



**Procurement Division**  
Public Services Building  
2051 Kaen Road  
Oregon City, OR 97045  
(503) 742-5444 (Office)

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**REQUEST FOR QUOTES (RFQ) #2018-118**

Issue Date: November 20, 2018

Project Name:	On Call Videographer Services		
Quote Due Date/Time:	December 13, 2018, 2:00 PM		
Procurement Analyst:	Tralee Thorn	Phone:	503-742-5453
		Email:	tthorn@clackamas.us

**SUBMIT QUOTES VIA EMAIL TO [PROCUREMENT@CLACKAMAS.US](mailto:PROCUREMENT@CLACKAMAS.US)  
OR MAIL/HAND DELIVERY TO THE ABOVE ADDRESS**

**PLEASE NOTE: EMAIL SUBMISSIONS SHOULD HAVE  
“ON CALL VIDEOGRAPHER SERVICES” IN THE SUBJECT LINE**

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**1. ANNOUNCEMENT AND SPECIAL INFORMATION**

Quoters are required to read, understand, and comply with all information contained within this Request for Quotes (“RFQ”). All quotes are binding upon Quoter for sixty (60) days from the Quote Due Date/Time. Quotes received after the Quote Due Date/Time may not be considered. If authorized in the RFQ and resulting contract, travel and other expense reimbursement will only be reimbursed in accordance with the Clackamas County Travel Reimbursement Policy in effect at the time the expense is incurred. The Policy may be found at [www.clackamas.us/bids/terms.html](http://www.clackamas.us/bids/terms.html).

It will be the responsibility of potential Quoters to refer daily to the Bids and Contract Information Page ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) to check for any available addenda, response to clarifying questions, cancellations or other information pertaining to this RFQ.

All questions regarding this RFQ are to be directed to the Procurement Analyst named above. Quoters may not communicate with County employees or representatives about the RFQ during the procurement process until the Procurement office has notified Quoters of the selected Quoter. Communication in violation of this restriction may result in rejection of a Quoter.

**2. SCOPE**

The purpose of this RFQ is to contract with an experienced vendor to provide on call videographer services to produce videos for Clackamas County Public and Government Affairs (PGA)’s “ClackCo TV channel that address their mission to promote communication, cooperation and strong connections between County government and its citizens, the business community and other government agencies.

The selected vendor will work with the Public and Government Affairs Department’s ClackCo TV channel to produce videos that help achieve the mission by increasing public awareness. They will produce videos about county services, programs, activities, community life, history of the region and cover public meetings. We strive to make our content informative and interesting for a variety of audiences between our cable channel and digital medial platforms.

PGA is requesting quotes from professional videographers, voiceover artists, animators and on-air talent to produce videos for #ClackCo TV digital media platforms.

Scope of services includes all phases of video production. Script and project development, camera and audio equipment operation, interviewing, editing, animation, on-air hosting, and voiceover.

It is the intent of the County to award to multiple vendors.  
Individual contracts are not to exceed \$45,000.00 annually.

**Key Dates:**

The term of the contract will commence January 1, 2019 and continue through June 30, 2022

**Experience/Qualifications:**

- Experience with non-linear professional editing equipment, including knowledge of: Adobe Premiere, Photoshop and After Effects software.
- Strong camera work, lighting and audio skills required.
- Independent project management abilities and scriptwriting are essential.

**The following items are included and incorporated within this RFQ:**

- Attachment A- Clackamas County Personal Services Contract Rates for Clackamas County Government Channel (CCGC)
- Attachment B- #ClackCo TV, Producer Guidelines

**3. Sample Contract**

Submission of a Quote in response to this RFQ indicates Quoter’s willingness to enter into a contract containing substantially the same terms of the below referenced contract, which can be found at: <http://www.clackamas.us/bids/terms.html>, with the below indicated requirements. No action or response to the sample contract is required under this RFQ. The applicable sample contract is the:

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- Article I, Paragraph 4 – Travel and Other Expense is Authorized
- Article II, Paragraph 28 – Confidentiality
- Article II, Paragraph 29 – Criminal Background Check Requirements
- Article II, Paragraph 30 – Key Persons
- Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

**4. Quote**

Quotes should be short and concise with the following information:

- A. Provide examples of field production work, including use of professional camera, audio, and lighting equipment and scriptwriting experience. If any of the sample work was produced with a team, specify the role conducted in the video.
- B. Provide examples of video project management from concept to completion, including coordination and scriptwriting.
- C. Detail your experience with non-linear professional editing equipment, including knowledge of Adobe Premiere, Photoshop and After Effects software.
- D. References;
- E. Clackamas County Certifications Form; and

- F. Any additional information that Clackamas County should take into consideration for the project or qualifications.

