

SOUTH CENTRAL TENNESSEE DEVELOPMENT DISTRICT

101 Sam Watkins Blvd • Mt. Pleasant, TN 38474
(931) 379-2929 • www.sctdd.org

REQUEST FOR PROPOSALS

Video Production Services

Program Feature Videos and Organizational Brand Video
RFP No. SCTDD-2026-VID-001

Issue Date:	June 8, 2026
Submission Deadline:	June 30, 2026, at 4:00 p.m. (Central Time)
Submission Method:	Electronic (email) or Hard Copy — see Section 3
Procurement Contact:	Amy Ezell, CGFM, Deputy Executive Director / Finance Director
Contact Email:	aezell@sctdd.org
Contact Phone:	(931) 379-2929
Deliverables:	Six (6) program feature videos + one (1) organizational brand video

Proposals must be received by the deadline. Late submissions will not be considered.

SECTION 1 — INTRODUCTION AND BACKGROUND

1.1 About SCTDD

The South Central Tennessee Development District (SCTDD) is an association of 35 municipal and 13 county governments in southern Middle Tennessee. Founded in 1972, SCTDD advocates for and promotes economic and community development throughout the region, providing technical assistance, planning, and general staff support to its member local governments. SCTDD serves Bedford, Coffee, Franklin, Giles, Hickman, Lawrence, Lewis, Lincoln, Marshall, Maury, Moore, Perry, and Wayne Counties and is governed by a 53-member Board of Directors.

SCTDD administers a broad portfolio of programs benefiting residents and communities across the 13-county region, including Workforce Innovation and Opportunity Act (WIOA) Title I programs

(effective July 1, 2026, SCTDD serves as both fiscal agent for the Southern Middle Tennessee Local Workforce Development Board and as the Career Service Provider); Aging and Disability programs through the Area Agency on Aging; the South Central Area Transit System (SCATS), a rural transit system funded under FTA Section 5311; Housing programs; and Economic and Community Development and Planning services, including administration of Appalachian Regional Commission (ARC) grants and revolving loan fund programs.

1.2 Purpose of This RFP

SCTDD is soliciting competitive proposals from qualified, experienced video production firms or independent producers to create a suite of professional, high-quality video content that communicates SCTDD’s mission, programs, and community impact to residents, community partners, elected officials, and other stakeholders across the 13-county region.

The project consists of two components:

- Six (6) Program Feature Videos, one for each of SCTDD’s primary program areas; and
- One (1) Organizational Brand Video for SCTDD as a whole, assembled in part from footage captured during the program feature video shoots.

All videos shall be designed to be timeless and evergreen — avoiding references to specific dates, funding cycles, staff names in on-screen titles, or other content likely to become outdated — while remaining accurate and current as of the date of production. All finished videos and edited footage shall be delivered to SCTDD as transferable digital assets in full ownership.

1.3 SCTDD’s Programs

The six program areas for which feature videos are required are described briefly below. Vendors should conduct independent research and coordinate with SCTDD staff during pre-production to ensure accurate and thorough representation of each program.

Program Area	Description
Workforce Development (WIOA)	American Job Center (AJC) services for job seekers and employers across 13 counties, including career counseling, skills training, job placement assistance, adult education, and youth workforce programs under WIOA Title I.
Aging and Disability Services	Area Agency on Aging programs serving older adults and individuals with disabilities, including home and community-based services, nutrition programs, caregiver support, and benefits counseling designed to help individuals remain in their communities.
Housing	Housing assistance, rehabilitation, and planning programs supporting affordable housing access and community revitalization for low- and moderate-income households across the region.
Transportation (SCATS)	The South Central Area Transit System (SCATS), an FTA Section 5311 rural transit program providing demand-response and fixed-route public transportation services to residents in rural communities throughout the 13-county district.

Program Area	Description
Community Development and Planning	Technical assistance, grant administration (including ARC grants), regional planning, infrastructure development support, and provided to member local governments and their communities.
Economic Development	Revolving loan fund programs and economic development services.

