



Office of the Deputy Mayor for Planning & Economic Development
Government of the District of Columbia
Office of Contracts, Procurement and Grants
1015 Half Street SE, Suite 675, Washington, DC 20003
Phone: 202.724.8111

REQUEST FOR QUOTATION
DCEB-2022-Q-0015

Business Name:			Attn:	
Address:				
Phone #:		Email:		
Business License No:			FEIN#	
Issue Date: Tuesday, September 13, 2022	Due Date: Wednesday, September 21, 2022, on or before 2:00 PM EST.	Please respond via email to: lindel.reid@dc.gov	Mr. Lindel Reid (202) 724-7330	

The Office of the Deputy Mayor for Planning and Economic Development (DMPED) has a requirement for an experienced videographer to produce three (3) documentary videos on the history of St. Elizabeths East in the immediate area around the campus. The period of performance shall be the date of award through six (6) months thereafter.

Line Item No.	Item Description	Unit Price	Quantity	Total Price
0001	Fifteen (15) minute video documentary of St. Elizabeths East Campus in accordance with attached Statement of Work for St. Elizabeths East Videographer	\$ _____	3	\$ _____
Grand Total				\$ _____

NOTE: The total price shall include all materials, artist fees and deliverables outlined in this Scope of Work.

ALL SHIPPING MUST BE FOR DESTINATION

ARE YOU LSDBE CERTIFIED?			CBE#		
If LSDBE Certified – Percent			Delivery Days:		
Submitted by: (Signature of Authorized Person)			DATE		
Print Name and Title:					

Office of the Deputy Mayor for Planning & Economic Development

**STATEMENT OF WORK
FOR
ST. ELIZABETHS EAST VIDEOGRAPHER**

C.1 SCOPE

The District of Columbia Office of the Deputy Mayor for Planning and Economic Development (DMPED) (District) has a requirement for a Videographer to document the history of St. Elizabeths East in the immediate area around the Campus in a three (3) part 15 minute each video series. The project should tell the story of Congress Heights and St. Elizabeths East to document the history before development. The goal of the videos is to strengthen connectivity across old and new neighbors and to preserve the history and culture of the existing community.

C.2 BACKGROUND

The District of Columbia has been diligently developing a physical redevelopment plan and complimentary economic development strategy to guide the revitalization of the East Campus of St Elizabeth's and surrounding communities. The Office of the Deputy Mayor for Planning and Economic Development (DMPED), the agency overseeing the transformation of St. Elizabeth's East, has three core responsibilities: (1) increasing the city's tax base; (2) creating jobs; and (3) developing affordable housing – and St. Elizabeth's redevelopment provides all three. To maximize the growth of affordable housing, small businesses and jobs, St. Elizabeth's East will become a revitalized historic area that stimulates revitalization and regeneration in Southeast Washington.

C.3 REQUIREMENTS

- C.3.1** The Contractor shall attend an in-person visioning session to discuss a concept and plan for the project.
- C.3.2** The Contractor shall produce three (3) documentary style videos - 15 minutes in length each.
- C.3.3** Each video shall include historical information on St. Elizabeths Hospital, and shall include interviews from older neighboring residents, new residents, former hospital workers and individuals living in the Congress Heights area for 10 or more years,
- C.3.4** Each video shall be scripted for historical information that has not been recorded in an interview.
- C.3.5** Each video shall be viewable on YouTube with a highlight reel of no more than one (1) minute to be viewed on Instagram and Facebook.
- C.3.6** Each video shall also be formatted for submission to Film Festivals.

C.3.7 The Contractor's profile, contributors and District logos shall be included at the end of each of the videos.

C.3.8 The Contractor shall submit a draft of each video for review and approval.

C.3.9 The Contractor shall submit final of each video.

C.3.10 The Contractor shall attend an event, if scheduled, related to the viewing of the Videos.