**5. Evaluation**

Quotes will be evaluated based on subjective factors including, but not limited to: Qualifications, experience of consultant (s) performing services, staff experience, cost and values of services offered, and references.

**CLACKAMAS COUNTY CERTIFICATIONS**  
**RFQ #2018-118 On Call Videographer Services**

Each Quoter must read, complete and submit a copy of this Clackamas County Certification with their Quote. Failure to do so may result in rejection of Quote. By signature on this Certification the undersigned certifies that they are authorized to act on behalf of the Quoter and that under penalty of perjury the undersigned will comply with the following:

**SECTION I. OREGON TAX LAWS**

As required in ORS 279B.110(2)(3), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Quoter is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 320.005 to 320.150 and 403.200 to 403.250 and ORS chapters 118, 314, 316, 317, 318, 321, 323, and elderly rental assistance program under ORS 310.630 to 310.706, and local taxes administered by the Department of Revenue under ORS 305.620, all as applicable. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Quoter to 28% backup withholding.

**SECTION II. NON-DISCRIMINATION**

The undersigned hereby certifies that the Quoter has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, national origin, or any other protected class. Nor has Quoter or will Quoter discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emergency small business that is certified under ORS 200.055.

**SECTION III. CONFLICT OF INTEREST**

The undersigned hereby certifies that no elected official, officer, agency or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFQ, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its Commissioners, officers, agents, or employees had induced Quoter to submit this Quote. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a quote for the same material, and is in all respects fair and without collusion or fraud.

**SECTION IV. COMPLIANCE WITH SOLICITATION**

The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFQ (including any attachments); and
2. Are an authorized representative of the Quoter, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Quote or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFQ and Quote; and
4. Will use recyclable products to the maximum extend economically feasible in the performance of the contract work set forth in this RFQ.

Firm Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_

Email: \_\_\_\_\_ OR CCB # (if applicable): \_\_\_\_\_

Business Designation (check one):

Corporation  Partnership  Sole Proprietorship  Non-Profit  Limited Liability Company

Resident Quoter, as defined in ORS 279A.120

Non-Resident Quote. Resident State: \_\_\_\_\_

Oregon Business Registry Number: \_\_\_\_\_

## CLACKAMAS COUNTY INSTRUCTIONS TO QUOTERS

Quotes are subject to the applicable provisions and requirements of the Clackamas County Local Contract Review Board Rule C-047-0270 (Intermediate Procurements) and Oregon Revised Statutes.

