

Canadian Council for Indigenous Business (CCIB)

2026 National Awards Video Production

Request for Proposals: Pre-Qualified Production Company Vendor List

Submission Deadline: December 12, 2025, 5:00 p.m. EST

STATEMENT OF PURPOSE

Canadian Council for Indigenous Business (“CCIB”) is seeking proposals from independent suppliers (“Bidder”) who have demonstrated professional competence and experience in undertaking professional video development (“Services”).

The purpose of this Request for Proposal (“RFP”) is to establish a **pre-qualified vendor list** for the production of **18-20 national award videos over a three-year period (2026-2028)**. Please note that this list may be used for other video projects by CCIB.

Please note: This RFP does not guarantee a project or volume of work. It is intended to create a comprehensive list of approved vendors that CCIB will use throughout 2026, 2027, and 2028. CCIB will prioritize selecting local or regional crews when necessary and practical.

Once the location of an award recipient is determined, CCIB will reach out to vendors on this list for a formal, project-specific quote.

BACKGROUND INFORMATION

CCIB is a national member-based organization. Our membership includes Indigenous businesses, community-owned economic development corporations, and companies operating in Canada. We are governed by a voluntary Board of Directors that are representative of our membership as patrons, Indigenous business members, and senior industry leaders. The staff is a team of dynamic professionals dedicated to economic reconciliation and growing the Indigenous economy for the benefit of all Canadians.

CCIB is a non-partisan/non-profit organization with a mission to promote, strengthen and enhance a prosperous Indigenous economy through the fostering of business relationships, opportunities, and awareness. We are supported through corporate funding, event sponsorship, and membership dues.

PROJECT OVERVIEW & SCOPE OF SERVICES

CCIB has six (6) national awards annually. Each recipient receives a professionally produced video that highlights their story, journey, and impact. These videos are premiered at our events.

The videos are typically shot in the recipient's hometown or primary place of business, requiring videography teams with a national reach or the ability to travel.

Budget

The budget for **each** individual award video is **between \$15,000 - \$20,000 CAD**. This budget is inclusive of all professional fees, pre-production, production, post-production, travel, and accommodation.

Core Services & Deliverables (Per Video)

The successful Bidder will be responsible for the following for each assigned video project:

- **Pre-Production:**
 - Conduct a virtual pre-filming meeting with the CCIB team and the award recipient to align on vision and logistics.
 - Create a comprehensive video plan, including but not limited to: concept/storyboard, selecting key locations for interviews and B-roll, and developing interview questions for all subjects.
 - Create a schedule for filming days and arrange and confirm all interviewees with the CCIB team and the recipient.
 - Send the interviewees the proposed questions **at least one week in advance**.
- **Production:**
 - Travel to the recipient's location for filming (typically 1 day of filming and ½ a day of B-roll).
 - Conduct and film all necessary interviews (minimum three in addition to the recipient) and capture sufficient, high-quality B-roll footage. Remote/virtual interviews may only be conducted with pre-approval from the CCIB team.
 - Please note: One CCIB staff member will accompany the filming crew.

- **Post-Production:**

- Edit all footage, including high-quality audio mixing, colour grading, and inclusion of CCIB and sponsor branding (graphics, logos, etc.).
- Submit a first round (rough cut) of the video to CCIB for review and edits by the designated date.
- Incorporate CCIB feedback through up to three revision rounds until final approval.

- **Final Deliverables:**

- Produce one (1) final, high-definition **8–10-minute video** delivered in the required format.

2026 AWARD SCHEDULE

Bidders must demonstrate their capacity to meet the following production timelines.

