Harlem Children’s Zone
Request for Proposal
HCZ Documentary Production

The Harlem Children’s Zone (“HCZ”) is requesting proposals for a feature-length documentary chronicling the organization’s evolution and impact on the children, families and community of Central Harlem.

Mission

HCZ is committed to breaking the cycle of poverty in Central Harlem by working at scale to build community, strengthen families, and ensure our children succeed from birth through college graduation.

Vision

To ensure that all children engaged with the HCZ pipeline make a successful transition to independent, productive and healthy adulthood as demonstrated by the achievement profiles of the average American middle class.

Submission & Selection Details

- The deadline to submit your proposal is **February 1, 2018.**
- Email all proposal materials to hczhistory@hcz.org. All documents should be formatted as PDFs, media files should be MP4.
- Alternately, mail or hand-deliver to:

  Harlem Children’s Zone  
  1916 Park Avenue, Suite 414  
  New York, NY 10037  
  Attention: HCZ Documentary Production

- Please note that proposals must be postmarked by February 1, 2018. All required materials must be submitted for your proposal to be considered complete. Only complete proposals will be considered for selection.
- Upon review, you will be notified if selected for interview by mid-to-end of February. A final selection will be made by **April 1, 2018.**
- For any questions, contact us via email at hczhistory@hcz.org or call (646) 619-1010 [ext. 3304].

Project Description

HCZ is commissioning a documentary that ultimately will be owned by the organization. The project will cover the time period from the moments leading up to implementing the Beacon project in the early 1990s, to the Harlem Children’s Zone present day.
Budget: The budget for this project is $200,000.

Technical Requirements

- The film will be no more than 90 minutes in length
- It will incorporate archived audio/video footage and pictures in addition to newly produced, original footage
- Film resolution on newly produced footage must be cinema-quality
- The final iteration of the film should be completed by April 1, 2019 and available for public viewing by June 2019.

Contractor ("Director") Requirements

The Director is expected to remain in correspondence with HCZ staff through all phases of project execution (including production, post-production and distribution), meeting as needed in person or by phone or email and providing weekly written progress updates. The Director is expected to produce all elements of the video, which may include, but is not limited to: scripting, voicing, lighting, graphics, animation, editing, coding, and music.

The Director is required to secure their own production facilities and equipment. Any assignment or subcontracting by the selected Director for the work to be performed, or goods and/or services to be provided, in whole or in part, and any other interest in conjunction with this request for proposal, must be approved via the expressed written consent of the HCZ.

Deliverables

The Director will deliver the finished product in desired formats, including but not limited to: MP4, MPEG, Blu-ray disc, and web-compatible formats. Proposals may also consider including the following deliverables:

- Outlines
- Storyboards
- Animations/Graphics
- Scripts
- Rough Cuts
Proposal Requirements

Proposals must include:

1. Introduction summarizing how your previous film work has been used for educational purposes both in the classroom and in the community, production resources and other relevant experience

2. Examples of experience working with archived footage on a previous project

3. Reel and/or examples of past projects (documentaries in similar size and scope a plus). Mp4 format required for examples submitted via email. Alternatively, website links to reel and project examples are also accepted

4. References from past projects (two minimum)

5. Proposed budget for the project. Budget should include a line-by-line breakdown – per production phase – of fees for professional services, equipment, transportation, administrative services, hours and any taxes

6. Proposed schedule for the project. Schedule should include project stages, milestones and timeline

7. Synopsis, logline and treatment of the film totaling between 5-10 pages

8. You or your company's point of contact's information, including name, title, phone number and email

Selection Criteria

Proposals will be evaluated by HCZ on the following:

- Understanding of the vision and scope of the project
- Creative and original approach
- Demonstrated ability to coordinate resources, equipment and staffing/crew required for film production and post-production
- Demonstrated ability to work with an archived system of footage
- Examples of past projects
- Proposed budget