### QUOTE PREPARATION

1. **QUOTE FORMAT:** Quotes must be submitted as indicated in the RFQ.
2. **CONFORMANCE TO RFQ REQUIREMENTS:** Quotes must conform to the requirements of the RFQ. Unless otherwise specified, all items quoted are to be new, unused and not remanufactured in any way. Any requested attachments must be submitted with the quote and in the required format. Quote prices must be for the unit indicated on the quote. Failure to comply with all requirements may result in quote rejection.
3. **ADDENDA:** Only documents issued as addenda by Clackamas County serve to change the RFQ in any way. No other directions received by the Quoter, written or verbal, serve to change the RFQ document. NOTE: IF YOU HAVE RECEIVED A COPY OF THE RFQ, YOU SHOULD CONSULT THE CLACKAMAS COUNTY BIDS AND CONTRACT INFORMATION WEBSITE ([www.clackamas.us/bids/index.html](http://www.clackamas.us/bids/index.html)) TO ENSURE THAT YOU HAVE NOT MISSED ANY ADDENDA OR ANNOUNCEMENTS. QUOTERS ARE NOT REQUIRED TO RETURN ADDENDUMS WITH THEIR QUOTE. HOWEVER, QUOTERS ARE RESPONSIBLE TO MAKE THEMSELVES AWARE OF, OBTAIN AND INCORPORATE ANY CHANGES MADE IN ANY ADDENDA ISSUED, AND TO INCORPORATE ANY CHANGES MADE BY ADDENDUM INTO THEIR FINAL QUOTE. FAILURE TO DO SO MAY, IN EFFECT, MAKE THE QUOTER'S QUOTE NON-RESPONSIVE, WHICH MAY CAUSE THE QUOTE TO BE REJECTED.
4. **USE of BRAND or TRADE NAMES:** Any brand or trade names used by Clackamas County in the specifications are for the purpose of describing and establishing the standard of quality, performance and characteristics desired and are not intended to limit or restrict competition. Quoters may submit quotes for substantially equivalent products to those designated unless the RFQ provides that a specific brand is necessary because of compatibility requirements, etc. All such brand substitutions shall be subject to approval by Clackamas County.
5. **PRODUCT IDENTIFICATION:** Quoters must clearly identify all products quoted. Brand name and model or number must be shown. Clackamas County reserves the right to reject any quote when the product information submitted with the quote is incomplete.
6. **FOB DESTINATION:** Unless specifically allowed in the RFQ, ***QUOTE PRICE MUST BE F.O.B. DESTINATION with all transportation and handling charges included in the Quote.***
7. **DELIVERY:** Delivery time must be shown in number of calendar days after receipt of purchase order.
8. **EXCEPTIONS:** Any deviation from quote specifications, or the form of sample contract referenced in this RFQ, may result in quote rejection at County's sole discretion.
9. **SIGNATURE ON QUOTE:** Quotes must be signed by an authorized representative of the Quoter. Signature on a quote certifies that the quote is made without connection with any person, firm or corporation making a quote for the same goods and/or services and is in all respects fair and without collusion or fraud. Signature on a quote also certifies that the Quoter has read and fully understands all quote specifications, and the sample contract referenced in this RFQ (including insurance requirements). No consideration will be given to any claim resulting from quoting without comprehending all requirements of the RFQ.
10. **QUOTE MODIFICATION:** Quotes, once submitted, may be modified in writing before the time and date set for quote closing. Any modifications should be signed by an authorized representative, and state that the new document supersedes or modifies the prior quote. Quoters may not modify quotes after quote closing time.
11. **QUOTE WITHDRAWALS:** Quotes may be withdrawn by request in writing signed by an authorized representative and received by Clackamas County prior to the Quote Due Date/Time. Quotes may also be withdrawn in person before the Quote Due Date/Time upon presentation of appropriate identification.

12. **QUOTE SUBMISSION:** Quotes may be submitted by returning to Clackamas County Procurement Division in the location designated in the introduction of the RFQ; however, no oral or telephone quotes will be accepted. Envelopes, or e-mails containing Quotes should contain the RFQ Number and RFQ Title.

#### **QUOTE EVALUATION AND AWARD**

1. **PRIOR ACCEPTANCE OF DEFECTIVE PROPOSALS:** Due to limited resources, Clackamas County generally will not completely review or analyze quotes which fail to comply with the requirements of the RFQ or which clearly are not the best quotes, nor will Clackamas County generally investigate the references or qualifications of those who submit such quotes. Therefore, neither the return of a quote, nor acknowledgment that the selection is complete shall operate as a representation by Clackamas County that an unsuccessful quote was complete, sufficient, or lawful in any respect.
2. **DELIVERY:** Significant delays in delivery may be considered in determining award if early delivery is required.
3. **CASH DISCOUNTS:** Cash discounts will not be considered for award purposes unless stated in the RFQ.
4. **PAYMENT:** Quotes which require payment in less than 30 days after receipt of invoice or delivery of goods, whichever is later, may be rejected.
5. **INVESTIGATION OF REFERENCES:** Clackamas County reserves the right to investigate references and or the past performance of any Quoter with respect to its successful performance of similar services, compliance with specifications and contractual obligations, and its lawful payment of suppliers, sub-contractors, and workers. Clackamas County may postpone the award or execution of the contract after the announcement of the apparent successful Quoter in order to complete its investigation. Clackamas County reserves the right to reject any quote or to reject all quotes at any time prior to Clackamas County's execution of a contract if it is determined to be in the best interest of Clackamas County to do so.
6. **METHOD OF AWARD:** Clackamas County reserves the right to make the award by item, groups of items or entire quote, whichever is in the best interest of Clackamas County.
7. **QUOTE REJECTION:** Clackamas County reserves the right to reject any and all quotes.
8. **QUOTE RESULTS:** Quoters who submit a quote will be notified of the RFQ results. Awarded quote files are public records and available for review by submitting a public records request or by appointment.