Award	Filming Window	First Round of Edits Due	Final Video Due	Award Presented
Lifetime Achievement	January 2026	February 5, 2026	February 13, 2026	Feb. 26 (Toronto)
Young Indigenous Entrepreneur	January 2026	February 5, 2026	February 13, 2026	Feb. 26 (Toronto)
Indigenous Women in Leadership	Spring 2026	May 14, 2026	May 22, 2026	June 4 (Calgary)
Indigenous Business of the Year	Summer 2026	September 24, 2026	October 2, 2026	Oct. 15 (Vancouver)
Indigenous Small Business of the Year	Summer 2026	September 24, 2026	October 2, 2026	Oct. 15 (Vancouver)
Excellence in Indigenous Relations	Summer 2026	September 24, 2026	October 2, 2026	Oct. 15 (Vancouver)

Please note that CCIB reserves the right to adjust this timeline as needed.

TERMS AND CONDITIONS

Commencement and Termination of Services

This pre-qualified vendor list agreement will be for the 2026 through 2028 calendar years. Specific project timelines and deliverables for each award video will be detailed in individual Statements of Work (SOW) or contracts as projects are assigned.

Work Performance

Performance of the work will be offsite (pre/post-production), unless the work requires on-site filming. The successful bidder will carry out work in their office location, and most communications will be via email, video conferences, or telephone.

Intellectual Property

The Bidder shall not use any intellectual property of CCIB, including but not limited to, CCIB and CCIB partner and sponsor logos, registered trademarks, or trade names of CCIB, at any time without the prior written approval of CCIB. All final video files and raw footage will become the property of CCIB upon final payment.

Withdrawal or Amendment of Proposal

- **Prior to Submission Deadline:** A Bidder may withdraw or make amends to their proposal by providing written notice to the CCIB contact person before the proposal submission deadline. CCIB has no obligation to return withdrawn proposals.
- **After Vendor List Selection:** Bidders who are successfully added to the pre-qualified vendor list may request to be removed from the list at any point during 2026 by providing written notice to CCIB. This withdrawal will not affect any specific video projects for which a Statement of Work (SOW) or contract has already been executed.

CCIB Membership

If awarded a video project, the Bidder must become a CCIB member at their own expense (if not already a current CCIB member) prior to commencing the first project. For more information visit: <https://www.ccib.ca/membership>

RFP SUBMISSION & TIMELINE

RFP distribution to bidders: November 18, 2025

Proposal Submission Due: December 12, 2025, 5:00 p.m. EST

Proposal Review Period: Week of December 15, 2025

Final Vendor List Selection & Notification: Week of December 15, 2025

Please note: Once award recipient locations are determined, CCIB will reach out for a formal quotation.

GUIDELINES FOR PROPOSAL PREPARATION

All materials submitted in response to the RFP become the property of CCIB and will not be returned. CCIB also reserves the right to obtain the working files used to create the completed video.

Proposals are submitted at the sole expense of the sender. It is the applicant's responsibility to secure proof that his/her proposal has been received by the CCIB within the prescribed time limit.

The submitted proposals are to include each of the following sections:

- **Appendix A** – Submission with References & Experience in Similar Projects
- **Appendix B** – Costing & National Capability
- **Appendix C** – Value-Added Bid Enhancements
- **Appendix D** – CCIB Participation

EVALUATION AND AWARD PROCESS

The proposals are evaluated by the CCIB team. All proposals are subject to a comprehensive analysis and evaluation, based upon the best overall value to CCIB. CCIB intends to retain successful Bidders pursuant to a “Best Value” basis, not a “Low Bid” basis.

All bids will be graded based on the following criteria:

- **Cost & National Capability (40)** – Appendix B
- **Work Samples (30)** – Appendix A (Portfolio/Links)
- **Experience in Similar Projects (15)** – Appendix A
- **References (5)** – Appendix A
- **Value Added Bid Enhancements (10)** – Appendix C
- **TOTAL:** 100 points
- **Bonus Participation Points (15)** – Appendix D

APPENDIX A – Submission with References & Experience (50 pts)

NAME AND CONTACT INFORMATION OF AUTHORIZED REPRESENTATIVE(S):

- COMPANY NAME:
- SUBMITTED BY:
- POSITION:
- TELEPHONE #:
- EMAIL:
- WEBSITE:

BRIEF BIOGRAPHY/RESUME OF COMPANY

(Please use the space below or attach a brief biography/resume of your company, highlighting experience any relevant experience.)