C.4 DELIVERABLES

No.	Deliverable	Quantity	Format and Method of Delivery	Due Date
01	Attend in-person concept meeting (C.3.1)	1	In person at St. Elizabeths East	5 days after execution of contract
02	Draft of videos for review and approval (C.3.8)	3	Email and in person	TBD
03	Final videos (C.3.9)	3	Email	TBD
04	Attend video viewing event (C.3.10)	1	In person	TBD

C.5 INSURANCE

- A. **GENERAL REQUIREMENTS.** The Contractor at its sole expense shall procure and maintain, during the entire period of performance under this contract, the types of insurance specified below. The Contractor shall have its insurance broker or insurance company submit a Certificate of Insurance to the CO giving evidence of the required coverage prior to commencing performance under this contract. In no event shall any work be performed until the required Certificates of Insurance signed by an authorized representative of the insurer(s) have been provided to, and accepted by, the CO. All insurance shall be written with financially responsible companies authorized to do business in the District of Columbia or in the jurisdiction where the work is to be performed and have an A.M. Best Company rating of A- / VII or higher. Should the Contractor decide to engage a subcontractor for segments of the work under this contract and wish to propose different insurance requirements than outlined below, then, prior to commencement of work by the subcontractor, the Contractor shall submit in writing the name and brief description of work to be performed by the subcontractor on the Subcontractors Insurance Requirement Template provided by the CA, to the Office of Risk Management (ORM). ORM will determine the insurance requirements applicable to the subcontractor and promptly deliver such requirements in writing to the Contractor and the CA. The Contractor must provide proof of the subcontractor's required insurance prior to commencement of work by the subcontractor. If the Contractor decides to engage a subcontractor without requesting from ORM specific insurance requirements for the

subcontractor, such subcontractor shall have the same insurance requirements as the Contractor.

General liability, commercial auto, workers' compensation and property insurance policies (if applicable to this agreement) shall contain a waiver of subrogation provision in favor of the Government of the District of Columbia.

The Government of the District of Columbia shall be included in all policies required hereunder to be maintained by the Contractor and its subcontractors (except for workers' compensation and professional liability insurance) as an additional insureds for claims against The Government of the District of Columbia relating to this contract, with the understanding that any affirmative obligation imposed upon the insured Contractor or its subcontractors (including without limitation the liability to pay premiums) shall be the sole obligation of the Contractor or its subcontractors, and not the additional insured. The additional insured status under the Contractor's and its subcontractors' Commercial General Liability insurance policies shall be effected using the ISO Additional Insured Endorsement form CG 20 10 11 85 (or CG 20 10 07 04 **and** CG 20 37 07 04) or such other endorsement or combination of endorsements providing coverage at least as broad and approved by the CO in writing. All of the Contractor's and its subcontractors' liability policies (except for workers' compensation and professional liability insurance) shall be endorsed using ISO form CG 20 01 04 13 or its equivalent so as to indicate that such policies provide primary coverage (without any right of contribution by any other insurance, reinsurance or self-insurance, including any deductible or retention, maintained by an Additional Insured) for all claims against the additional insured arising out of the performance of this Statement of Work by the Contractor or its subcontractors, or anyone for whom the Contractor or its subcontractors may be liable. These policies shall include a separation of insureds clause applicable to the additional insured.

If the Contractor and/or its subcontractors maintain broader coverage and/or higher limits than the minimums shown below, the District requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Contractor and subcontractors.

B. INSURANCE REQUIREMENTS

1. Commercial General Liability Insurance ("CGL") - The Contractor shall provide evidence satisfactory to the CO with respect to the services performed that it carries a CGL policy, written on an occurrence (not claims-made) basis, on Insurance Services Office, Inc. ("ISO") form CG 00 01 04 13 (or another occurrence-based form with coverage at least as broad and approved by the CO in writing), covering liability for all ongoing and completed operations of the Contractor, including ongoing and completed operations under all subcontracts, and covering claims for bodily injury, including without limitation sickness, disease or death of any persons, injury to or destruction of property, including loss of use resulting therefrom, personal and advertising injury, and including coverage for liability arising out of an Insured Contract (including the tort liability of another assumed in a contract) and acts of terrorism (whether caused by a foreign or domestic source). Such coverage shall have limits of liability of not less than \$1,000,000 each occurrence, a \$2,000,000 general

aggregate (including a per location or per project aggregate limit endorsement, if applicable) limit, a \$1,000,000 personal and advertising injury limit, and a \$2,000,000 products-completed operations aggregate limit.