SECTION 2 — SCOPE OF WORK

2.1 Overview of Deliverables

The selected vendor shall produce the following finished video deliverables:

#	Video Title	Description	Length
1	WIOA / American Job Centers	Feature video highlighting SCTDD’s workforce programs, AJC services, job seeker stories, employer partnerships, and the impact of workforce development in the region.	90 sec – 3 min
2	Aging and Disability Services	Feature video showcasing home and community-based services, older adult programs, nutrition and caregiver support, and the dignity and independence these programs provide to participants.	90 sec – 3 min
3	Housing Programs	Feature video illustrating SCTDD’s housing assistance and rehabilitation programs and their role in strengthening communities and expanding housing access across the region.	90 sec – 3 min
4	Transportation / SCATS	Feature video demonstrating SCATS rural transit services, the populations served, and the role of rural public transportation in connecting communities and expanding opportunity.	90 sec – 3 min
5	Economic and Community Development and Planning	Feature video capturing SCTDD’s role in regional planning, grant administration, business lending, infrastructure investment, and supporting the growth and vitality of local governments.	90 sec – 3 min
6	Economic Development	Feature video showcasing funded projects provided by business lending.	90 sec – 3 min
7	SCTDD Brand Video	Organizational “capstone” video conveying SCTDD’s overarching mission, regional footprint, and community impact. Assembled primarily from footage captured during the five	2 – 4 min

#	Video Title	Description	Length
		program shoots, supplemented with additional footage as needed.	

2.2 Pre-Production Requirements

1. Conduct an initial kickoff meeting with SCTDD staff to review organizational goals, brand voice, target audiences, and program-specific messaging priorities for each video.
2. Develop a written Creative Brief for each video, including proposed narrative arc, interview subjects, B-roll locations, and visual approach, for SCTDD review and approval prior to any filming.
3. Develop a detailed Production Schedule identifying filming dates, locations, and key milestones for each deliverable, submitted to SCTDD for approval at least two (2) weeks prior to the first shoot.
4. Coordinate directly with SCTDD staff and program personnel to schedule interviews, site visits, participant appearances, and location access. SCTDD will facilitate introductions; the vendor is responsible for scheduling logistics.
5. Prepare and submit for SCTDD review any participant release forms, location release agreements, or music licensing documentation required for the project. All releases must be executed prior to filming. Signed release forms become property of SCTDD upon project completion.

2.3 Production Requirements

1. All videos shall be filmed in a minimum of 4K resolution (Ultra HD). Final deliverables shall be provided in both 4K and 1080p formats.
2. Filming shall take place on-location in the SCTDD 13-county service area, capturing authentic settings including SCTDD office facilities, American Job Centers, SCATS transit vehicles and routes, aging program service sites, and community locations relevant to each program. Studio or staged settings shall not substitute for authentic on-location filming without SCTDD approval.
3. All seven (7) videos shall share a consistent visual identity, including cohesive color grading, typography, lower-third design, and opening/closing graphic packages, that reflect SCTDD’s organizational branding.
4. Each program video shall include a minimum of two (2) on-camera interview subjects (program participants, community members, or partner agency representatives). SCTDD staff may appear in videos at SCTDD’s discretion. Vendors shall propose interview subjects in the Creative Brief and obtain SCTDD’s approval prior to filming.
5. Videos shall be scripted or guided by a detailed outline approved by SCTDD prior to filming. Final scripts or narration tracks shall be submitted to SCTDD for written approval before recording or recording session scheduling.
6. Professional voice-over narration shall be provided where applicable. Vendors shall present at least two (2) voiceover talent options for SCTDD selection for each video, or a single unified voiceover talent across all six videos at SCTDD’s discretion.
7. Licensed, royalty-free background music shall be used throughout all videos. Music selections shall be submitted to SCTDD for approval prior to inclusion in any cut. No copyrighted commercial music shall be used without full documented licensing adequate for SCTDD’s intended uses (web, social media, presentations, and broadcast).

