

CALL FOR EXPRESSIONS OF INTEREST

TERMS AND CONDITIONS

Expressions of Interest are invited for video production service in the creation of a 30 minute documentary style video

1. The Municipal District of Willow Creek No. 26 hereby invites Expressions of Interest for the creation of a 30 minute documentary style video featuring the Municipal District, subject to conditions specified here.

Through this Expression of Interest (EOI) process, the Municipal District intends to identify qualified and interested contractors so that they may be included in any subsequent stage of the procurement process that may occur. This may be a Request for Tender.

2. This Request for Expression of Interest is a request for information only. This Request for EOI is not a RFP nor otherwise an offer an offer of any type, nor an authorization to perform any work.
3. All EIOs must complete the Form A - Expression of Interest, attached.
4. Expressions of Interest will be accepted any time during business hours (8:00 a.m. to 4:00 p.m.) after the publication of this call, and must be received no later than 4:00p.m. on March 24, 2009.

By Registered mail, courier, fax or hand delivered to:

Integrated Community Sustainability
Plan Committee
Attention: Gail Gibeau
Municipal District of Willow Creek
No. 26
Box 550, Claresholm,
AB, T0L 0T0

Fax: 403-625-3886
Email: gail@mdwillowcreek.com

- a) Proponents must be able to provide three copies of samples of work completed. A sample must be provided that shows experience with at least two of the following:
 1. Nonpartisan documentary format
 2. Economic Development Component
 3. Teaching Support, Instructional & Informative Component
- b) Proponents must have completed more than ten (10), or equal, relevant projects (eg, documentary, teaching support material).
- c) Proponents must be able to provide proof of having the necessary resources required to accomplish the task.

All Expressions of Interest meeting the above requirements and received in the proper format on or before the specified date will be included in the subsequent stage of procurement.

6. Proponents should note budget for the documentary style video will be subject to funding approval by the Province.

Additional Information is available by contacting:

Gail Gibeau, Development Officer
Municipal District of Willow Creek No. 26
Tel: 403-625-3351 Ext 230
Email: gail@mdwillowcreek.com

5. All Expressions of Interest are subject to a pre-qualification process as outlined below:

Form A Expression of Interest

This response is an indication of our interest in the Municipal District Request For Proposals to provide video production services in the creation of a video featuring the Municipal District.

Company Information

Company Name _____

Contact Name: _____

Contact Title: _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Phone Number: _____ Fax Number: _____

E-mail Address: _____

Mandatory Criteria

Proponents are required to indicate if they meet the following qualifications by checking the box.

- Proponents must be able to provide three copies of samples of work completed. A sample must be provided that shows experience with at least two of the following:
 - ii. Nonpartisan documentary format
 - iii. Economic Development Component
 - iv. Teaching Support, Instructional & Informative Component
- Proponents must have completed more than ten (10), or equal, relevant projects (eg, documentary, teaching support material).
- Proponents must be able to provide proof of having the necessary resources required to accomplish the task.

**Thank you for your interest in providing Services
Please forward to:**

Integrated Community Sustainability Plan Committee
Attention: Gail Gibeau
Municipal District of Willow Creek No. 26
Box 550, Claresholm,
AB, T0L 0T0
Fax: 403-625-3886
Email: gail@mdwillowcreek.com