**ATTACHMENT A  
CLACKAMAS COUNTY PERSONAL SERVICES CONTRACT  
RATES FOR CLACKAMAS COUNTY GOVERNMENT CHANNEL (CCGC)**

<b>PAY RATES (beginning July 1, 2018):</b>		
<b>RATE</b>	<b>TITLE</b>	<b>DESCRIPTION</b>
\$28.00 / Hour	Training	Receiving training from staff.
\$32.00 / Hour	Producer	Script and project development. Operating camera/ audio equipment, interviewing, technical services, post-production, and training as an instructor.
\$40.00 / Hour	Lead Producer	Same duties as Producer but managing a crew of 3 or more.
	Hosting Talent	Hosting live or recorded production.
	Professional Voiceover Talent	Providing professional voiceover for an edited production.
	DSB Auditorium Director	Operating switcher in the Development Services Building auditorium and recording meetings for future playback.
\$125.00 / First two hours*	BCC Hearing Room Audio Technician	Operating audio mixer during live meetings in the Board of County Commissioners Hearing Room. Creating DVD copies and assisting Director as needed.
\$150.00 / First two hours*	BCC Hearing Room Director	Operating switcher and directing during live meetings in the Board of County Commissioners Hearing Room. Creating files for channel and website playback. Adding completed meetings to schedule.
*Producer standard rate (\$32.00) after first two (2) hours.		

ALL RATES ARE SUBJECT TO PRIOR DISCUSSION AND APPROVAL BY CCGC.

Time is charged in quarter hour increments. All shoots guarantee a two hour minimum. If a shoot is cancelled with less than 24-hour notice, the producer will be paid two hours at the assigned rate for time lost.

Mileage is paid:

- At current Federal rate.
- From CCGC office to shoot location.

CCGC staff reserves the right to:

- Negotiate flat fees on a per project basis.
- Reassign projects as needed.
- Amend contracts as needed.

*~See "Producers' Guide and Responsibilities" for polices and procedure information~*

# Attachment B

# #ClackCo



## Producer Guidelines





# Welcome to #ClackCo TV!

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#ClackCo TV is the video production unit of the Department of Public & Government Affairs (PGA). PGA's mission is to promote communication, cooperation and strong connections between county government and its residents, the business community and other government agencies to provide information to respond to key issues and increase awareness of opportunities and resources.

Our productions help achieve that mission by increasing public awareness and participation through multiple channels. We strive to make our content informative and interesting for a variety of audiences and platforms.

The purpose of this document is to provide producers a better understanding of operations and general project workflows.

This will help Clackamas County create a consistent, high quality standard for video content on all Clackamas County media platforms.

If you have questions about the policies, procedures, and best practices found in this document, please direct them to:

Garrett Teague  
503-742-5904  
gteague@clackamas.us

Ritch Marvin  
503-742-5905  
ritchmar@clackamas.us

Hours of Operation:  
Monday-Thursday  
7 a.m. - 6 p.m.

## Mission

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- Provide information to the community about county services, programs, activities, community life, the history of the region, public meetings, and other government events.
- Promote Clackamas County livability.
- Produce content that is entertaining, informative, and relevant to our audiences.
- Support Clackamas County's goals and objectives.

## Audiences

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### Primary

Clackamas County residents, business, and customers of all demographics.

### Secondary

Members of the media, elected officials, county employees, business leaders, local not-for-profits, Oregonians, Americans and tourists.