8. All videos shall include burned-in closed captions (subtitles) in a final accessibility-compliant version, and separate caption files (.SRT or .VTT format) shall be delivered for each video to support WCAG 2.1 AA and Section 508 compliance.
9. Videos shall avoid any content that will become quickly dated, including specific staff names in on-screen titles or lower-thirds, specific dollar amounts, program year references, or other time-sensitive details, unless explicitly approved in writing by SCTDD. Exception: general references to SCTDD's founding year and service history are acceptable.
10. The Brand Video (Deliverable #7) shall be assembled primarily from footage captured during the six program feature shoots. Vendor may supplement with additional footage as proposed in the Creative Brief and approved by SCTDD.

2.4 Post-Production Requirements

1. Vendor shall deliver a rough cut of each video to SCTDD for review and written feedback prior to proceeding to final edit. SCTDD is entitled to a minimum of two (2) rounds of revision on each video following the rough cut, at no additional cost.
2. Vendor shall deliver a final cut of each video for SCTDD's written approval before delivering final files.
3. Final color grading, audio mastering, and graphics integration shall be completed on all deliverables prior to final delivery.
4. All finished videos shall be delivered in the following formats: (a) 4K MP4 (H.264 or H.265), (b) 1080p MP4 (H.264), (c) a web-optimized compressed version suitable for website embedding, and (d) a social media version optimized for square (1:1) or vertical (9:16) format for each program video.
5. Vendor shall deliver all raw footage, project files (in the vendor's native editing software format), audio files, graphic design source files, and all licensed music files to SCTDD on a portable hard drive or via a secure digital transfer service within thirty (30) calendar days of final video approval. SCTDD shall retain all rights to raw footage and project files.
6. Vendor shall provide a written Asset Inventory documenting all delivered files, formats, and storage organization at the time of final delivery.

2.5 Timeless / Evergreen Content Standards

Because SCTDD intends for these videos to remain in active use for an extended period without re-production, the vendor shall adhere to the following evergreen content standards throughout pre-production, production, and post-production:

- Focus messaging on the types of services provided and their human impact rather than specific program funding amounts, grant award amounts, or fiscal year statistics.
- Do not display specific staff names, titles, or contact information as permanent lower-third graphics. Program subject-matter context may be referenced (e.g., "American Job Center Staff") without naming specific individuals.
- Do not reference specific pending legislation, current political officeholders by name, or short-term policy initiatives.
- Use interview questions and participant stories that reflect durable themes: opportunity, independence, community connection, and economic mobility.
- Visual settings should reflect the enduring character of the region — landscapes, communities, facilities — rather than dated signage, seasonal decorations, or transient visual elements.

- Vendor shall flag any proposed content element it believes may limit video longevity and propose alternatives for SCTDD review.

2.6 Content Ownership

All finished videos, raw footage, project files, graphic assets, music licenses, and other work product produced under this contract are works made for hire and shall become the sole and exclusive property of SCTDD upon final payment. SCTDD shall have the unlimited right to use, reproduce, distribute, broadcast, modify, and display all delivered materials for any purpose and in any medium without restriction or additional compensation to the vendor. Vendor shall retain no rights, credits, or distribution licenses to SCTDD-specific content. Vendor may request permission to include a brief reference to the project in its portfolio on a case-by-case basis; such permission requires prior written approval from SCTDD and may be withheld at SCTDD’s sole discretion.

2.7 Required Compliance

- All participant appearances in videos require signed release forms. The vendor is responsible for obtaining and maintaining signed releases for all individuals appearing on camera; signed originals shall be transferred to SCTDD upon project completion.
- All music, archival footage, stock footage, and third-party content must be fully licensed for SCTDD’s intended uses (internal presentations, public website, social media, broadcast). Documentation of all licenses shall be delivered to SCTDD.
- All videos shall include an accessibility-compliant captioned version and separate caption files, consistent with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA.
- This procurement is subject to all applicable requirements of 2 CFR Part 200 (Uniform Guidance) to the extent federal funds are involved.

