



**Composting  
Council®**  
**Research &  
Education Foundation**

#### Mission

The CCREF supports initiatives that enhance the stature and practices of the composting industry by supporting scientific research, increasing awareness, and educating practitioners and the public to advance environmentally and economically sustainable organics recycling.

## **Request for Proposal for Compost Sampling Video Production Project**

### ***Background***

The compost manufacturing industry is growing, selling millions of tons of compost per year. Compost sold for many uses require analysis to show that it meets various criteria for safety and performance. The analysis is completed by specialized labs around the country. The laboratory will perform its analysis on the 1-2 gallons of compost submitted. The accuracy of the analysis depends almost entirely on the quality of the sample submitted, and particularly how representative that 1-2 gallons is of the up to 5000 cubic yards that can compose a typical batch. Thus, knowledge in the proper taking of samples, and preparation of the sample for analysis, is crucial to getting reliable analysis, which is the basis for whether and how the compost will be used.

Providing proper hands-on instruction on good sampling techniques for final process testing that adhere to the Test Methods for the Examination of Composting and Compost, [02.01 FIELD SAMPLING OF COMPOST MATERIALS](#), is very difficult in the context of a 1-5 day short course. To address the need for proper training in the taking and preparation of compost samples, the CCREF will develop a web-accessible video or video series to serve as both stand-alone training and a companion to the Compost Operations Training Course, the CCREF's flagship training program.

### ***Purpose of the Instructional Video(s)***

Field sampling can be done by any number of employees at a compost operation from operation managers to field workers. The techniques detailed in the TMECC, while thorough, are highly technical and do not easily translate to employees of all skill levels. CCREF seeks to interpret the TMECC sampling methodology into lay terms while still retaining the importance of following procedure consistently.

The goal of the video(s) is to be the de facto reference for field sampling of compost materials, maintenance and sanitation of sampling equipment, completion of chain of custody forms, and proper shipment and storage of samples. If compost operations take better samples by following these TMECC-based guidelines, they will obtain better sampling results which ultimately benefit the entire composting industry.

### ***Scope of Work***

The winning Contractor would be responsible for filming, producing and editing the video(s). CCREF Staff and the CCREF technical consultant would provide the contractor with the script and input on content and style throughout the project.

The project schedule below is only an estimate. CCREF reserves the right to revise any dates as needed.

## Project Schedule

<b>Phase</b>	<b>Milestone</b>	<b>Due Date</b>
Initiation	Release of request for video production services;	April 13, 2018
	Contracting with video production company	May 25, 2018
Phase 1	Production logistics, location procurement and preparation	June 30, 2018
Phase 2	On-Location shooting and narration completed	July 31, 2018
Phase 3	Rough Cuts delivered	August 31, 2018
	Final Cut delivered	September 30, 2018
	Release of video(s), recording of live webinars on compost sampling	November 30, 2018

Applicants are requested to provide a total cost for the deliverables outlined below, including fees and expenses separately.

### Phase 1

Depending upon the overall length of the final script, it will be determined by the contractor, technical consultant, and CCREF staff if a single video or series of videos will be best suited to most effectively convey the overall message and hold viewers' attention. CCREF would ideally limit each video to under ten minutes in length. Location(s) will be selected from sites in North Carolina and California and booked by CCREF staff. The contractor would be responsible for crew, equipment and maintaining liability insurance.

### Phase 2

CCREF anticipation is for the video(s) to be shot on-location at one or more compost operations in North Carolina and California. The video(s) will be live-action sampling completed by on-location staff or the CCREF technical consultant using the approved script. Due to the potential for excessive noise at an active compost operation, it is likely that dialogue and instruction will be narrated after shooting has been completed. CCREF staff will be available on-site to assist in trouble-shooting. CCREF will provide catering on site for crew and talent.

### Phase 3

The contractor would be responsible for media transfer and editing. The contractor would create additional graphics and/or animation to emphasize and identify key elements of the sampling procedure. The contractor would provide royalty-free music as needed.

The contractor would deliver both a full copy of the final project on a suitable media source and digital copies ready for upload to YouTube. The video(s) would be produced in a high-definition (HD) video mode of 1080p or better. The video would be available from the CCREF YouTube channel, with the accompanying downloadable guide.

## ***Proposal Requirements***

The proposal should include the following information:

1. A Statement of Qualifications: Please include a cover letter summarizing your firm's background, resources and relevant experience. The statement should also include a cost estimate for the scope of work plus the rate for additional work as agreed. The statement should not exceed two pages.
2. Examples of Three Past Projects: Please include a summary of each relevant project (not to exceed one page) and a DVD or hyperlink sample of the project.
3. List of References and Past Projects/Clients: Please provide a list of references and past projects/clients (three pages max).

Questions pertaining to the development of the sampling video(s) should be directed to Wayne Howard, CCREF staff at [waynehoward@compostfoundation.org](mailto:waynehoward@compostfoundation.org) or (919) 271-6749. Technical questions pertaining to the TMECC standard should be directed to Cary Oshins, CCREF staff at [cary.oshins@compostingcouncil.org](mailto:cary.oshins@compostingcouncil.org) or (301) 897-2715 ext. 4.

All questions about the proposal itself, or other questions should be directed to Wayne Howard. **Please submit your proposal via email to Wayne Howard by Friday, May 4, 2018 by 4:30 pm PDT.** All proposals will be reviewed by CCREF Staff, and the final award will be approved by CCREF's Board of Trustees.