

## **Request for Quotation**

### **Digital Storytelling Podcast Production**

Tourism Vancouver Island is inviting quotations from qualified creative individuals to design and develop a podcast that honours indigenous voices and promotes responsible tourism on Vancouver Island.

**The accompanying Terms of Reference may be utilized in strictest confidence as reference materials to assist in preparing your quotation.**

#### **Assumptions & Agreements**

- The contract will be for the production of a podcast to be launched no later than February 1, 2023.

#### **Administration Process**

In order to effectively review the proposals and fairly select a vendor, the following process will be utilized:

- The responses to any questions by the proponents will be communicated to all proponents of this RFQ.
- Proposals will be delivered to TVI no later than 4:00pm on April 1, 2022 . Quotations received after this time will not be considered for this project.
- Proponents of this RFQ will be advised of the selection of a vendor no later than Tuesday, April 15, 2021.
- A contract for services will be negotiated with the successful vendor immediately following the selection process.

#### **Selection Criteria**

The contract for this project will be awarded based on several criteria of which effective use of budget is only one. Following are the criteria that will be considered in relation to the selection of a vendor:

- Proponent qualifications;
- Ability of the individual to complete this work;
- Close working relationship with First Nations and Indigenous stakeholders;
- Proposed price of providing the services required; and
- References

#### **Technical Requirements**

The technical requirements of this project are outlined in the Terms of Reference. Proponents will provide detailed information on their ability to successfully complete all requirements outlined in the Terms of Reference.

**Additional Information**

Proponents may wish to add any other additional information that they believe will provide support for their quotation.

**Quotation Requirements**

- Proposed approach for accomplishing this project;
- Qualifications and experience;
- Timelines/schedule including milestones;
- Budget, including costs or fee schedules for project areas identified. If there are areas that the proponent is not able to set firm prices on, this must be clearly noted in the quotation; and
- Proposed payment terms.

**Confidentiality**

All documents, information and materials belonging to Tourism Vancouver Island, which are obtained by the consultant for use in carrying out the project work, will be treated as confidential and will not be used or disclosed to any third parties for any purposes other than for the work to be done by the consultant. All materials, working papers, documents, reports, ideas, concepts, working knowledge, or techniques created or developed in performing the work to be done by the consultant or its employees, jointly by the consultant or its employees and Tourism Vancouver Island personnel, shall be the property of Tourism Vancouver Island.

Please submit one copy of your proposal, no later than 4:00 pm Monday, April 1, 2022 via e-mail to:

Kyla Egan  
Rural and Remote Development  
Tourism Vancouver Island  
kyla@tourismvi.ca

**Terms Of Reference**

Tourism Vancouver Island (TVI) is a not-for-profit destination management and stewardship organization. As one of five such regional organizations across the province, TVI's mission is to support Vancouver Island's evolution into a globally preferred travel and getaway destination.

## **Scope of Services**

Tourism Vancouver Island wishes to produce five podcast episodes that tell the story of our destination through Indigenous voices. In particular, the objectives of this podcast are to increase mindful travel in the region, as well as promote and support the Indigenous tourism industry. The podcast will be used to create a unique and immersive destination experience for visitors, and will be accompanied by interpretive signage designed and developed by Tourism Vancouver Island.

The podcast episodes will be hosted on a platform which Tourism Vancouver Island deems most appropriate. All podcast episodes will be owned by Tourism Vancouver Island.

The services required include:

- Storyboarding of each podcast episode;
- Responsible for coordinating and conducting interviews with local Indigenous stakeholders;
- Recording and production of the podcast;
- Provide subsequent revisions and editing;
- Conduct media interviews to promote the podcast