



REQUEST FOR PROPOSALS (RFP) FOR SSA #25 BRANDED VIDEO PRODUCTION SERVICES

A. PURPOSE

Special Service Area #25 is seeking proposals for the development and production of a branded video highlighting the work, programs, and initiatives of Special Service Area #25 (SSA #25), including but not limited to the Arch, Trolley, Villarte, Dia de Los Muertos..etc. The purpose of the video is to promote SSA #25 as an advertisement.

B. SCOPE OF WORK

The selected contractor will be responsible for the following:

1. Develop a comprehensive production plan, timeline, and creative brief.
2. Please provide a detailed project budget of **\$5,000**, including a breakdown for the original and revised concepts.
3. Scriptwriting, storyboarding, filming, and editing of a branded 3–7 minute video highlighting SSA #25's programs and impact, as well as the timeline of Little Village from its beginnings to the present day.
4. Incorporate footage and interviews as needed to feature SSA #25 initiatives such as the Trolley, Villarte, and other signature programs.
5. Deliver final video in formats suitable for web, social media, and live presentation.
6. Provide all raw video assets and rights to SSA #25 upon project completion.

C. GENERAL REQUIREMENTS

1. All project deliverables and costs must not exceed the agreed-upon contract amount.
2. All payments are contingent on SSA #25 Commission approval, accompanied by an itemized invoice, and may require up to 60 days for processing.
3. The contractor will provide progress updates and drafts for Commission review at agreed-upon intervals.

D. DAMAGES

The contractor shall be solely responsible for the cost of any damage caused by their personnel or equipment during the course of the project.

E. PROPOSAL SUBMISSION REQUIREMENTS

Please include the following in your proposal:



1. Statement of qualifications and relevant experience in video production (advertisement and/or documentary).
2. Company profile and years in business.
3. Three references from previous clients for similar work.
4. Proposed project team and roles.
5. Detailed project approach, timeline, and budget for both original and revised concepts.
6. Samples of previous video work (links or attachments).

Proposals are to be submitted by 5:00 PM on Wednesday, September 30, 2026, .

Please direct all correspondence to:

SSA #25 / Little Village Chamber of Commerce

3610 W. 26th Street, Second Floor

Chicago, IL 60623

773.521.5387

Or by email to: veronica@littlevillagechamber.org