

## **Invitational Tender for Script Editor**

Yukon Film & Sound Commission  
Box 2703 F-3  
Whitehorse, Yukon  
Y1A 2C6

The Yukon Film & Sound Commission is seeking the services of an experienced script editor for a Webisode series commercials project advertising Yukon as a film location.

### **Webisode Project Objectives**

The Yukon film industry webisode project will produce up to 13 one minute webisodes that will promote the Yukon as a film location. The project timeframe will be approx February 1, 2010 to March 31, 2011. The script editor will only be involved from February, 2010 to approx May 1, 2010.

The 13 commercials will each stand alone and showcase a specific facet of Yukon film locations and filmmaking. They will have a common thread and theme in order to promote ongoing interest, particularly from the perspective of new media and viral marketing. All episodes will be distributed through the Web. Other placements are possible and will be discussed once filming commences.

We are seeking a script editor with relevant experience in film, television and/or commercial work. The project will commence in February, 2010 and all scripts are expected to be completed by May 1, 2010. Some travel to the Yukon will be required.

The successful script editor will be involved in the concept and script development with Yukon Film & Sound Commission, Nudge Consulting – the Marketing Agency, the Producer and other creative Yukon personnel. The script editor will work with the writer(s) to develop 13 one minute scripts with a common thread and arc. A “writers room” approach may be used for writing and development and would require the script editor’s presence in Whitehorse, Yukon for part of the project time period.

### **Client Service Requirements**

Proposals will include the following:

- Cover letter and resume, clearly outlining relevant experience
- Letters of reference – at least two (2)
- Reels of previous work (if applicable)
- Examples of written work – scripts or commercials
- Preliminary timeline – outline only
- SEALED price envelope

Proposals will be ranked on:

Experience (maximum 60 points)

*Proponents must demonstrate considerable experience as a film, television or commercial editor. (40 points) Education and other writing or editing experience will also be taken into consideration. (20 points)*

Examples of previous similar projects (maximum 70 points)

*Proposals must clearly outline similar previous projects and include samples of previous writing or editing. (40 points) Consideration will be given to tone and style of previous project as they pertain to marketing Yukon to professional filmmakers. (30 points)*

Preliminary Timeline (maximum 20 points)

*Provide a timeline for execution of 13 one minute scripts including drafts, review time and final completion*

Letters of reference (maximum 20 points)

Total maximum technical points – 170. Proposals will be evaluated and scored on non-price factors before taking price into account. Proposals scoring less than 130 points will not be given further consideration, and the price envelope will be returned unopened.

**Proposals MUST contain a separate, sealed price envelope, inside the larger sealed envelope containing the proposal.** Two (2) envelopes in total. All price information must be in the smaller envelope. No pricing information may appear on the proposal.

Price points - the lowest price proposal will receive 30 points. Other proposals will receive (lowest price)/(proposal price) x 25 points.

Proposals must be received by 4:00 p.m. February 5, 2010 and the script editor must be available to begin work in mid February.

The Yukon Government need not accept the lowest, the highest ranked, or any proposal, and reserves the right to reject or accept any proposal without further explanation.

This procurement is subject to the Government of Yukon Contract Regulations and Contracting Directive.

In accordance with Yukon government contracting conditions, the contractor will be required to provide and maintain appropriate insurance coverage, including Commercial General Liability Insurance with a minimum liability limit of \$2,000,000 per occurrence and a "Letter of Compliance" from the Yukon Workers' Compensation Health and Safety Board.

For more information, please contact Yukon Film & Sound Commission at 867-667-5400 or email [barbara.dunlop@gov.yk.ca](mailto:barbara.dunlop@gov.yk.ca)

Proposals must be sealed and clearly marked "Request for Proposals—Script Editor" on the outside of the envelope. Proposals must be mailed to the following address:

Yukon Film & Sound Commission  
**Request for Proposals – Script Editor**  
Box 2703 F-3  
Whitehorse, Yukon  
Y1A 2C6

Or can be hand-delivered to:

Yukon Film & Sound Commission  
**Request for Proposals – Script Editor**  
101 Elliott Street  
Whitehorse, Yukon