2.8 Project Timeline

The following is SCTDD’s anticipated project schedule. Vendor proposals should include a proposed production schedule responsive to these target dates.

Milestone	Target Date
RFP Issue Date	June 8, 2026
Proposal Submission Deadline	June 30, 2026
Vendor Selection / Notice of Award	July 7, 2026
Contract Execution	July 14, 2026
Kickoff Meeting with SCTDD	Week of July 14, 2026
Creative Briefs Submitted for All 7 Videos	August 7, 2026
Creative Briefs Approved by SCTDD	August 18, 2026
All Filming Completed	September 26, 2026
Rough Cuts Delivered (All 6 Program Videos)	October 16, 2026
SCTDD Feedback on Rough Cuts	October 30, 2026
Revised Cuts Delivered	November 13, 2026
Brand Video Rough Cut Delivered	November 13, 2026

Milestone	Target Date
Final Approval by SCTDD (All Videos)	December 4, 2026
Final File Delivery and Asset Transfer to SCTDD	December 7, 2026

SCTDD reserves the right to adjust milestone dates by written notice. Program video shoots may be phased by program area at the vendor’s discretion with SCTDD approval.

SECTION 3 — PROPOSAL SUBMISSION REQUIREMENTS

3.1 Submission Deadline

Proposals must be received by SCTDD no later than 4:00 p.m. Central Time on June 30, 2026. Proposals received after this deadline will not be considered, regardless of method of submission or reason for delay.

3.2 Submission Method

Electronic submission is preferred. Vendors may submit proposals by email or hard copy as described below.

Electronic Submission (Preferred):

Submit a single PDF proposal to aezell@sctdd.org with subject line: RFP SCTDD-2026-VID-001 — [Firm Name]. Files exceeding 25 MB may be submitted via a shared link (Google Drive, Dropbox, or equivalent). Video portfolio samples may be submitted as URLs to hosted content (Vimeo, YouTube, etc.) rather than embedded files.

Hard Copy Submission:

Submit one (1) original and two (2) copies in a sealed envelope or package clearly marked “RFP SCTDD-2026-VID-001 — Video Production Services — DO NOT OPEN” and deliver to:

Amy Ezell, CGFM | South Central Tennessee Development District
101 Sam Watkins Blvd, Mt. Pleasant, TN 38474

3.3 Required Proposal Contents

Proposals must be organized in the following order. Proposals that do not include all required components may be deemed non-responsive.

Tab	Section	Required Content
A	Cover Letter	Signed letter on firm letterhead acknowledging all addenda, identifying authorized contact, and confirming the firm’s ability to meet the project timeline.

Tab	Section	Required Content
B	Firm Qualifications	Company overview, years in operation, legal structure, primary office location, team size, and experience with government, nonprofit, or public-sector video production (preferred).
C	Portfolio Samples	Minimum three (3) video samples comparable in scope to this project (short-form documentary, organizational, or public-sector). Provide URLs to hosted content and a brief project description for each sample, including client name and contact, production year, and role of the vendor in the project.
D	Creative Approach	Narrative describing the vendor’s proposed creative vision, storytelling approach, visual style, and strategy for achieving timeless / evergreen content. Address how the Brand Video will be derived from program shoot footage. Identify any proposed use of drone footage, stock footage, animation, or graphics.
E	Technical Approach	Equipment list (camera, audio, lighting), minimum resolution, editing software and platform, format deliverables, captioning approach, and asset delivery method.
F	Project Schedule	Proposed production schedule responsive to SCTDD’s desired milestones, including estimated dates for Creative Briefs, filming, rough cuts, revisions, and final delivery for each of the six videos.
G	Key Personnel	Résumés or biographies for the producer, director, cinematographer, and editor assigned to this project. Identify any subcontractors.
H	Price Proposal	Itemized fixed-fee price proposal broken down by: (a) each of the five program videos individually, (b) the Brand Video, and (c) any optional add-ons (e.g., drone footage, additional social media cuts, Spanish-language captioning). Identify any per diem, travel, or per-revision costs separately.
I	Certifications	Completed Attachment B (Vendor Conflict of Interest), Attachment C (IRS Form W-9), and Attachment D (Debarment and Suspension / Byrd Anti-Lobbying Certification).

