

# Delaware County Workforce Development Board



**Request for Proposals  
Video Production Services  
Raise awareness of Workforce Development Services among  
job seekers**

**Work must be completed by June 30, 2021**

Proposals Due: April 23, 2021

RFP Release Date: April 13, 2021

The Delaware County Workforce Development Board is an equal opportunity employer.

Auxiliary aids and service are available upon request to persons with disabilities.

## General Information

The Delaware County Workforce Development Board (DCWDB) is the entity designated by the Delaware County Council to provide staff support and act as the administrative entity and the fiscal agent for the operation of the Workforce Innovation and Opportunities Act (WIOA) Programs in the Delaware County Workforce Development Area (WDA). The DCWDB is a business, education, and community board that is empowered to lead workforce development in Delaware County.

It is the mission of the DCWDB to serve as the local entity, responsible for the strategic planning and promotion of an effective workforce development system in Delaware County that responds to regional labor market needs.

## Statement of Purpose

The DCWDB is issuing this Request for Proposals (RFP) to identify an individual or organization to produce a brief video educating the public and job seekers about workforce development services.

## Contract Award & Funding Available

Please be advised that the level of funding available will not exceed \$25,000. The project must be completed by June 30, 2021.

The proposals submitted in response to this solicitation is not a legally binding document. However, the contents of the proposal of the successful bidder will become contractual obligations and failure to accept these obligations in a contractual agreement may result in the cancellation of the award.

## Procurement Timeline:

- Public Notice April 13, 2021
- Release RFP on website April 13, 2021
- Proposals Due April 23, 2021 at 5pm
- Expected Date for Notification of Award April 28, 2021
- End Date for Contract June 30, 2021

## Submission of Proposals

Proposals will only be accepted by email and must be received no later than 5:00 p.m. EST on April 23, 2021. Proposal must be emailed to Kate McGeever [mcgeeverk@co.delaware.pa.us](mailto:mcgeeverk@co.delaware.pa.us) with a subject line of "Job Seeker Video."

Proposals received after this time and date will not be considered for review. Timely receipt of the proposals is the sole responsibility of the proposer.

## Overview: Job Seeker Video

The DCWDB seeks production services to create a 5-8-minute video to raise awareness among the public, especially job seekers, about the workforce development service.

## Eligible Applicants

Eligible applicants must be in good standing with the federal government, must not be debarred, and must have proof of insurance.

Any governmental, nonprofit or private-for-profit organization(s) may apply.

## Proposal

1. Name and contact information of production company with resume and/or bio. Include name, contact information of any key crew, if any, with resume and/or bio.
2. Three professional references.
3. Detailed budget breakdown
4. Detailed draft schedule for production. Use "Day 1, Day 2..." rather than specific calendar dates. Work must be completed by June 30, 2021.
5. Brief description of concept content (500 words or less).
6. 1-3 media samples or a reel; total content should not exceed twenty minutes.

## General Policies

- The DCWDB is not liable for any cost associated with responding to this RFP and will not authorize such costs as part of the contract with the selected organization.
- The DCWDB reserves the right to accept or reject any or all proposals received and to cancel or reissue this RFP in part or its entirety.
- The DCWDB reserves the right to award a contract for any items/services solicited via this RFP in any quantity the DCWDB determines is in its best interest.
- The DCWDB reserves the right to correct any error(s) and/or make changes to this solicitation as it deems necessary.
- The DCWDB reserves the right to negotiate the final terms of any and all contracts or agreements with proposers selected and any such terms negotiated as a result of this RFP may be renegotiated and/or amended in order to successfully meet the needs of the workforce area.
- The DCWDB reserves the right to contact any individual, agency, employer, or grantees listed in the proposal; to contact others who may have experience and/or knowledge of the proposer's relevant performance and/or qualifications; and to request additional information from any and all proposers.
- The DCWDB reserves the right to conduct an on-site review of records, systems, procedures, including credit and criminal background checks, etc. of any entity selected for funding. This may occur either before or after the award of a contract or agreement. Misrepresentation of the proposer's ability to perform as stated in the proposal may result in cancellation of any contract or agreement awarded.
- The DCWDB reserves the right to withdraw or reduce the amount of an award or to cancel any contract or agreement resulting from this procurement if adequate funding is not received from the U.S. Department of Labor via the Pennsylvania Department of Labor & Industry or other funding sources or due to legislative changes.
- Proposers shall not under penalty of law offer or provide any gratuities, favors, or anything of monetary value to any officer, member, employee, or agent of the DCWDB for the purpose of having an influencing effect toward their own proposal or any other proposal submitted hereunder.
- No employee, officer, or agent of the DCWDB shall participate in the selection, award, or administration of a contract supported by WIOA funds if a conflict of interest, or potential conflict, would be involved.
- Proposers shall not engage in any activity that will restrict or eliminate competition. Violation of this provision may cause a proposer's bid to be rejected. This does not preclude partnerships or subcontracts.
- All proposals submitted must be an original work product of the proposers. The copying, paraphrasing, or otherwise using substantial portions of the work product from other entities and submitted hereunder as original work of the proposer is not permitted. Failure to adhere to this instruction may cause the proposal to be disqualified and rejected.

- The contents of a successful proposal may become a contractual obligation if selected for award of a contract. Failure of the proposer to accept this obligation may result in cancellation of the award. No plea of error or mistake shall be available to the successful proposer as a basis for release of proposed services at the stated price/cost. Any damages accruing to the DCWDB as a result of a proposer's failure to contract may be recovered from the proposer.
- A contract with the selected proposer may be withheld at the DCWDB's sole discretion if issues of contract, questions of Federal or State regulatory non-compliance, or questioned/disallowed costs exist until such issues are satisfactorily resolved. The DCWDB may withdraw award of a contract if the resolution is not satisfactory to the Board.
- The respondent assures that WIOA funded services, activities and agreements will comply fully with the provisions of WIOA, Section 188, Nondiscrimination and Equal Opportunity regulations (29 CFR Part 38), Title VI of the Civil Rights Act of 1964, The Americans with Disabilities Act of 1990, The Age Discrimination Act of 1975, Section 504 of the Rehabilitation Act of 1973 and Title IX of the Education Amendments of 1972.