



**Lee's Summit R-VII School District**  
**Purchasing and Distribution Services**  
**702 SE M-291 Highway**  
**Lee's Summit, MO 64063**  
**816-986-2190**

April 15, 2020

CINEMATIC VISIONS  
 JEREMY WOOD  
 20 NW CHIPMAN #200  
 LEES SUMMIT MO 64063

SUBJECT: Contract Renewal

<b>Bid/RFP # and Title</b>	<b>RFP No. 2019-36 Videotaping and Productions Services for Board of Education Meetings</b>
<b>Original Contract Term:</b>	<b>July 1, 2019 to June 30, 2020</b>
<b>Number of Renewals for Contract:</b>	<b>3</b>

Dear Mr. Wood;

The current period on the contract referenced above is due to expire on June 30, 2020. There is a provision to renew this contract for an additional (1) one-year period. This renewal period shall be governed by the specifications, pricing, and the terms and conditions set forth per contract executed on May 17, 2019. I am inquiring to see if you would be interested in extending the contract for this additional period of time.

Please complete the appropriate section below indicating your response on renewing the contract no later than May 15, 2020. If pricing needs to be adjusted, please fill out the attached pricing sheet and include the manufacturer/supplier documentation that supports the price increase. The increase will be limited to the current Federal Price Index, "CPI-U, All Items" (Urban Consumers) index CPI rate.

Thanks for your consideration in this matter. If you have any questions, please feel free to contact me at 816.986.2190.

Sincerely,

Jennifer Lalumondier  
 Purchasing and Distribution Services Administrative Assistant

- I agree to the renewal of RFP No. 2019-36 Videotaping and Productions Services for Board of Education Meetings for the period beginning July 1, 2020 to June 30, 2021. All terms and conditions of the original agreement will remain the same.
- I agree to the renewal of RFP No. 2019-36 Videotaping and Productions Services for Board of Education Meetings for the period beginning July 1, 2020 to June 30, 2021, but will require adjustments to the price that was included in the original contract. I have included the new price(s) along with the justification of the adjustment.
- No, I do not wish to renew the contract.

Jeremy Wood  
 Authorized Signature

04/15/2020  
 Date

President / Owner  
 Title

**3.0 SPECIFICATIONS:**

3.1 The Lee’s Summit School Board holds its meetings at Stansberry Leadership, located at 301 NE Tudor Road, Lee’s Summit, MO 64086. Meetings are generally scheduled for 7:00 p.m. the third Thursday of each month. Meetings are held in the first floor School Board Chambers.

The Board wishes to have an electronic recording made of their board meetings for the public to view on the Lee’s Summit Schools website and YouTube channel.

The Chair of the meeting (normally the Board President) shall be entitled to stop the recording at his signal if he determines that the morals of a potential viewer will be jeopardized or if slanderous comments are made about an individual or entity.

The Board envisions one camera in the rear of the room focused on the Board Members and staff on the dais, with an ability to obtain “close up” shots on speakers as they speak. One camera is also envisioned in the front of the room to focus on the public speaker rostrum. Appropriate audio equipment may be required to be utilized in order to provide clear audio of individuals who are permitted to speak at the meeting.

The recording must be subject to editing if the President or the Board determine that it includes any inappropriate words or actions by a public speaker. The recording will be subsequently broadcast over the Lee’s Summit School website and YouTube channel periodically until the next meeting is available for broadcast. The recording must also be reproducible for copies under the Open Public Records Act.

The Board will rely upon the expertise of the videographer in determining the video and audio setup and provision of a “sample” demonstrating video and audio clarity; wide scan and ability to focus; and general quality of recording for broadcast will be helpful. The District may provide access to the Board Chambers for purposes of producing such a “sample”.

**Quantity:** MP4 file / each meeting

**Length:** Meetings last up to 3 hours

**Details:** Taped using 3 cameras with integrated wireless system.  
Taped from rear of Board of Education meeting room

**Editing:** Limited editing to include introduction with date and elimination of any inappropriate behavior. Any edits resulting in the removal of any video or audio will be documented at the time of removal to indicate reason.

