



**VENTURA COUNTY COMMUNITY COLLEGE DISTRICT**

**REQUEST FOR PROPOSALS  
(RFP) # 715  
Filmography Services**

**Issued: June 25, 2025**

**Responses due: 4:00 p.m. Tuesday, July 15, 2025**

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## **1.NOTICE INVITING BIDS**

The Governing Board of the Ventura County Community College District will receive responses for **RFP 715, Filmography Services for Ventura County Community College District**, in accordance with submission requirements, copies of which may be obtained in PDF format at

[https://purchasing.vcccd.edu/bids-and-agreements?qt-bids\\_and\\_agreements=0#qt-bids\\_and\\_agreements](https://purchasing.vcccd.edu/bids-and-agreements?qt-bids_and_agreements=0#qt-bids_and_agreements)

or by contacting the Purchasing Office listed below. Each RFP is to be completed on the forms that are included in the bid documents or issued addenda.

District will accept online proposals for RFP #715 **proposal must be emailed no later than 4:00 p.m., Tuesday, July 15, 2025 to [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu) . District is not responsible for third-party or internet delays.**

**Email Subject line must read: RFP 715 for Ilene Mehrez**

Name, phone, and address of individuals(s) who are available to respond to questions that may arise regarding this RFP. Ilene Mehrez, Ventura County Community College District 761 E. Daily Drive, Suite 200 Camarillo, CA 93010 **(805) 652-5558** Email at [imehrez@vcccd.edu](mailto:imehrez@vcccd.edu)

Publish Dates: Wednesday, June 25, 2025  
Monday, June 30, 2025

## **2.DESCRPTION OF THE DISTRICT**

The Ventura County Community College District (VCCCD) is a part of the 113-college California Community College system. The District is located in Ventura County, about 50 miles north of Los Angeles. The major cities in the county are Ventura, Oxnard, Moorpark, Thousand Oaks, Simi Valley, Camarillo, Ojai, Santa Paula, Port Hueneme and Fillmore.

The District serves more than 29,000 students through three separately-accredited colleges: Ventura College, Moorpark College, and Oxnard College, as well as off-campus sites. The District is governed by a Governing Board of five trustees who are elected by area.

The Chancellor, who is appointed by the Governing Board, administers the District's affairs. The Chancellor, the District's chief executive officer, is responsible for carrying out policies approved by the Board of Trustees.

### **3.DESCRPTION OF PROJECTS FOR WHICH SERVICES ARE REQUIRED**

#### **A. Proposed Project, Scope of Services, Deliverables**

The selected videographer will be required to film and document to build the Community Colleges of Ventura County (CCVC) brand. As well as brand and expand outreach for Dual Enrollment & Career Workforce development with businesses and other educational partners, and document the human stories behind CCVC to increase community awareness, partnerships and enrollment.

The videographer will work with Ventura County Community College District's leadership and other District or College constituencies and committees. Participation may be required at committee meetings and public review.

Moorpark College:

<b>Program</b>	<b>Deliverables</b>
<b>Cybersecurity</b>	Interview with Student
	B-roll: instructor/classroom engagement
	Interview(s) with Partner Employer <ul style="list-style-type: none"><li>• Western NRG</li></ul>
	Interview with Alumni at Employer (if possible)
<b>Bio Manufacturing Labs</b>	Interview with Instructor: Hovik Gasparyan
	Interview with Student
	Interview with Alumni at Employer (if possible)
<b>Robotics Club</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom engagement
<b>Animal Care and Training (ANCT)</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom engagement
	Interview(s) with Partner Employer
	Interview with Alumni at Employer (if possible)
<b>Career Center</b> <ul style="list-style-type: none"><li>• support services</li><li>• internship</li><li>• apprenticeships</li><li>• business partnerships</li></ul>	Interview with Instructor
	Interview with Student
	B-roll: Job Developers engaging with students and Handshake
	Interview(s) with Job Developers
<b>Engineering/Tech</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom engagement
	Interview(s) with Partner Employer
	Interview with Alumni at Employer (if possible)
<b>Child Development Center</b>	Interview with Instructor

