



JOLIET JUNIOR COLLEGE

1901

JOLIET JUNIOR COLLEGE
REQUEST FOR QUOTATION
JJC RACIAL HEALING DOCUMENTARY

You are invited to submit a quote for **JJC RACIAL HEALING DOCUMENTARY**. Please include delivery charges in your pricing. The College is exempt from all sales tax. Quotes are due by **February 9, 2026 at 11:00 AM**

Joliet Junior College reserves the right to award all items to one vendor or to multiple vendors depending on what is considered to be in the best interest of the College.

Vendors must submit their quote electronically through the ESM Solutions electronic sourcing site. Please note that all vendors will have to complete an on-line registration process prior to submitting your proposal. A step-by-step supplier registration guide is posted to the college's website for your reference. General supplier guides are also available on the ESM website. If you have any questions during the registration process, contact ESM Solutions Customer Support (877) 969-7246 Option 3.

Quotes received after the date and time specified shall be considered LATE, and shall not be opened. While the ESM platform is a reliable tool for electronic submissions, vendors should be aware that, as with any online system, occasional technical issues may occur. To mitigate any risk of delayed submissions, vendors are strongly encouraged to complete their bid submissions well in advance of the deadline. Please note that all proposals are electronically sealed and remain confidential until the official bid opening, at which time they become accessible to JJC.

Registration Link:

<https://supplier.esmsolutions.com/registration#/registration/contactInformation/>

General Supplier Guide (ESM Documents):

<https://support.esmsolutions.com/hc/en-us/sections/115000917048-Supplier-Guides>

Supplier Registration Guide (JJC Document):

<https://www.jjc.edu/sites/default/files/Purchasing/FY2019/Supplier%20Registration%20Screenshots%20Final.pdf>

Joliet Junior College will make every effort to use local business firms and contract with small, minority-owned, and/or women-owned businesses in the procurement process. This solicitation may contain a goal to include businesses owned and controlled by minorities, females, and persons with disabilities in the College's procurement and contracting processes in accordance with the State of Illinois' Business Enterprise for Minorities, Females, and Persons with Disabilities Act (30 ILCS 575). State of Illinois CMS Business Enterprise Program certified vendors are encouraged to mark the quote form accordingly and provide supporting documentation along with the bid form.

BLACKOUT PERIOD:

After the College has advertised for quotes, no pre-quote vendor shall contact any College officer(s) or employee(s) involved in the solicitation process, except for interpretation of quote specifications, clarification of quote submission requirements or any information pertaining to pre-quote conferences. Such bidder or sub-bidder making such request shall be made in writing at least seven (7) days prior to the date for receipt of quotes. No vendor shall visit or contact any College officers or employees until after the quotes are awarded, except in those instances when site inspection is a prerequisite for the submission of a quote. During the black-out period, any such visitation, solicitation or sales call by any representative of a prospective vendor in violation of this provision may cause the disqualification of such bidder's response. **Questions must be submitted through the Q&A section of the event header in the ESM Solutions Sourcing site prior to the published deadline.**



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JOLIET JUNIOR COLLEGE REQUEST FOR QUOTATION JJC RACIAL HEALING DOCUMENTARY

Scope of Work

The purpose of this request is to produce a 45-55 minute documentary film. See appendix A, attached to this quotation document, for a detailed scope of work.

Lump Sum Pricing Requested

Lump sum pricing is requested. Your quote must cover the entire scope of work.

Quote Submissions

Pricing must be submitted electronically through the ESM solutions bidding tool. See page 1 of this quote document for registration information.

Sample Work

Bidders will be prompted in ESM to provide links or attachments to showcase relevant experience in documentary filmmaking, including any notable projects you have completed in the past.

Insurance Requirements

The supplier performing services for JJC shall:

- a. Maintain full workers' compensation insurance as required by Illinois statutes, for all employees engaged in the work.
- b. Provide a certificate of insurance naming the College as an additional insured for the following coverages:

Commercial General Liability:

- Each occurrence: \$1 Million
- General Aggregate: \$2 Million
- Auto liability \$1 Million (if driving leased or commercial vehicles onto JJC property)
- Work Comp: Statutory Requirement
- Umbrella: \$2 million (may be used to meet minimum requirements)

This document must be submitted prior to the date of the service or performance. The College solely determines the event's risk level and the required insurance. JJC reserves the right to cancel any event without penalty if proof of the required insurance is not received by the College by the date of service or the performance.

- c. The vendor waives any rights to recovery from the College for any injuries that vendor and/or its employees may sustain while performing services under this agreement and that are a result of the negligence of vendor or its employees.

Results from this quote request may be viewed at www.jjc.edu/community/vendors

Healing Illinois Documentary Project

Scope of Work (45–55 Minute Documentary)

1. Project Overview

The purpose of this project is to produce a 45–55-minute documentary film that highlights lived experiences alongside the history of race and civil rights in America. The documentary will center on community voices across generations and backgrounds and will be designed for public screening and facilitated dialogue.