**Delivery:** MP4 file delivered no later than 2 p.m. Friday following each meeting.

Web distribution available no later than the Monday following each meeting.

**Special Sessions** Accommodated at the standard rate based on availability

RFP 2019-36 VIDEOTAPING AND PRODUCTION SERVICES FOR BOE MEETINGS

3.2 The Lee’s Summit R-7 School District herein referred to as “District”, is currently soliciting written proposals from qualified videographers wishing to be retained to provide the following services for videotaping of the Board’s regular monthly meetings for the 2019-2020 school year, including the following 7 p.m. meetings:

July 2019

August 2019

September 2019

October 2019

November 2019

December 2019

January 2020

February 2020

March 2020

April 2020

May 2020

June 2020

3.3 District Provided Services

The District will provide the following information in support of this project:

- District will have a Single Gang Wall Plate with 2 XLR Female Outputs that camera equipment can be plugged into. This wall plate is located at the back of the boardroom.
- All information and access reasonably required by the Proposer to successfully complete the project.

**4.0 SCHEDULE OF RFP PROCESS AND PROJECT COMPLETION:**

4.1 Timeline for RFP Process:

The timeline listed below is the District’s estimation of time required to complete the RFP process. All efforts shall be made to abide by this schedule; however, it is subject to change due to different circumstances.

RFP Notification	APRIL 1, 2019
Receive Proposals	APRIL 23, 2019
Meet to review	APRIL 30, 2019
School Board	MAY 16, 2019
Notice to Proceed	MAY 17, 2019

4.2 Timeline of Contract Execution:

The District desires the execution of the contract to meet the following dates: Services need to begin after JUNE 30, 2019.

**COOPERATIVE PROCUREMENT WITH OTHER JURISDICTIONS:**

- 1) This section is optional; it will not affect the agreement. If the District awarded you the proposed agreement, would you sell under the prices and terms of this agreement to any public school district or any other non-profit organization having membership in the Mid-America Council of Public Purchasing (MACPP) or Mid-America Regional Council (MARC) and located within the greater Kansas City metropolitan trade area? (All deliveries shall be F.O.B. Destination and there shall be no obligations on the part of any member of said Council to utilize this agreement).

YES  NO  SIGNATURE: Jeremy Wood

- 2) Sales will be made in accordance with the prices, terms, and conditions of the Request for Proposals and any subsequent term agreement.
- 3) There shall, however, be no obligation under the cooperative procurement agreement for any organization represented by MACPP or MARC to utilize the proposal or agreement unless they are specifically named in the Request or Proposals as a joint respondent.
- 4) All sales to other jurisdictions will be made on purchase orders issued by that jurisdiction. All receiving, inspection, payments and other agreement administration will be the responsibility of the ordering jurisdiction.
- 5) Each jurisdiction that is a party to the joint proposal has authority to act as Administrative Contracting Officer with responsibility to issue purchase orders, inspect and receive goods, make payments and handle disputes involving shipment to the jurisdiction.

**FORM NO. 5: PROJECT NARRATIVE**

Use this space to provide a detailed project approach including but not limited to:

- Schedule and detailed approach is reasonable/responsive to District’s needs
- Describe Services offered
- Identify any and all proven techniques used
- Roles of all involved parties clearly identified
- Familiarity with project location as evidenced by proposal/interview (if applicable)
- Identify/recognize critical or unique issues specific to the project and unique approaches used elsewhere
- Proposed timeline for implementation of contract
- Proposed communication process

The foregoing is a statement of facts.

Signature:

Typed Name and Title: **Jeremy Wood, President**  
Telephone Number: **816-600-6300**  
Date: **04/18/19**

Cinematic Visions has had the privilege of working with the LSR7 School District on the filming of the Board of Education meetings, since the December 2016 meeting. If selected again, the School District can expect the same professional quality services, provided by professional people using the best, most reliable equipment in the industry.

For each meeting, Cinematic Visions will continue to arrive well ahead of the scheduled time to set up and test the functionality of all the equipment utilized in the recording of the meetings. Break down of all equipment will take place once the meeting is completed and the viewing public has vacated the facility.