3.4 Questions and Clarifications

All questions regarding this RFP must be submitted in writing via email to aezell@sctdd.org with the subject line: Questions — RFP SCTDD-2026-VID-001. Questions must be received no later than June 20, 2026, at 4:00 p.m. Central Time. Written responses will be issued as a formal Addendum and distributed to all vendors on record. No oral responses shall be binding.

3.5 Addenda

SCTDD reserves the right to issue written addenda to this RFP. All addenda will be posted on the SCTDD website and emailed to vendors on record. Vendors are responsible for acknowledging receipt of all addenda in their Cover Letter. Failure to acknowledge addenda may result in disqualification.

3.6 Proposal Validity

Proposals shall remain valid and irrevocable for ninety (90) calendar days following the submission deadline, or until a contract is executed, whichever occurs first.

SECTION 4 — EVALUATION CRITERIA AND SELECTION PROCESS

4.1 Evaluation Committee

Proposals will be evaluated by an Evaluation Committee composed of SCTDD staff, and if applicable, representatives from the SMLWDB. The Evaluation Committee will score proposals independently and then convene to discuss scores and finalize rankings. SCTDD reserves the right to invite finalists to an interview or presentation at no cost to SCTDD.

4.2 Evaluation Criteria

#	Evaluation Criterion	Maximum Points
1	Creative Approach and Storytelling Vision Clarity, originality, and persuasiveness of the proposed creative vision, including the strategy for achieving timeless content and deriving the Brand Video from program shoot footage.	30
2	Portfolio Quality and Relevant Experience Quality, relevance, and comparability of submitted portfolio samples, with attention to documentary or public-sector storytelling, production values, and demonstrated ability to humanize program content.	25
3	Technical Qualifications Equipment quality, editing platform, resolution, format deliverables, and captioning approach.	15
4	Key Personnel and Team Qualifications Experience and demonstrated skill of the producer, director, cinematographer, and editor assigned to this project.	10
5	Project Schedule Feasibility and responsiveness to SCTDD's desired production timeline.	10
6	Price Proposal Competitiveness, transparency, and reasonableness of the total project cost. Price alone shall not determine award.	10
	TOTAL	100

4.3 Selection and Award

SCTDD will select the vendor whose proposal represents the best value based on the criteria above. Price is one factor but shall not be the sole determinant. SCTDD reserves the right to negotiate with the top-ranked vendor prior to contract execution.

4.4 Interviews / Presentations

SCTDD reserves the right to invite finalists to present a creative pitch or video reel presentation prior to final selection. Presentations, if scheduled, may be conducted in person at SCTDD’s office in Mt. Pleasant or via video conference at SCTDD’s discretion.

SECTION 5 — CONTRACTUAL TERMS AND CONDITIONS

5.1 Contract Award

The selected vendor will execute a written contract with SCTDD before commencing any work. The contract will incorporate this RFP, all addenda, and the vendor’s accepted proposal by reference. SCTDD reserves the right to negotiate specific terms prior to award.

5.2 Payment Schedule

Payment shall be made on a milestone basis as specified in the executed contract. SCTDD does not make advance payments. An illustrative milestone payment structure is shown below; the final structure will be negotiated at contract execution:

Milestone	Approximate % of Total Contract Value
Contract Execution and Creative Briefs Approved	20%
All Filming Completed and Verified by SCTDD	25%
Rough Cuts Approved (All 6 Program Videos)	25%
Final Approval of All 7 Videos by SCTDD	20%
Final File Delivery and Asset Transfer Complete	10%

5.3 Intellectual Property and Work Product

All finished videos, raw footage, audio recordings, project and editing files, graphic design source files, participant releases, licensed music documentation, and all other work product produced under this contract are works made for hire and shall be the sole and exclusive property of SCTDD upon final payment. The vendor shall deliver complete, unrestricted access to all deliverables and shall have no remaining rights, claims, or distribution licenses to SCTDD-specific content. Any request to include the project in the vendor’s portfolio requires prior written approval from SCTDD.

