

**STATE OF IOWA**  
**IOWA DEPARTMENT OF EDUCATION**  
**INFORMAL COMPETITIVE BID POSTING**

Procurement Title: Choose Iowa Culinary Videos

Procurement Reference #: ED-CS070-01

Description of Bid Opportunity (Scope of Work):

The Iowa Department is seeking Proposals from qualified Vendors to assist with the production and editing of seventeen (17) 10-minute Choose Iowa Culinary videos. Filming will occur between June 1-August 1, 2021, and all final videos will be submitted no later than December 31, 2021.

The videos will demonstrate culinary techniques and how to prepare 12 standardized recipes. The videos will be used by school nutrition directors during staff training to enhance culinary skills and introduce the recipes.

A chef on staff will be featured in the videos, purchase ingredients, prepare food items, coordinate culinary venue rental, etc. Travel will be required.

Vendor Proposals should include all expenses related to the work, including personnel, travel expenses (travel expenses will be limited to State of Iowa rates), professional video equipment, production, and editing. A sample of previous work shall also be submitted.

Proposals will be evaluated and a recommendation will be made using the following criteria, which are listed in no particular order:

- Experience with production of culinary videos, preferred experience with child nutrition training videos.
- A minimum of 3 years of experience using professional recording equipment.
- Experience with video editing software.
- Ability to work with chef on video production and edits.
- Willing to travel to southwest Iowa for multiple days that may not be consecutive.
- Ability to work within the set timeline
- Sample of previous work submitted

Proposals submitted should include the Vendor's Cost Proposal and sufficient information regarding the Vendor's ability to perform the services as identified in the Scope of Work. The Vendor should also include references with its Proposal.

From the issue date of this Informal Bid until announcement of the successful bidder, Vendors may contact **ONLY** the Issuing Officer. The Issuing Officer will only respond to questions regarding the procurement process. Vendors shall be disqualified if they contact any State employee other than the Issuing Officer.

All information submitted by a Vendor may be treated as public record, unless the Vendor properly requests that the information be treated as confidential in accordance with the public records laws of the State of Iowa (Iowa Code Chapter 22) at the time the Proposal is submitted.

The costs of preparation and delivery of the Proposal are solely the responsibility of the Vendor.

Proposals must be received by the close of business day on: March 31, 2021

1. Projected timeframe of awarded contracted: From June 1, 2021 to December 31, 2021

Any questions for clarification should be in writing to the Issuing Officer listed below and responses will be provided to all who have contacted the Issuing Officer with regards to this bid opportunity.

First and Last Name of the Issuing Officer for this Procurement:

First Name: Sara Last Name: Gillen

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Phone Number of the Issuing Officer for this Procurement: (515) 281-3002

Email Address of the Issuing Officer for this Procurement: sara.gillen@iowa.gov

**The Iowa Department of Education reserves the right to:**

- **Reject any and/or all Proposals, in whole or in part;**
- **Advertise for new Proposals;**
- **Abandon the need for such services; and/or**
- **Cancel this Informal Competitive Bid at any time prior to the execution of the written contract.**