PORTFOLIO / WORK SAMPLES

(Please provide 3-5 links to video projects most relevant to the scope described (e.g., award videos, mini-documentaries, corporate profiles).)

REFERENCES: (Please provide details on 2 relevant clients)

- **Reference #1**

- NAME:
- COMPANY:
- POSITION:
- TELEPHONE #:
- EMAIL:
- PROJECT LINKS IF AVAILABLE:

- **Reference #2**

- NAME:
- COMPANY:
- POSITION:
- TELEPHONE #:
- EMAIL:
- PROJECT LINKS IF AVAILABLE:

DECLARATION

I/We, the undersigned, HEREBY DECLARE AND ACKNOWLEDGE:

THAT I / WE have examined the documentation and information contained in this RFP and its appendices, and acknowledge the requirements and conditions contained therein.

THAT I / WE are compliant with the conditions contained in the RFP.

THAT all statements in this proposal are true and accurate in all respects.

THAT full disclosure has been made of any conflict of interest or potential conflict of interest.

THAT the proposing company is a business in good standing, legally authorized to perform the services outlined in this RFP.

THAT the undersigned are duly authorized to execute this proposal on behalf of:

- **Name of Vendor:** _____
- **Authorized Signature:** _____
- **Contact Telephone #:** _____
- **Dated at (City / Province):** _____
- **This Day of _____, 2025**

APPENDIX B – Cost & National Capability (40 pts)

The authorized representative (signed in Appendix A) has carefully examined the information attached hereto and is fully informed as to CCIB's requirements.

As this RFP is for a vendor list, please provide the following to help us assess your costing model and capabilities.

1. Sample Budget Breakdown

Please provide a sample budget breakdown for one 8–10-minute award video, based on the \$15,000 - \$20,000 all-inclusive budget. Show how you would typically allocate this budget across the key project phases.

Phase	Deliverables	Proposed Fee / %
1. Pre-Production	Client Meetings, Concept, Storyboarding, Research, Scheduling	
2. Production	On-location filming (e.g., 2 days), Crew, Equipment, Travel Time, etc.	
3. Post-Production	Editing, Audio, Colour Grading, Graphics, Revisions	
4. Expenses	Travel, Accommodation, Per Diems	
TOTAL		

2. Rate Card

Please provide a standard rate card for key personnel and services. This will be used as a reference when evaluating future quotes.

- Producer/Director (Day Rate):
- Camera Operator/ Audio Technician (Day Rate):
- Editor (Hourly/Day Rate):

- Other (please specify):

3. National Capability & Approach

Please describe your firm's capability to film nationally.

- Do you have local crews or partners across Canada? If yes, please list cities.
- Or does your primary model rely on your core team traveling from a central location?
 - Confirm your central location:

APPENDIX C – Value-Added Bid Enhancements (10 pts)

1. Have you worked with CCIB before? (YES / NO)
 - If yes, describe: _____
2. Do you offer a charitable discount? (YES / NO)
 - If yes, describe: _____

APPENDIX D – CCIB Participation (Bonus 15 pts)

- CCIB Member (5 pts) (YES / NO)
- Certified Indigenous Business with CCIB (5 pts) (YES / NO)
- PAIR (Partnership Accreditation in Indigenous Relations) Certified (5 pts) (YES / NO)

CCIB CONTACT:

Please submit proposals in PDF format with the subject line: **RFP Submission: Award Video Filming**. Any questions concerning requirements must be directed to the contact person listed below.

Teri Campbell

Director, Events & Awards

Canadian Council for Indigenous Business

Email: awards@ccib.ca