## Distribution

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#ClackCo TV productions are distributed and shared through multiple outlets and products from Public and Government Affairs. Distribution is determined on a project by project basis.

### Video Platforms

#### Cable Channel

[clackamas.us/cable/streaming.html](http://clackamas.us/cable/streaming.html)

#### YouTube

[youtube.com/user/ClackamasCounty](http://youtube.com/user/ClackamasCounty)

#### Vimeo

[vimeo.com/channels/ccgc](http://vimeo.com/channels/ccgc)

### Social Media

#### Facebook

[facebook.com/clackamascounty](http://facebook.com/clackamascounty)

#### Twitter

[twitter.com/clackamascounty](http://twitter.com/clackamascounty)

#### Nextdoor

[nextdoor.com/clackamascounty](http://nextdoor.com/clackamascounty)

### Other Products

#### #ClackCo Quarterly

Quarterly print newsletter sent to every mailbox in the county. Also available online.  
[clackamas.us/pgs/clackco.html](http://clackamas.us/pgs/clackco.html)

#### #ClackCo Monthly

Monthly email newsletter sent to subscription list via constant contact.  
[clackamas.us/constantcontact.html](http://clackamas.us/constantcontact.html)

# Content

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## Government Meetings and Events

Live and taped coverage of Board of County Commissioners (BCC) meetings, Land Use hearings, Town Halls, or other hearing and events.

## Profiles of Departments, Initiatives and Programs

Overviews of departments or divisions that focus on what they do, how they benefit residents, and where to find more information.

## Promos and Advertisements

Videos promoting upcoming services or events.

## How to Videos

Information on how to use county services.

## Campaigns

Dedicated department campaigns on particular issues or topics.

## Readerboard

Digital display that plays between programming on the cable channel. Displays text and video information about county programs, meetings, local events, jobs and more.

## Documentaries

In-depth stories on unique historic or current topics throughout the county.

# Series

## Made in Clackamas County

Series of segments that feature the production process of different businesses in the county to demonstrate the diversity and vitality of the business climate in Clackamas County.

## Explore Clackamas County

Highlights the unique recreational activities, landmarks, and more that makes Clackamas County a great place to live, work, play, and visit.

## Horsing Around Clackamas County

A series that highlights the horse community lifestyle, recreational activities, events, and more in Clackamas County

## Meet the Experts

Individual employees talking about their job and why they love what they do.

## Training

Once under contract, we will arrange for up to four hours of training on our equipment as needed.

You may check out a field camera for an additional eight hours to gain familiarity with operation. However these additional hours cannot be billed.

## Badges

County Identification badges will be issued to each you upon signed contract. It is your responsibility to keep all equipment and offices secure at all times.

If your ID badge is lost, immediately report this to PGA staff.

## Conduct and Attire

### When on assignment you:

- Are representing Clackamas County and shall conduct yourself accordingly.
- Shall make every effort to be on time and professional when dealing with clients.
- Shall dress appropriately for the event and location.

Producers found to be soliciting services, acting unprofessionally, or conducting yourself in ways that are offensive or reflect negatively on Clackamas County will be subject for contract termination.

## Project Assignment

We will contact you to determine your interest and availability to complete a project.

Upon acceptance of assignment, you will receive a production form that includes an agreed upon budget and deadline for the project. This is your authority to complete work for the county.

CCGC staff reserves the right to:

- Negotiate flat fees on a per project basis
- Reassign projects as needed
- Amend contracts as needed

## Communications

Once assigned to a production you will make necessary contacts with the requesting department or clients required for project to coordinate/schedule the production.

Producers are required to copy PGA staff on all communications with the requesting department/clients and/or any communications regarding the project.

If communications are verbal, the producers is required to inform PGA staff of updates via e-mail.

## Budget

You are required to inform PGA when revisions and change request will cause the project to go over budget. Any overage of the budgeted amount must have prior approval from PGA staff.

The total paid by Clackamas County will not exceed the budgeted amount without approval.

## Reserving Equipment

Equipment can be used on a 24-hour, seven day a week basis and reservations are first come, first served.

You must notify staff of reservations and estimated time the equipment will be checked out to ensure there are no conflicts with our producers.