Primary interviews will be filmed at Joliet Junior College’s Main Campus. Supplemental B-roll footage may include campus environments, community settings, and historical or archival visuals provided by Joliet Junior College. The final documentary will be shared through community screenings and facilitated discussions across schools, libraries, and organizations within JJC’s service district.

This project responds to persistent racial inequities and the need for shared understanding and healing, using storytelling as a tool for narrative change and community connection.

2. Project Governance & Roles

Creative Leadership & Oversight

- **Creative Leads / Content Advisors / Story Developers:**
Jailen Bey and Ernest Crim III, in collaboration with the Office of Institutional Equity & Advocacy (OIEA).
- **Shared Approval Model:**
Final approval authority is shared between Jailen Bey, Ernest Crim III, and OIEA for:
 - Story direction and narrative framing
 - Interview content and tone
 - Rough cuts, fine cuts, and final deliverables

Interview Facilitation

- Interviews will be conducted by Jailen Bey and Ernest Crim III.
- The vendor will support interview direction from a technical and production standpoint, including setup, framing, sound, and pacing.

Vendor Responsibilities

The selected vendor will be responsible for:

- Professional video and audio capture
- Production support and technical interview direction
- Post-production editing and assembly
- Color correction and audio balancing
- ADA-compliant captioning
- Delivery of all final and promotional assets

3. Pre-Production (Required Deliverables)

Pre-production will begin immediately after contract execution and must be completed before filming.

Required Pre-Production Deliverables

The vendor must collaborate with the Creative Leads to develop and submit the following materials:

- Documentary story outline
- Proposed interview questions
- Shot list and visual approach
- Confirmed production schedule
- Technical approach summary (to be included in vendor proposal)

Pre-Production Approval Gate

Filming may not proceed until **written approval** of all pre-production materials is granted by:

- Jailen Bey
- Ernest Crim III
- Office of Institutional Equity & Advocacy (OIEA)

4. Production

Interviews

- **Number of participants:** Five (5) fixed
- **Location:** Joliet Junior College Main Campus
- **Schedule:**
All interviews will be completed during a single production day in **February 2026** (specific date to be finalized during pre-production).

B-Roll & Supporting Footage

- B-roll may include:
 - Campus and community environments
 - Historical photos and archival materials provided by JJC
 - Supplemental visuals aligned with the approved story outline
- JJC Marketing may support or supplement B-roll capture as needed

5. Post-Production

Editing & Assembly

The vendor will produce a cohesive 45–55-minute documentary that integrates interviews, B-roll, and archival content. The final film must be suitable for public screenings and facilitate community dialogue.

ADA-compliant captions are required.

Promotional Assets

The vendor will produce:

- **Two (2) promotional video clips** (30–90 seconds each):
 - One horizontal (16:9)
 - One vertical (9:16)
- Promotional clips must be captioned and delivered **no later than March 17, 2026** (one month prior to the April 17 premiere).
- Earlier delivery is encouraged where feasible to support internal planning following the public announcement embargo.

6. Review & Revision Process

Included Revisions

- **Two (2) formal revision rounds are included in the scope and vendor fee:**
 1. Rough Cut Review
 2. Fine Cut Review

Review Timeline

- Total review and revision window: **One (1) month**
- Expected turnaround times:
 - JJC/OIEA feedback: **5–7 business days**
 - Vendor revisions: **7–10 business days**

Additional revisions beyond those included must be approved in writing and may require a change order.

Edit Approval Gate

Progression from rough cut to fine cut, and from fine cut to final delivery, requires written approval from Jailen Bey, Ernest Crim III, and OIEA.

7. Technical Standards (Vendor-Defined)

Rather than prescribing technical specifications, vendors must define their technical standards within their proposal, including:

- Video resolution and format
- Audio capture and mixing approach
- Color grading process
- Captioning standards and workflow
- Final delivery formats

All standards must meet professional documentary and public screening expectations.

8. Rights, Releases, & Ownership

- JJC will coordinate participant engagement and approvals.
- The vendor must support industry-standard production practices related to:
 - Interviewee appearance releases
 - Location releases (as applicable)
- Any archival materials, photos, or documents will be provided by JJC or approved in advance.

Ownership

- Joliet Junior College retains ownership of the final documentary and all deliverables.
- Raw footage delivery and storage expectations must be clearly outlined in the vendor proposal, including:
 - File formats
 - Delivery method
 - Length of vendor file retention (minimum recommended: 6–12 months)

9. Project Timeline (Backward-Mapped from Premiere)

- **November–December 2025**
Contract execution and internal planning
- **January 2026**
Pre-production development and approvals; Healing Illinois onboarding
- **February 2026**
One-day interview production at JJC Main Campus
- **Late February – March 2026**
Editing, rough cut, and fine cut reviews
- **Mid-March 2026**
Final cut lock and promo asset delivery
- **Friday, April 17, 2026**
Documentary premiere
- **April – June 2026**
Community screenings and grant close-out activities

10. Final Deliverables

- One (1) completed **45–55-minute documentary**
- ADA-compliant captioned master file
- Two (2) promotional video clips (30–90 seconds)
- Screening-ready final files suitable for community dialogue and outreach

Budget \$13,000