5.4 Releases and Third-Party Rights

The vendor is responsible for obtaining fully executed written releases from all on-camera participants, location owners (where required), and any other parties whose likeness, property, or intellectual property appears in the finished videos. Vendor shall obtain and maintain all music licenses, stock footage licenses, and other third-party rights necessary for SCTDD’s intended uses, including online distribution, social media, and internal presentations. All release forms and licensing documentation shall be delivered to SCTDD as part of the final asset transfer.

5.5 Confidentiality

The vendor and all personnel shall treat as confidential all non-public information encountered in the course of this project, including any personally identifiable information about program participants who appear in videos. Vendor shall comply with all applicable privacy laws and shall not use, reproduce, or distribute participant images or personal information beyond the scope of this contract.

5.6 Insurance Requirements

Prior to commencing work, the vendor shall provide SCTDD with certificates of insurance, evidencing the following minimum coverage:

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate
- Professional Liability (Errors & Omissions): \$1,000,000 per claim
- Workers' Compensation: As required by Tennessee law
- Inland Marine / Equipment Coverage (if applicable): Sufficient to cover production equipment

SCTDD shall be named as an additional insured on the Commercial General Liability policy. All policies shall provide thirty (30) days' advance written notice to SCTDD of cancellation or material change.

5.7 Indemnification

The vendor shall defend, indemnify, and hold harmless SCTDD, its officers, directors, employees, and agents from any and all claims, damages, losses, and expenses (including attorney's fees) arising from the vendor's performance under this contract, including claims arising from intellectual property infringement, unauthorized use of participant likenesses, or use of unlicensed music or content.

5.8 Termination for Convenience

SCTDD may terminate this contract for convenience upon thirty (30) calendar days' written notice. Upon termination, the vendor shall be compensated for all work satisfactorily completed and approved deliverables as of the termination date on a pro-rated, milestone basis. No lost profits or unearned fees shall be payable.

5.9 Termination for Cause

SCTDD may terminate this contract for cause immediately upon written notice if the vendor fails to perform any material obligation and does not cure such failure within ten (10) calendar days of written notice. Upon termination for cause, all work product completed to date shall be transferred to SCTDD, and SCTDD may pursue all available legal and equitable remedies.

5.10 Record Retention

Pursuant to 2 CFR § 200.334, the vendor shall retain all financial records and project documentation related to this contract for not less than three (3) years following the final expenditure report submission date, or such longer period as required by law. All records shall be made available to SCTDD, applicable state or federal agencies, or the Comptroller General of the United States upon request.

5.11 Suspension and Debarment

Pursuant to 2 CFR § 200.213 and Executive Order 12549, SCTDD shall not contract with any vendor currently debarred, suspended, or otherwise excluded from federal programs. By submitting a proposal, each vendor certifies its eligibility. See Attachment D.

5.12 Compliance with Law

The vendor shall comply with all applicable federal, state, and local laws and regulations, including Section 508 of the Rehabilitation Act (captioning requirements); Title VI of the Civil Rights Act of 1964; applicable Tennessee law; and all requirements of 2 CFR Part 200 to the extent applicable.

5.13 Equal Opportunity

SCTDD is an equal opportunity provider and employer and does not discriminate on the basis of race, color, national origin, sex, age, disability, religion, or other protected characteristics. The vendor shall comply with all applicable equal opportunity requirements.

5.14 Governing Law

This contract shall be governed by the laws of the State of Tennessee. Any disputes shall be resolved in the courts of Maury County, Tennessee, or in a federal court of competent jurisdiction.

5.15 No Implied Contract

This RFP does not constitute an offer, contract, or commitment to purchase. SCTDD reserves the right to accept or reject any and all proposals, waive irregularities, request additional information, and negotiate with any or all vendors. No vendor shall have rights against SCTDD arising from participation in this solicitation.