Staff reserves the right to cancel reservations and you cannot checkout equipment overnight unless specifically authorized by staff.

You are responsible for notifying staff of your reservation, returning equipment in the conditions in which it is checked out and promptly reporting any problems with the equipment to staff.

Work with the Technical Engineer if you need special configurations for camera equipment or lenses

### **Do not:**

- Remove equipment from PGA offices unless authorize by staff
- Remove any equipment from editing suites
- Place damaged gear in equipment room without notifying staff
- Use equipment for anything other than county-approved projects

## Personal Camera Use

Producers are welcome to utilize their own equipment; however, the county is not liable for your personal camera equipment and we do not compensate for that use.

The product of the work must meet or exceed the quality standards of the technical engineer.

Use of equipment for anything other than county-approved projects will result in immediate contract termination.

## Transferring Video Files

- All raw video shot for a county-assigned project is the property of Clackamas County. You are responsible for uploading all raw video from the SD cards to our video archives after each shoot.
- For footage transfer utilize our FTP or bring it to us on an PC compatible hard drive
  - Mac users: a hard drive formatted to “ExFat” will work on both system.

After transfer, review your footage and delete any useless video clips such as unintentional recordings, test shots, or otherwise unusable video.

## Editing

### Sequence Settings

- Create your sequence in the native format of your footage when possible. Contact the Technical Engineer for any questions regarding sequence settings.

### Export Settings for Final HD file

- CODEC=h.264 (mp4)
- 1920x1080
- Framerate=59.94
- Variable Bit Rate (VBR)
  - 12Mbps target,
  - 15Mbps Max
- Audio=AAC, 48khz, 192kbps

If editing in Adobe Premiere you can get the settings template from the Technical Engineer



## Review and Approval

We use Wipster (<http://www.wipster.io>) for our video review platform and to transfer completed files.

You will be invited to the program via staff and will submit drafts via your folder.

County staff will be sent a link to review and provide comments on video. Production Coordinator will then discuss requested changes with you.

## Invoicing

We appreciate the valuable job producers do for Clackamas County and we want to make sure you get paid in a timely manner.

Time is charged in quarter hour increments for actual hours worked shooting, editing, script writing or meeting time.

### To expedite processing, invoices must:

- Be submitted once a month.
- Only include work done in the previous month
- Be organized by hours and mileage per project.
- Use the same project title that is listed on the Production Form.

If this criteria is not met, the invoice will be sent back to the producer for correction which may cause a delay in payment.

Per contract, we have 30 days to pay out completed invoices. Staff cannot guarantee when your check will arrive within the 30-day window.

Email invoices to:  
Garrett Teague  
[gteague@clackamas.us](mailto:gteague@clackamas.us)

CC:  
Caren Anderson  
[canderson3@clackamas.us](mailto:canderson3@clackamas.us)

# Producer Pay Rates

## **\$28.00/hr Training**

Receiving training from staff.

## **\$32.00/hr Producer**

Script and project development. Operating camera/ audio equipment, interviewing, technical services, post-production, and training as an instructor.

## **\$40.00/hr Lead Producer**

Same duties as Producer but managing a crew of 3 or more.

## **\$40.00/hr Hosting Talent**

Hosting live or recorded production.

## **\$40.00/hr Voiceover Talent**

Providing professional voiceover for an edited production.

## **\$40.00/hr DSB Auditorium Director**

Operating switcher in the Development Services Building auditorium and recording meetings for future playback.

## **\$125.00 / First two hours\***

### **BCC Hearing Room Audio Technician**

Operating audio mixer during live meetings in the Board of County Commissioners Hearing Room. Creating DVD copies and assisting Director as needed.

## **\$150.00 / First two hours\***

### **BCC Hearing Room Director**

Operating switcher during live meetings in the Board of County Commissioners Hearing Room. Creating files for channel and website playback. Adding completed meetings to schedule.

\*Producer standard rate (\$32.00) after first two (2) hours.

# Mileage

- Will be paid at the current Federal rate
- Is paid from county offices to the shoot location
- Is not paid for editing purposes, equipment pick-up or drop-off, coming into the office for voiceover, script writing, program scheduling or staff meetings.