The contractor should be named as an additional insured on the applicable manufacturer's/distributor's Commercial General Liability policy using Insurance Services Office, Inc. ("ISO") form CG 20 15 04 13 (or another occurrence-based form with coverage at least as broad).

DMPED should collect, review for accuracy and maintain all warranties for goods and services.

2. Automobile Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of commercial (business) automobile liability insurance written on ISO form CA 00 01 10 13 (or another form with coverage at least as broad and approved by the CO in writing) including coverage for all owned, hired, borrowed and non-owned vehicles and equipment used by the Contractor, with minimum per accident limits equal to the greater of (i) the limits set forth in the Contractor's commercial automobile liability policy or (ii) \$1,000,000 per occurrence combined single limit for bodily injury and property damage.
3. Workers' Compensation Insurance - The Contractor shall provide evidence satisfactory to the CO of Workers' Compensation insurance in accordance with the statutory mandates of the District of Columbia or the jurisdiction in which the contract is performed.

Employer's Liability Insurance - The Contractor shall provide evidence satisfactory to the CO of employer's liability insurance as follows: \$500,000 per accident for injury; \$500,000 per employee for disease; and \$500,000 for policy disease limit.

All insurance required by paragraphs 1,2 and 3 shall include a waiver of subrogation endorsement for the benefit of Government of the District of Columbia.

4. Cyber Liability Insurance - The Contractor shall provide evidence satisfactory to the Contracting Officer of Cyber Liability Insurance, with limits not less than \$2,000,000 per occurrence or claim, \$2,000,000 aggregate. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not limited to, claims involving infringement of intellectual property, including but not limited to infringement of copyright, trademark, trade dress, invasion of privacy violations, information theft, damage to or destruction of electronic information, release of private information, alteration of electronic information, extortion and network security. The policy shall provide coverage for breach response costs as well as regulatory fines and penalties as well as credit monitoring expenses with limits sufficient to respond to these obligations. Limits may not be shared with other lines of coverage. A copy of the cyber liability

policy must be submitted to the Office of Risk Management (ORM) for compliance review.

5. Media Professional Liability Insurance - The Contractor shall provide Media Professional Liability Insurance to cover liability resulting from any error or omission in the performance of professional services under this Contract. The policy shall provide limits of \$1,000,000 per claim or per occurrence for each wrongful act and \$2,000,000 annual aggregate. The Contractor warrants that any applicable retroactive date precedes the date the Contractor first performed any professional services for the Government of the District of Columbia and that continuous coverage will be maintained or an extended reporting period will be exercised for a period of at least ten years after the completion of the professional services. Coverage shall be sufficiently broad to respond to the duties and obligations as is undertaken by Contractor in this agreement and shall include, but not be limited to claims involving defamation, Invasion of privacy, prima facie torts, trademark infringement, copyright infringement, negligence in covered content, personal injury, unfair competition, breach of agreement to maintain confidentiality of a source, unreasonable search and seizure, plagiarism and infringement of domain name or deep-linking. Limits may not be shared with other lines of coverage.
6. Commercial Umbrella or Excess Liability - The Contractor shall provide evidence satisfactory to the CO of commercial umbrella or excess liability insurance with minimum limits equal to the greater of (i) the limits set forth in the Contractor's umbrella or excess liability policy or (ii) \$5,000,000 per occurrence and \$5,000,000 in the annual aggregate, following the form and in excess of all liability policies. All liability coverages must be scheduled under the umbrella and/or excess policy. The insurance required under this paragraph shall be written in a form that annually reinstates all required limits. Coverage shall be primary to any insurance, self-insurance or reinsurance maintained by the District and the "other insurance" provision must be amended in accordance with this requirement and principles of vertical exhaustion.

