void my proposed bid.

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Signature

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Signature

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