5.16 Competitive Procurement

This procurement is conducted as a competitive proposal process pursuant to 2 CFR § 200.320(c). All responsive proposals will be evaluated pursuant to Section 4 of this RFP.

SECTION 6 — GENERAL PROVISIONS

6.1 Public Records

Proposals submitted in response to this RFP may be subject to disclosure under applicable Tennessee public records laws following contract award. Vendors who believe any portion of their proposal constitutes proprietary trade secret information should clearly mark those pages “Confidential — Trade Secret.” SCTDD cannot guarantee that such designations will be honored in the event of a public records request.

6.2 Cost of Proposal Preparation

All costs incurred in preparing and submitting a proposal are the sole responsibility of the vendor. SCTDD shall not reimburse any vendor for proposal preparation or submission costs, regardless of outcome.

6.3 Subcontracting

Vendors must disclose all subcontractors in their proposal. The prime vendor remains fully responsible for all subcontractor performance, compliance with applicable laws, and adherence to contract requirements, including insurance, debarment certification, and conflict of interest disclosure.

6.4 Lobbying Prohibition

Pursuant to 31 U.S.C. § 1352, no federal appropriated funds may be used to pay any person to influence any officer or employee of a federal agency, member of Congress, or Congressional employee in connection with any federal contract, grant, or award. See Attachment D.

6.5 Non-Collusion

By submitting a proposal, the vendor certifies that the pricing and content of its proposal were developed independently and without consultation, communication, or agreement with any other vendor for the purpose of limiting competition. The vendor further certifies that the proposal has not been disclosed to any competitor and will not be disclosed prior to the submission deadline.

6.6 Conflict of Interest

All vendors must complete and submit Attachment B. SCTDD employees, board members, and their immediate family members are prohibited from submitting proposals or having a financial interest in a responding vendor. Failure to disclose conflicts of interest may result in disqualification or contract termination.

6.7 Drug-Free Workplace

The vendor agrees to maintain a drug-free workplace in accordance with applicable federal and state requirements.

6.8 Americans with Disabilities Act

All videos produced under this contract shall include captioning and comply with Section 508 of the Rehabilitation Act and WCAG 2.1 Level AA accessibility standards, consistent with SCTDD's commitment to accessible communications.

ATTACHMENT A

Scope of Work Acknowledgment and Proposal Certification

RFP No. SCTDD-2026-VID-001

By signing below, the authorized representative of the undersigned firm certifies that:

1. The firm has read and understands the full scope of work and all requirements described in RFP No. SCTDD-2026-VID-001.
2. The firm's proposal is a complete, accurate, and honest representation of its qualifications and pricing.
3. The firm acknowledges receipt of the following addenda (insert "None" if applicable):

4. The firm is legally authorized to conduct business in the State of Tennessee.
5. The firm agrees to be bound by the terms and conditions of this RFP and any resulting contract.

Firm Name: _____

Business Address: _____

City, State, ZIP: _____

Phone: _____ **Email:** _____

Federal Tax ID: _____

Authorized Signature

Authorized Signature

Printed Name and Title

Printed Name and Title

Date

Date

ATTACHMENT B

Vendor Conflict of Interest Disclosure Form

*RFP No. SCTDD-2026-VID-001 | Video Production Services
South Central Tennessee Development District*

This Conflict of Interest Disclosure is required of all vendors submitting a proposal in response to this RFP. This certification is required to ensure the integrity of the procurement process and to identify any potential conflicts of interest that may affect the evaluation or implementation of the proposed services.

Part I: Vendor Information

Company / Firm Name: _____

Business Address:

City, State, ZIP: _____

Primary Contact Person:

Title:

Telephone:

Email:

Federal Tax ID Number:

Part II: Conflict of Interest Disclosure

A conflict of interest exists when a vendor, or any of its officers, directors, employees, agents, or subcontractors has:

- 1. A financial interest in the outcome of this procurement;
- 2. A personal or business relationship with any SCTDD employee, board member, or official that could influence the procurement process; or
- 3. Any other relationship or circumstance that could create an actual or perceived conflict of interest.