In the two and half years of providing this service, we have not had one absence, or any technical issue that prevented the recording and publication of the meetings to YouTube or the City's public access channel. Thus, Cinematic Visions feels as though our techniques are tried and true to this point, and we feel very comfortable stating that we expect this consistency to continue - and so should the school district.

Cinematic Visions will provide up to three people for each meeting. This will include a Director / Producer, who instructs the two camera people to film any and all pertinent discussions taking place with the most optimal angle and focus. In addition, any and all presentations will be included in the filming and production of the videos. This includes powerpoints, videos, etc.

Having filmed nearly 30 of these meetings over the years, gives us the unique experience to know what to expect and how to ensure it is recorded, preserved and distributed. However, if the board or school district would like to see anything done differently or presented in a new way - Cinematic Visions' years of experience in other projects for companies - provides us with the ability to adjust as needed, and the know how to do it, including live streaming.

Communication has been done via e-mail, phone calls and in person meetings during the previous contract with the District - and if there are no objections - we would be happy to continue in the same way. Our physical location is less than 2 miles from the Stansberry Leadership Center - so being able to come to the meeting location for additional testing and input has been no problem - and we are happy to offer that service again as well.

If selected, we are happy to follow the proposed implementation of the contract, and can continue providing services with no interruption in the same fashion we have been doing. As we have done previously, we will work to provide our best solution for the District - so others involved in the meetings can concentrate on the work before them - and not have to worry about the filming and production of the Board of Education meetings.

**FORM NO. 6: PRICING: Videotaping and Production Services**  
 Based on all items included in Specifications

DESCRIPTION OF SERVICE	
<b>Taping of School Board Meeting</b>	\$1400.00 up to 3 hours in length
<b>Editing of Board meeting</b> <small>All Editing is included in the Filming Price - this price is good for meetings up to and beyond 3 hours in total length.</small>	\$ 0.00 / half hour over 3 hours \$ 0.00
<b>Web encoding to prep for streaming (optional)</b>	\$100.00
<b>Web Upload/MP4 file</b>	\$ 0.00
<b>TOTAL PER MEETING</b>	<b>\$ 1500.00</b>

**Respondent must complete the following section in its entirety and sign and date where indicated. This agreement shall take effect upon the approval of the District.**

The undersigned respondent hereby proposes to furnish all transportation, equipment, supplies, materials and perform all necessary labor to complete all work stipulated in, required by, and in conformity with the proposed agreement documents and specifications attached hereto and other documents referred to therein for and in consideration of prices as follows:

- A. **Acceptance of proposal by District:** The District shall have maximum ninety (90) calendar days from the date of the proposal opening to accept respondent's offer.
- B. **Response time/delivery:** As specified in requirements
- C. **District standard payment terms are Net 30 after receipt of invoice. Payment terms are negotiable. Please state any discounts offered:** Normally, 3 cameras for 3 hours - plus all production - would be priced at \$2500. So \$1000 off - or \$12,000 total per year.
- D. **Submittals:** The following must be submitted with proposal
  - 1. **References and experience**
  - 2. **Personnel Qualifications**
  - 3. **Certificate of Insurance**
  - 4. **Return all parts of this complete document (respondents to keep copy of proposal submitted)**

Signature:

Typed Name and Title: **Jeremy Wood, President**  
 Telephone Number: **816-600-6300**  
 Date: **04/18/19**

**FORM NO. 6b: LIST OF EQUIPMENT** - Please use this space to provide an itemized list of all equipment that will be used for this contract, if awarded.

3 - Canon XA10 HD Cameras  
1 - Sony FS100 HD Camera  
1 - Blackmagic Design 4K Cinema Camera  
2 - Marshall CV620 HD Cameras  
3 - Camera Controllers  
1 - Blackmagic Design 4K Studio Switcher  
1 - Blackmagic Design Dual Monitors  
1 - Blackmagic Design HD Studio Deck Recorder  
3 - Tripods  
3 - SSD Hard Drives for Recording  
2 - Laptops for switcher control and presentation incorporation into live edit  
All necessary power cords and surge protectors  
Headphones  
XLR Cables to connect to provided sound outputs  
Decimator MD-HX HDMI to SDI Cross Converter  
Teradek Vidiu Pro Encoder for Live Streaming