



# Request for Qualifications

Filming and Production Services for the  
2023 Indiana Governor's Arts Awards  
DUE: THURSDAY, MAY 4, 2023 AT 11:59 PM EDT

Published: Monday, April 3, 2023

## Section 1 – Background

### **1.1 Request for Qualifications**

The Indiana Arts Commission ("IAC" or "Commission") solicits Statements of Qualification for Filming and Production Services for the 2023 Indiana Governor's Arts Awards (the "Project"). A submittal of a Statement of Qualification does not guarantee that the Artist or Creative Team will be contracted to perform any services but only serves as a notice to the Indiana Arts Commission ("IAC" or "Commission") that the Artist or Creative Team desires to be considered.

### **1.2 Indiana Governor's Arts Awards**

Arts and creativity strengthen Indiana's people and places.

To recognize outstanding achievements and contributions to arts and creativity in Indiana, the Office of the Governor with the Indiana Arts Commission presents the **Governor's Awards for the Arts**, the highest honor the state gives in the arts.

These awards honor those who maximize their roles as innovators, supporters, and advocates to grow arts and creativity on the state or national level.

The IAC coordinates the presentation of the Governor's Arts Awards. The Commission solicits nominations for award recipients and coordinates the selection process, and the awards are presented by the Governor and First Lady of Indiana. The five recipients of the 2023 Governor's Arts Awards will be profiled in a short film about their work in the arts and receive a custom work of art by an Indiana artist.

## Section 2 – Request for Qualifications

### **2.1 Scope of Services**

The Indiana Arts Commission is seeking Statements of Qualifications from independent filmmakers, videographers, or production companies ("Artist or Creative Team") for filming and producing a short film commemorating the 2023 Indiana Governor's Arts Award. The Indiana Arts Commission retains exclusive and sole discretion for making the selection.

### **2.2 Specifics**

The film will be composed of seven (7) individual segments of approximately 4 – 5 minutes each, featuring the five 2023 Governor's Arts Award honorees, the award artist, and the Governor and First Lady of Indiana.

Specifications:

- Photographed cinéma vérité style – preferably utilizing a two-camera setup
- 1920 x 1080 @ 23.98fps LOG footage
- Audio acquired in-camera or by split system
- Multiple interviewees should be track-isolated
- Post-production should include rough-cut edit, 1<sup>st</sup> & 2<sup>nd</sup> pass revisions, color grade, graphics, needle drop, audio sweetening, and delivery

For a sample of preferred specifications, refer to [Roots of American Culture](#), produced by the National Endowment for the Arts.

## **2.3 Deliverables**

A final cut film and its individual segments are to be sent electronically on or before Friday, December 1, 2023 to:

**Connie Brahm**  
**Marketing & Communications Director**  
[cbrahm@iac.in.gov](mailto:cbrahm@iac.in.gov)

## **Section 3 – Procurement Process**

### **3.1 Selection Process and Criteria**

A selection committee comprised of representatives from the Office of the Governor and the Indiana Arts Commission will review and evaluate submissions based on the following criteria:

- Artistic excellence;
- Appropriateness and quality of Artist or Creative Team style and previous work as they relate to the goals of the Governor's Arts Awards;
- Experience with projects of a similar scale and scope;
- Ability to work within the specified project timeline; and
- Appropriateness of the budget

### **3.2 Project Budget**

The total allowable budget for the Project is not to exceed **Forty Thousand Dollars (\$40,000.00)** and is inclusive of all costs associated with Artist or Creative Team

involvement with the project, including but not limited, to research, professional consultations, production, postproduction editing, insurance, and documentation of the Project.

### 3.3 Eligibility

This opportunity is open to Artists and Creatives currently residing in Indiana and 18 years old or older. Artists must go through a mandatory clearance check to ensure they are in good standing with the State of Indiana.

### 3.4 Questions

Questions regarding this RFQ, if any, or additional questions related to the Governors Arts Awards must be submitted to Connie Brahm, Marketing and Communications Director, at [cbrahm@iac.in.gov](mailto:cbrahm@iac.in.gov).

### 3.5 Schedule

*The Indiana Arts Commission reserves the right to adjust schedule.*

Date	Event
Monday, April 3, 2023	Request for Qualifications Issues
<b>Thursday, May 4, 2023</b>	<b>RESPONSES DUE VIA EMAIL AT 11:59 PM EDT</b>
June 2023	Selection Notification
July – November 2023	Film Production Period
<b>Friday, December 1, 2023</b>	<b>DEADLINE FOR DELIVERABLES TO IAC BY 4:30 PM EDT</b>

## **Section 4 – RESPONSES**

### 4.1 RFQ Responses

Interested Artists or Creative Teams must submit their proposals via email to Connie Brahm, Marketing and Communications Director, at [cbrahm@iac.in.gov](mailto:cbrahm@iac.in.gov) to be considered for this Request for Qualifications.

The proposal shall include a narrative inclusive of the following:

- Experience;
- Biographies/Resumes;
- Technical Capabilities;
- Production Standards'

- Partnership Approach; and
- Links to Relevant Examples of Previous Projects

#### **4.2 Deadline for Submittal of Responses**

**Thursday, May 4, 2023 at 11:59 PM EDT** – Pursuant to Section 4.1, Artists or Creative Team must submit their proposals via email.

Proposals that are: submitted via other channels of communication; late; incomplete, and/or ineligible **will not be accepted.**

#### **4.3 Notifications and Proposals**

Notifications will be issued no later than June 2023.

#### **4.4 Contact Person and Communications**

Interested Artists or Creative Teams are encouraged to review all published materials and contact Connie Brahm, Marketing and Communications Director, at [cbrham@iac.in.gov](mailto:cbrham@iac.in.gov) with any questions.