C. PRIMARY AND NONCONTRIBUTORY INSURANCE

The insurance required herein shall be primary to and will not seek contribution from any other insurance, reinsurance or self-insurance including any deductible or retention, maintained by the Government of the District of Columbia.

- D. DURATION. The Contractor shall carry all required insurance until all contract work is accepted by the District of Columbia and shall carry listed coverages for ten years for construction projects following final acceptance of the work performed under this contract and two years for non-construction related contracts.

- E. LIABILITY. These are the required minimum insurance requirements established by the

District of Columbia. However, the required minimum insurance requirements provided above will not in any way limit the contractor's liability under this contract.

- F. **CONTRACTOR'S PROPERTY.** Contractor and subcontractors are solely responsible for any loss or damage to their personal property, including but not limited to tools and equipment, scaffolding and temporary structures, rented machinery, or owned and leased equipment. A waiver of subrogation shall apply in favor of the District of Columbia.
- G. **MEASURE OF PAYMENT.** The District shall not make any separate measure or payment for the cost of insurance and bonds. The Contractor shall include all of the costs of insurance and bonds in the contract price.
- H. **NOTIFICATION.** The Contractor shall ensure that all policies provide that the CO shall be given thirty (30) days prior written notice in the event of coverage and / or limit changes or if the policy is canceled prior to the expiration date shown on the certificate. The Contractor shall provide the CO with ten (10) days prior written notice in the event of non-payment of premium. The Contractor will also provide the CO with an updated Certificate of Insurance should its insurance coverages renew during the contract.
- I. **CERTIFICATES OF INSURANCE.** The Contractor shall submit certificates of insurance giving evidence of the required coverage as specified in this section prior to commencing work. Certificates of insurance must reference the corresponding contract number. Evidence of insurance shall be submitted to:

The Government of the District of Columbia

And mailed to the attention of:

**Office of the Deputy Mayor for Planning and Economic
Development
Jacque McDonald, DBA, MBA, MST, NIGP-CPP, CPPO, CPPB
Director, Contracts, Procurement and Grants
1015 Half Street SE, Suite 675
Washington, DC 20003
jacque.mcdonald@dc.gov**

The CO may request and the Contractor shall promptly deliver updated certificates of insurance, endorsements indicating the required coverages, and/or certified copies of the insurance policies. If the insurance initially obtained by the Contractor expires prior to completion of the contract, renewal certificates of insurance and additional insured and other endorsements shall be furnished to the CO prior to the date of expiration of all such initial insurance. For all coverage required to be maintained after completion, an additional certificate of insurance evidencing such coverage shall be submitted to the CO on an annual basis as the coverage is renewed (or replaced).

- J. DISCLOSURE OF INFORMATION. The Contractor agrees that the District may disclose the name and contact information of its insurers to any third party which presents a claim against the District for any damages or claims resulting from or arising out of work performed by the Contractor, its agents, employees, servants or subcontractors in the performance of this contract.
- K. CARRIER RATINGS. All Contractor's and its subcontractors' insurance required in connection with this contract shall be written by insurance companies with an A.M. Best Insurance Guide rating of at least A- VII (or the equivalent by any other rating agency) and licensed in the District.

C.6 AWARD

The District contemplates a single award resulting from this solicitation to the responsive and responsible qualified respondent that submits the lowest total evaluated price quote.

C.7 SPECIAL ACKNOWLEDGEMENT

The Contractor agrees to and acknowledges that the results and proceeds of the commissioning of services in the creation of these videos will be the sole property of the Government of the District of Columbia.

Attachments:

Attachment A – Equal Employment Opportunity Package
Attachment B – Tax Certification Affidavit
Attachment C – Bidder-Offeror Certification Form
Attachment D – Contractor Experience Questionnaire Form

End