<b>Basic Needs Center (Raider Central)</b>	Interview with Student
	Interview with Alumni at Employer (if possible)
	Interview with Staff
	Interview with Student
	B-roll: Raider central engagement w/ students

## Oxnard College

Program	Deliverables
<b>Dental Hygiene</b>	Interview with Instructor
	Interview with Student
	B Roll: instructor/classroom engagement
	Interview(s) with Partner Employer
	Interview with Alumni at Employer (if possible)
<b>Auto Tech</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom engagement
	Interview(s) with Partner Employer
	Interview with Alumni at Employer (if possible)
<b>Culinary Arts (Bistro)</b>	Interview with Instructor
	B-roll: instructor/kitchen engagement
<b>Career Center</b> <ul style="list-style-type: none"> <li>• support services</li> <li>• internship</li> <li>• apprenticeships</li> <li>• business partnerships</li> </ul>	Interview with Instructor
	Interview with Student
	B-roll: Job Developers engaging with students and Handshake
	Interview(s) with Job Developers
<b>Misc</b>	General B-roll of Oxnard Students, classrooms, campus lifestyle, spots, etc.
<b>Child Development Center</b>	Interview with Instructor
	Interview with Student
	Interview with Alumni at Employer (if possible)
<b>Basic Needs Center (El Mercado)</b>	Interview with Staff
	Interview with Student
	B-roll: El Mercado engagement w/ students

Ventura College

Program	Deliverables
<b>EMT/Paramedic</b>	Interviews with Instructors
	Interviews with Students
	B-roll: instructor/classroom engagement
	Interview with Alumni at Employer
<b>Manufacturing</b>	B-roll: instructor/classroom engagement with CNC machines
<b>Automotive</b>	B-roll: instructor/kitchen engagement
<b>Nursing</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom engagement
	Interview with Alumni at Employer: Dignity, CMH
<b>Vet Tech East Campus</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom engagement
	Interview with Alumni at Employer
<b>Gibson Diesel Program</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom/shop engagement
	Interview with Alumni at Employer: Working Mechanics
<b>Welding Program</b>	Interview with Instructor
	Interview with Student
	B-roll: instructor/classroom/shop engagement
	Interview with Alumni at Employer
<b>Career Center</b> <ul style="list-style-type: none"> <li>• support services</li> <li>• internship</li> <li>• apprenticeships</li> <li>• business partnerships</li> </ul>	Interview with Instructor
	Interview with Student
	B-roll: Job Developers engaging with students and Handshake
	Interview(s) with Job Developers
<b>Misc</b>	Interview with College President; B-roll at events, walking campus and engaging with students
<b>Child Development Center</b>	Interview with Instructor
	Interview with Student
	Interview with Alumni at Employer (if possible)
<b>Basic Needs Center</b>	Interview with Staff
	Interview with Student
	B-roll: VC Basic Needs Center engagement w/ students

#### **4.COST PROPOSAL**

Proposed fees shall be organized with appropriate breakdown by each task/deliverable.

Videographer shall provide HOURLY billing rates for all that will be charged directly to the project based on categories below.

Hourly Rates:

\_\_\_\_\_ Editor/editorial

\_\_\_\_\_ Filming with gear

\_\_\_\_\_ Meeting

\_\_\_\_\_ **Estimated Total Cost for Fiscal Year 25-26 (August 2025 – June 30, 2026)**

#### **5.SELECTION PROCESS**

Selection Committee –This committee will be comprised of the District Vice Chancellor or designee, District Administrators, College Administration, and Constituency Group Representation to be appointed by the District Vice Chancellor. The Selection Committee will submit its recommendation to the Chancellor for consideration and interview.

All proposals submitted in a timely manner will be analyzed and the District will select a firm to which the contract will be awarded. The District may request an interview with the proposer if deemed necessary.

The District's selection will be based on its evaluation of which proposal will provide the package most beneficial to the District. The proposal selected may not necessarily be the one with the lowest fees.

