



P 785.364.2328 [www.prairiebandllc.com](http://www.prairiebandllc.com)

Mailing Address: PO BOX 159 Mayetta, KS 66509

Headquartered on PBPN: 19035 US HWY 75 Holton KS 66436

05/10/2021

Dear Sir or Madam:

Our organization is accepting proposals from an organized and creative Videographer to create content which focuses on producing promotional photos and video content for company website and social media. Organizations must be able to collaborate with a diverse client base during initial and final consultations; includes filming, editing, and production of final products to exceed established timeframes and expectations.

We invite you/your company to submit a proposal to us by May 31st, 2021 for consideration. A description of our organization, the services needed, and other pertinent information follows:

### **Background of Prairie Band, LLC & Subsidiaries**

Prairie Band, LLC (PBLLC) is a holding company wholly owned by the Prairie Band Potawatomi Nation (“Nation”) with the purpose to expand and diversify the Nation’s economic development opportunities. PBLLC is governed by a five (5) member Board of Directors appointed by the Tribal Council of the Nation. As a holding company, PBLLC provides shared services, owns and operates several business entities that include Mill Creek, Prairie Band Distribution, Potawatomi Retail, Prairie Band Health Services, Prairie Band Propane and Prairie Band Construction. Several of the subsidiaries (i.e., Mill Creek, Prairie Band Construction and Prairie Band Health Services) are SBA 8(a) and HUBZone certified entities and actively seek federal contracting opportunities. More information regarding PBLLC and its subsidiaries may be found on our website, [prairiebandllc.com](http://prairiebandllc.com).

### **Services to Be Performed**

Videographer is responsible for planning, filming, and editing videos that could be used for a variety of projects such as websites and social media.

Responsibilities will include planning, filming, drone footage and editing video content according to company needs. The Videographer's responsibilities include ensuring that the necessary filming equipment is available for use, directing crew during interviews, and editing film footage. **This is a 6 month contract.**

Your proposal is expected to cover the following services:

- Planning the shoot with the creative team and the client.
- Provide aerial drone footage via photos and video.
- Record important events using camera, lighting, and audio equipment.
- Direct people to capture specific action and events for the camera.
- Edit captured video for promotional uses.
- Providing social media footage, website content and cumulative footage at end of season
- Collaborate with clients to obtain the best possible product.
- On-site once a month minimum, during important milestones



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### Key Personnel

Following are key contacts for information you may seek in preparing your proposal:

Jacob Wamego	President and CEO	(785) 364-2328
Muriel Youngbear	Operations Manager	(785) 364-2328
Rockell Otero	Controller	(785) 364-2328

Requests for additional information may be coordinated through the Operations Manager. You may reach her at the number listed above or at [muriel.youngbear@prairiebandllc.com](mailto:muriel.youngbear@prairiebandllc.com). You should submit your completed proposal by submitting it by email to the Operations Manager or by mailing to Attn: Muriel Youngbear Prairie Band LLC, PO Box 159, Mayetta, KS 66509.

### Your Response to This Request for Proposal

In responding to this request, we request the following information:

1. Detail your firm's experience in providing videographer services especially related to websites, social media, and for promotional purposes.
- 2.. Identify manager/ personnel who will be assigned to our job if you are successful in your bid and provide biographies.
3. Set forth your fee proposal for the 6 month contract.
4. Provide the names and contact information for other, similarly sized clients that will be assigned to our organization for reference purposes.
5. Describe how and why your firm is different from other firms, and why our selection of your firm is the best decision we could make.

### Evaluation of Proposals

PBLLC will evaluate proposals on a qualitative basis. This includes our review of the firm's related materials, interviews with personnel to be assigned to our organization, results of discussions with other clients, and the firm's completeness and timeliness in its response to us.

Please submit your response to this request for proposal by May 31st, 2021.

**Sincerely,**

Muriel Youngbear  
Operations Manager