

Request for Quote – 2021 Virtual Summer Program Series

MELSA Contact: Kathleen James, kathleen@melsa.org

Background:

Metropolitan Library Service Agency (MELSA) is a regional public library system facilitating collaborative programming across the 8 public library systems in the 7-county Twin Cities metro area: Anoka County Library, Carver County Library, Dakota County Library, Hennepin County Library, Ramsey County Library, Saint Paul Public Library, Scott County Library and Washington County Library. Through a combination of local and regional programming the metro public libraries make available a wide range of programs available to support continued learning and reading during out of school time. This project seeks to create a virtual summer program series representing a variety of artforms that will engage young audiences fatigued by screen time.

Project Description:

Create a unique 20 to 30-minute recorded arts or cultural heritage program, for family audiences with children from preschool to grade 6. Your program should be newly created for the MELSA summer video series, but the creation of all new material is not required. MELSA would lease sole rights to post recorded programs by the eight metro public library systems from June 1-August 31, 2021.

Project Deliverables:

- 20 to 30-minute recorded program created for the MELSA summer video series.
- Adherence to 2021 Virtual Summer Program Series Guidelines.
- High production value to attract and retain audience attention. This would include, but is not limited to, the quality of the: video, audio, lighting, set, etc.
- Lease from June 1 through August 31.
- Meet accessibility requirements: Closed captioning included or SRT file ready to post is required; American Sign Language interpretation is strongly preferred.
- Inclusion of MELSA provided funding acknowledgments.

Project Timeline:

- March 31, 2021 Deadline to submit a response.
- April 9, 2021 Respondents notified of committee decision by this date.
- May 10, 2021 Video deadline 1: Early review.
- May 14, 2021 Requested changes submitted to vendors.
- May 24, 2021 Video deadline 2: Final program files received by MELSA.
- June 30, 2021 Payment issued to vendor by this date.

Quote Submission Requirements:

Contact Information: Name, Address, Phone, Email
Program Concept: A brief written description of program
Samples: Link(s) to other virtual programming available online
Quote: Flat rate for all deliverables

Submit by 5:00 pm CST on March 31, 2021 to [Kathleen@melsa.org](mailto:kathleen@melsa.org)