

## **Request for Proposal Guidelines & Selection League of Women Voters of Door County**

Guidelines for seeking and selecting video recording services for LWV DC sponsored events:

- Event held at Sturgeon Bay Schools or Sturgeon Bay City Hall:
  - Contact Mann Communication to record and determine rate for recording and making DVD copies. If the Mann's are not available or interested, contact other service providers for RFP.
  
- Event held at Sevastopol Schools or Sevastopol Town Hall:
  - Contact Laddie Chapman to record and determine rate for recording and making DVD copies. If Laddie is not available or interested, contact other service providers for RFP.
  
- Events at other venues throughout the county:
  - Distribute RFP (Request for Proposal) to Mann Communications, Laddie Chapman, and other local service providers brought to our attention.

Process for review of RFPs and selection of service provider:

- RFPs will be reviewed by and selection of service provider will be done by two board officers.
- All parties submitting an RFP will be notified of the decision regarding selected service provider in a timely manner.