

Lesser Slave Watershed Council

Request for Proposals for: Development of Watershed Infographics and Video



RFP issue Date: November 1, 2020
RFP Closing Date: December 15, 2020
Phone: (780) 523 9800

Submit RFP's via Email to: coordinator@lswc.ca

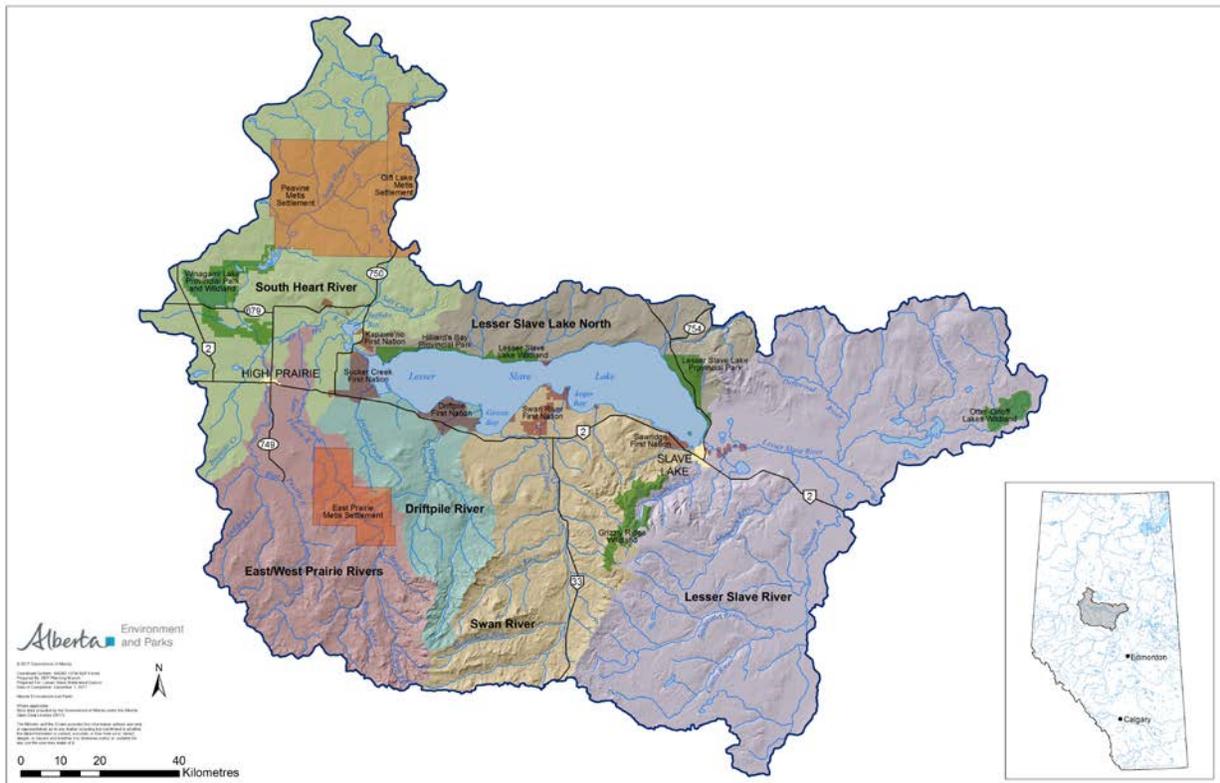
Request for Proposals

Development of Watershed Graphics and Informational Video

Introduction

The Lesser Slave Watershed Council (LSWC) is the Watershed Planning and Advisory Council (WPAC) for the Lesser Slave Watershed. The LSWC strives to educate people of all ages about our watershed, how our activities impact our water resources, and promote stewardship through knowledge.

Map of the Lesser Slave Watershed



Purpose

The LSWC is inviting proposals from qualified individuals or consultants to develop a series of watershed graphics and animated video to be used as tools to increase watershed literacy of people in our region. The LSWC invites proposals so that we may evaluate the style of designers and costs associated with the proposed work.

Scope of work

- Production of high quality graphically designed elements and infographics;
- Creation of an animated video in a similar style to the graphics.

3	<p>Non-glacier fed, boreal watershed diagram with overlaid land use graphics. Eg. Agriculture, Oil & Gas, Forestry and associated impacts. Watershed shapefile will be provided.</p>	
4	<p>Value of health watersheds</p>	

Video

Objective

Develop a concise animated video in the same style as the infographics, describing interactions & activities in the watershed and cumulative effects on Lesser Slave Lake. End all with shared stewardship messages about what “we” can do.

Style - Animated

Script - Developed with LSWC staff, approved before video development

Project Timeline

Proposals must be submitted no later than: **December 15, 2020**

Proposals will be evaluated thereafter and the supplier chosen in **January 2021**.

Within your proposal you will include a timeline of expected activity. The LSWC would like to have all designs completed and ready for public sharing no later than **April 30, 2021**.

Proposal Content

Proposals should contain the following:

- Your company's qualifications, credentials and bios of core team
- An outline of proposed work, methodology, and schedule for this project that address the requirements set out for the Deliverables and Timelines.
- A discussion about risks and how they will be managed to ensure that requirements are met.
- Brief narrative to describe how you would approach the project
- Portfolio demonstrating similar experience
- Provide estimated costs for the contract for completing each deliverable.
- Cost proposals including:
 - Hourly rates for design & consultation processes
 - Cost proposal and timeline for full colour designs including visuals and infographics.

Criteria for selection

The LSWC will evaluate each proposal and may contact the top proposals for follow-up questions, and/or virtual meetings.

The LSWC will select the contractor based on the following criteria:

- Experience of the company
- Technical expertise and flexibility to accommodate quick turnarounds
- Quality of portfolio / past work
- Cost proposal

How to apply

Proposals are to be submitted by e-mail to coordinator@lswc.ca and meghanpayne@lswc.ca with "Graphic Design Services" in the subject line no later than 4:30pm on December 15, 2020.

Ownership of Proposal and Freedom of Information

All documents submitted to the LSWC become the property of the LSWC, and shall be subject to the disclosure provisions of the Freedom of Information and Protection of Privacy Act.

RFP Submission Deadline:

A complete copy of the proponent's proposal must be submitted by December 15, 2020 at 4:30 p.m. MST.

For further details about the request for proposals, please contact Alyssa Belanger, Watershed Coordinator coordinator@lswc.ca or call our office at 780-523-9800