Please check one:

- NO CONFLICT:** The undersigned vendor certifies that, to the best of its knowledge and belief, no actual or potential conflict of interest exists with respect to this proposal or any contract resulting from this RFP.

- POTENTIAL CONFLICT:** The undersigned vendor acknowledges a potential or actual conflict of interest as described below. (Provide a detailed explanation in Part III.)

Part III: Explanation of Conflict (If Applicable)

Part IV: Relationships with SCTDD

A. Does any officer, director, owner, employee, or subcontractor of your firm have a family or business relationship with any SCTDD employee, board member, or official?

- No
- Yes — Describe: _____

B. Within the past three (3) years, has your firm provided services to SCTDD in any capacity?

- No
- Yes — Describe: _____

Part V: Certification and Signature

The undersigned certifies that the information provided is true, complete, and accurate. Misrepresentation or omission may result in disqualification or contract termination.

Authorized Signature

Authorized Signature

Printed Name and Title

Printed Name and Title

Date

Date

Return to: Amy Ezell, CGFM | aezell@sctdd.org | (931) 379-2929 | 101 Sam Watkins Blvd, Mt. Pleasant, TN 38474

ATTACHMENT C

IRS Form W-9 Requirement

RFP No. SCTDD-2026-VID-001

Each vendor submitting a proposal must include a completed, signed IRS Form W-9 (Request for Taxpayer Identification Number and Certification). The W-9 may be downloaded at www.irs.gov/pub/irs-pdf/fw9.pdf.

The W-9 must be completed in its entirety, include the vendor's legal business name, federal tax classification, and taxpayer identification number (EIN or SSN), and bear an original signature and date. Proposals submitted without a completed W-9 may be deemed non-responsive. SCTDD will not issue payment to any vendor without a valid, completed W-9 on file.

W-9 Submission Checklist:

- Line 1: Legal name of entity or individual
- Line 2: Business name / DBA (if applicable)
- Line 3: Federal tax classification
- Part I: Taxpayer Identification Number (EIN or SSN)
- Part II: Certification signed and dated

ATTACHMENT D

Debarment and Suspension Certification and Byrd Anti-Lobbying Amendment Certification

RFP No. SCTDD-2026-VID-001 | Video Production Services

Part I: Debarment and Suspension Certification

As required by Executive Order 12549 and 2 CFR § 200.213, the undersigned certifies, to the best of its knowledge and belief, that:

1. The vendor and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in covered transactions by any federal department or agency;
2. The vendor has not within a three (3) year period preceding this proposal been convicted of, or had a civil judgment rendered against it for, fraud, criminal offense, antitrust violation, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property in connection with a public transaction;
3. The vendor is not presently indicted or otherwise criminally or civilly charged for any offense described above; and
4. The vendor has not within the past three (3) years had a public transaction terminated for cause or default.

The vendor shall immediately notify SCTDD if the vendor's status changes with respect to any of the above certifications during performance of any resulting contract. Debarment status may be verified at www.sam.gov.

Part II: Byrd Anti-Lobbying Amendment Certification

As required by 31 U.S.C. § 1352 and 2 CFR Part 200, the undersigned certifies, to the best of its knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any federal agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the award of any federal contract, grant, loan, or cooperative agreement; and
2. If any non-federal funds have been or will be paid for such influencing activities, the vendor will complete and submit Standard Form-LLL (Disclosure Form to Report Lobbying) in accordance with its instructions.

Part III: Certification and Signature

This certification is a material representation of fact upon which reliance was placed when this transaction was entered into. A false certification may subject the vendor to criminal prosecution under 18 U.S.C. § 1001 and civil penalties under 31 U.S.C. §§ 3729–3730.

Authorized Signature

Authorized Signature

Printed Name and Title

Printed Name and Title

Company Name

Company Name

Date

Date

Return to: Amy Ezell, CGFM | aezell@sctdd.org | (931) 379-2929 | 101 Sam Watkins Blvd, Mt. Pleasant, TN 38474