



REQUEST FOR PROPOSALS FOR FELLOWS INDUCTION GALA VIDEO PRODUCTION

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About the [Wisconsin Academy](#)

The Wisconsin Academy of Sciences, Arts & Letters creates opportunities for people to connect, learn, and collaborate to improve life in Wisconsin. The Wisconsin Academy showcases contemporary Wisconsin art at the James Watrous Gallery, examines science and culture in Wisconsin People & Ideas magazine, and explores pathways to a sustainable future through its Climate and Energy Initiative. The Academy Courses and public talks provide opportunities to learn and explore, while making connections with curious and creative people across Wisconsin. The Academy recognizes excellence through the annual Fiction & Poetry Awards and **Fellows Awards for leadership in and across disciplines**. We also support the Wisconsin Poet Laureate and many other endeavors that help the Academy create a better world by connecting Wisconsin people and ideas.

Fellows Induction Gala Overview

Event Name: Wisconsin Academy's 2024 Fellows Induction Gala

Event Location: Promega's Kornberg Center, 5430 E Cheryl Pkwy, Fitchburg, WI 53711

Event Date: Monday, September 16, 2024 from 4:30PM to 9:00PM

On Monday, September 16, 2024 the [Wisconsin Academy of Sciences, Arts & Letters](#) ("The Academy") will hold its signature bi-annual event, the 2024 Fellows Induction Gala at Promega's Kornberg Center, in Fitchburg, Wisconsin. The 2024 class of Fellows will be the 29th inducted since the Academy created this distinction in 1982.

The Academy's 2024 Fellows Induction Gala, celebrates the creativity and achievements of sixteen outstanding Wisconsinites whose careers have demonstrated remarkable achievement in or across the sciences, arts, and letters, which has improved the wellbeing of the people of our state. The Fellows Induction Ceremony and Gala will bring together some of Wisconsin's brightest minds, from across the state to mingle, eat, drink, get to know and celebrate the new Fellows. Two **brief videos (approximately 15 minutes each) honoring the new Fellows** will be presented.

Through this request for proposals ("RFP"), The Academy seeks comprehensive proposals from individuals or companies to provide video production services for the 2024 Fellows Induction Gala videos honoring the work of the following 16 honored inductees.

The 2024 Class of Fellows includes activist and educator Dr. Howard Fuller; artist, writer, and curator Michelle Grabner; journalist and producer Steve Paulson; artist and educator Faisal



Abdu'Allah; poet, novelist, and playwright Amy Quan Barry; writer, artist, and activist Anne Basting; geographer, inventor, and professor Dr. Brady Foust; hydrogeologist and mentor Dr. Kenneth Bradbury; transplant surgery educator, activist, and provider Dr. Anthony D'Alessandro; Haudenosaunee beader and educator Karen Ann Hoffman; Ho-Chunk leader, Judge JoAnn F. Jones; geographer and writer Dr. Mrill Ingram; playwright, actor, and director Marie Kohler; interviewer and media personality Anne Strainchamps; artist, author, and geneticist and cell biologist Dr. Ahna Skop; and nonprofit leader and environmental advocate David Ullrich.

Background: Scope of Services

1. The video producer/editor will collect all necessary footage, images, interviews, voice-over recordings, and other materials necessary to create 2 compelling 16-minute features, each highlighting the careers and impact of 8 inductees (@ 2-minutes each).
2. Track expenses and work with Academy staff to align with the video production budget (This needs to be done without travel, or keeping travel expenses to a minimum).
3. Create scripts, storyboards, titles, graphics, filming schedules and editing plan.
4. Responsible for supervising any writers, camera people, voice-over actors, etc.
5. In coordination with the Academy, contact each of the 2024 Inductees to schedule interviews.
6. Supervise all filming, editing, reviews and final Academy approvals of 2 videos.

Other Potential Videos Projects for the Wisconsin Academy

The Wisconsin Academy has one other upcoming project that is on a smaller scale. If the applicant would be interested in supporting other projects, please indicate in your proposal. These event is detailed below.

Wisconsin Academy Fundraising Campaign Video

Length: 1-minute
Deadline: July, 2025

Instructions

All communications regarding this RFP should be directed to:
Madison Buening, External Relations Coordinator
mbuening@wisconsinacademy.org
(608) 733-6633 ext. 22



Timeline (subject to change)

Event	Date
RFP Issue Date	May 14, 2024
Questions about RFP due	May 17, 2024
Final Proposals Due	May 24, 2024
Finalist Notified	May 31, 2024
Finalist Interviews	June 10-14, 2024
Decision Communicated to Finalists	June 20, 2024

RFP Inquiries

In the event that modifications to this RFP occurs, all applicants will be notified by the Academy via email. If any information written in the RFP is unclear, applicants are responsible in asking for clarification by May 17, 2024.

All answers will be shared with applicants by May 20. Final submissions due by May 24

Proposal Preparation Costs

Applicants will be solely responsible for all costs incurred in the preparation and presentation of their proposal.

Proposal Requirements

Any applicant submitting a proposal must prepare a clear, concise and comprehensive proposal on letterhead and bear the signature, name and title of the individual or business. Each proposal must address the proposal elements provided below and specify the fee to be charged by the Video Producer.

Proposal Submission

Applicants shall submit an electronic version in PDF format to Madison Buening at mbuening@wisconsinacademy no later than May 24. Please do not mail hardcopies of proposals. Failure to submit a proposal by the deadline may result in disqualification of applicant.

Evaluation Criteria

The Video Producer will be chosen based on the proposals that best meet the requirements of the Wisconsin Academy. The factors used in evaluating submissions included but are not limited to:

- Ability to meet the requirements and perform the scope of services over the given time span.
- Relevant expertise, reliability, experience and previous work history.
- Cost of total services or hourly rates
- References
- Cultural competency, including the ability to devise and execute a plan to promote an inclusive environment for communities across Wisconsin including rural and urban.

Proposal Elements

Project Schedule (subject to change)

Date	Item
June – July 2024	Contact Fellows, film and collect all necessary footage and materials
July – August 2024	Write, edit, record voice overs and produce first versions of both films
August – September 10 th 2024	Review final versions and confirm approvals from by the Academy and all 16 Fellows.
September 12 th 2024	Delivery of footage & final videos

Background: Budgeting and Contracting

Video Producer is responsible for adhering to the event budget set by The Academy. Any request to go above the set budget, must be reviewed and approved by The Academy.

All contracts and MOU's will be signed and maintained by The Academy. The Video Producer will be responsible for sending final filming schedules, copy write requests/approvals, and requests for release signatures to all Fellows, voice-over actors, etc.

The Wisconsin Academy is responsible for paying all contract fees and deposits required and will maintain financial documentation.



Pricing Information

Submitters must include a proposal for a total fee for services, including requested payment schedule. This may include a flat fee depending on factors to be specified or to be determined on some other basis.

The Video Producer will be required to routinely communicate on hours worked versus expected workload to stay within budget. Unless otherwise specified, travel, lodging and all other out-of-pocket expenses will be assumed to be included in the stated fees of the submitter.

Conditions of Submission of Proposal

- The Academy may reject any and all responses or withdraw or republish this RFP.
- The Academy may negotiate the terms of a contractor with one or more bidder.
- The Academy may revise scope of work needed and will communicate any requests with the Video Producer.

Bid Confidentiality

The Academy will use its best efforts to keep bid materials submitted confidential and will not be shared with any external partners or contractors.