The District will evaluate responses based on some of the following information:

#### **Evaluation Criteria Table**

<b>Criteria</b>	<b>Points</b>
Experience, resources (including expertise, competence, availability of services, and experience with community colleges)	35 pts
Completeness of Proposal Format	10 pts
References of work done of a similar nature in community colleges	15 pts
Fees – Hourly Rates: Editor/editorial, Filming with gear and meeting	<u>40 pts</u>
<b>Total</b>	<b>100pts</b>

## **6.PROCEDURE FOR SUBMITTING QUESTIONS AND PROPOSALS**

### **A. Questions Regarding the RFP**

Questions must be submitted in writing to Ilene Mehrez, Director of Procurement and Contract Services, [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu) no later than 4:00 p.m., Wednesday, July 9, 2025.

Responses to questions will be released no later than July 11, 2025.

Under no circumstances may the firm contact administrators, members of the evaluation team, or any members of the Board of Trustees. Failure to comply with this provision will deem the firm's proposal as non-responsive.

### **B. Time and Place for Submitting Responses**

All responses must be signed by a person authorized to act on behalf of the firm and be delivered or emailed to Ilene Mehrez, Director of Procurement and Contract Services, [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu) at Ventura County Community College District, 761 E. Daily Drive, Suite 200, Camarillo, CA 93470. Responses must be received no later than **4:00 p.m., Tuesday, July 15, 2025**. Questions regarding this Request for Proposals for Filmography Services should be directed to Ilene Mehrez, Director of Procurement and Contract Services, 805-652-5558 [purchasing@vcccd.edu](mailto:purchasing@vcccd.edu).

**District is not responsible for third-party or internet delays.**

**Email subject line must read: RFP 715**

**If RFP is mailed, delivered or dropped off RFP 715, Filmography Services must be clearly marked on the outside of the envelope. District is not responsible for third-party delivery couriers or the United States Postal Service (USPS) for shipment.**

### **C. Award or Rejection of Responses**

The District reserves the right to reject any or all responses, to request additional information concerning any responses for purpose of clarification, to accept or negotiate any modification to any response, following the deadline for receipt of all response and to waive any irregularities, if such would serve best interests of the District, as determined by the District. This solicitation does not obligate the District to enter into an agreement with any proposer. The District reserves the right to cancel this Request for Proposals at any time, at its discretion.

Responses become the property of the District and information therein shall become public property to disclose after a Notice of Intent to Award. The District reserves the right to make use of any information of ideas contained in submitted responses.

The District is not liable for any costs or expense incurred in preparation of a response to this RFP.

### **D. Term of Contract**

The successful videographer may be required to enter into an agreement for one (1) year and may be renewed for up to two (2) additional one-year terms



## 7.CERTIFICATION OF PROPOSAL

The undersigned, having carefully examined Notice to Bidders, General Instructions to Bidders and Specifications for **RFP 715 Filmography Services**, hereby proposes to furnish said materials and services in accordance with pricing as noted within the RFP document submitted.

The undersigned hereby submits its proposal and agrees to furnish services to Ventura County Community College District in accordance with the specifications noted in the RFP 715 .

The firm has carefully reviewed its proposal and understands that the District will not be responsible for any errors or omissions on the part of the proposer.

It is understood that the District reserves the right to accept or reject any or all proposals and to waive any informality in any proposal received.

Bid prices must be valid for a minimum of a 6-month period after opening date of bid.

COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NO.: \_\_\_\_\_ FAX NO. \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

FEDERAL TAX I.D. NO.: \_\_\_\_\_

## 8.ACKNOWLEDGEMENT OF BID ADDENDA

In submitting this Bid Proposal, the Bidder acknowledges receipt of all Bid Addenda issued. The Bidder confirms that this Bid Proposal incorporates and is inclusive of all items or other matters contained in Bid Addenda.

\_\_\_\_\_ No Addenda Issued

(Initials)

\_\_\_\_\_ Addenda Number(s) \_\_\_\_\_ received acknowledged and incorporated in this Bid Proposal.

(Initials)

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 9.CERTIFICATION OF NON-DISCRIMINATION

### TO BE EXECUTED BY VENDOR AND SUBMITTED WITH PROPOSAL

The bidder hereby certifies in performing work or providing services for the District, there shall be no discrimination in its hiring or employment practices because of age, sex, race, color, ancestry, national origin, religious creed, physical or mental disability, medical condition, marital status, or sexual orientation, except as provided for in Section 12940 of the California Government Code. Proposer shall comply with applicable federal and California anti-discrimination laws, including but not limited to the California Fair Employment and Housing Act, beginning with Section 12900 of the California Government Code.

IN WITNESS WHEREOF, the undersigned has executed this Certificate of Non-Discrimination this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**FIRM NAME** \_\_\_\_\_  
(Type or print complete legal name of firm)

**BY** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Signature)

**Name** \_\_\_\_\_  
(Type or print)

**Title** \_\_\_\_\_

## 10.DRUG-FREE WORKPLACE CERTIFICATION

The Bidder certifies the following:

1. I am aware of the provisions and requirements of California Government Code §§8350 et seq., the Drug Free Workplace Act of 1990.
2. I am authorized to certify, and do certify, on behalf of Bidder that a drug free workplace will be provided by Bidder by doing all of the following:
  - A. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in Contractor's workplace and specifying actions which will be taken against employees for violation of the prohibition;
  - B. Establishing a drug-free awareness program to inform employees about all of the following:
    - (i) The dangers of drug abuse in the workplace;
    - (ii) Bidder's policy of maintaining a drug-free workplace;
    - (iii) The availability of drug counseling, rehabilitation and employee-assistance programs; and
    - (iv) The penalties that may be imposed upon employees for drug abuse violations;
  - C. Requiring that each employee engaged in the performance of the Contract be given a copy of the statement required by subdivision (A), above, and that as a condition of employment by Bidder connection with the Work of the Contract, the employee agrees to abide by the terms of the statement.
3. Contractor agrees to fulfill and discharge all of Contractor's obligations under the terms and requirements of California Government Code §8355 by, inter alia, publishing a statement notifying employees concerning: (a) the prohibition of any controlled substance in the workplace, (b) establishing a drug-free awareness program, and (c) requiring that each employee engaged in the performance of the Work of the Contract be given a copy of the statement required by California

Government Code §8355(a) and requiring that the employee agree to abide by the terms of that statement.

4. Contractor and I understand that if the District determines that Contractor has either: (a) made a false certification herein, or (b) violated this certification by failing to carry out and to implement the requirements of California Government Code §8355, the Contract awarded herein is subject to termination, suspension of payments, or both. Contractor and I further understand that, should Contractor violate the terms of the Drug-Free Workplace Act of 1990, Contractor may be subject to debarment in accordance with the provisions of California Government Code §§8350, et seq.
5. Contractor and I acknowledge that Contractor and I are aware of the provisions of California Government Code §§8350, et seq. and hereby certify that Contractor and I will adhere to, fulfill, satisfy and discharge all provisions of and obligations under the Drug-Free Workplace Act of 1990.

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

## 11. NON-COLLUSION AFFIDAVIT

In connection with the foregoing Bid Proposal, the undersigned declares, states and certifies that:

1. The Bid Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization or corporation.
2. The Bid Proposal is genuine and not collusive or sham.
3. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid, and has not directly or indirectly colluded, conspired, connived, or agreed with any other bidder or anyone else to put in sham bid, or to refrain from bidding.
4. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price, or that of any other bidder, or to fix any overhead, profit or cost element of the bid price or that of any other bidder, or to secure any advantage against the public body awarding the contract or of anyone interested in the proposed contract.
5. All statements contained in the Bid Proposal and related documents are true.
6. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any person, corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof to effectuate a collusive or sham bid.

I hereby acknowledge and agree to all specifications of the Ventura County Community College District bid and will see that our company is responsible for all materials and services as specified.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

PREPARED BY: \_\_\_\_\_ TITLE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_