

# **Project Title**

## **Literacy Professional Learning Development Support**

### **Profile**

One person, Terrence Grimm, will be completing all the work specified. He has extensive experience in live and virtual recording and in editing. He possesses the workstation hardware and the professional software required for the project.

### **History**

#### **2021-2022**

##### **Literacy Academy Live – Keynoter Project – Four Two-Person 40-60 Minute Conversations**

Participating in planning meetings with ODE personnel and with national experts; sharing technical best practices for remote recording; remotely recording national experts in a synced two-person conversations; producing a total of 8 video files (2 per conversation)

##### **Instructional Coaching Project**

Participating in planning meetings with ODE personnel, local experts, and national experts; sharing technical best practices for remote and live recording; Recording in a live setting and remotely; producing 13 voiceover files, 11 one-person videos, and 5 two-person conversation videos; editing all videos and audio files to eliminate outtake footage and enhance quality; adding complementary text and graphics to videos

##### **Literacy Improvement Pathways Project**

Editing three one-person Zoom-recorded presentations to eliminate outtake footage and enhance image and sound quality; overlaying slides and adding text and graphics to strengthen aesthetics and instructional value

#### **2020-2021**

##### **Literacy Academy Live – National Presenter Project – Ten One-Person Presentation Videos**

Participating in planning meetings with ODE personnel and with national experts; sharing technical best practices for remote recording; remotely recording national experts in one-person presentations

##### **Literacy Academy Live – Day One, Two, and Three – Introduction Videos – Three Video Files**

Participating in planning meetings with ODE personnel and with local experts/school personnel; sharing technical best practices for remote recording; remotely recording local experts/school personnel/students

##### **Literacy Academy Live – Q&A Project – Fifty-Three Short Video Files**

Participating in planning meetings with ODE personnel and with national experts; sharing technical best practices for remote recording; remotely recording national experts in sessions with prepared questions

### **Previous Years**

#### **Projects for In-Person Literacy Academy Events**

Producing videos highlighting case studies, videos capturing select breakout sessions, and videos featuring speaker introductions by students

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### **Work Plan**

#### **Note**

One person, Terrence Grimm, will be completing all the work specified.

#### **Coordination with Ohio's Literacy Team**

The service provider (Terrence Grimm) will communicate through Zoom sessions, Team meetings, phone calls, and email to identify professional learning needs and to plan projects

#### **Technical Capacity in PreProduction**

The service provider has shareable resources that recommend content planning strategies and technical preparations for professional learning recordings.

#### **Technical Capacity in Production**

The service provider possesses the experience, the hardware and the software required to support capturing professional learning recordings. He holds a licensed account to capture high quality video and audio remotely, and he possesses the video recording equipment (cameras, lights, microphones) for live recordings.

#### **Technical Capacity in Postproduction**

The service provider possesses the computer workstation and professional software to support editing professional learning recordings. He holds a licensed account to store and share downloadable files online.

#### **Consent Forms**

The service provider will coordinate with ODE personnel to assure the proper permissions are in place for participants included in the videos.

#### **Music/Imagery Rights**

The service provider holds accounts with several online services that offer licensed music and images.

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**Cost**

Compensation (Payment Structure)	QUANTITY/ UNIT OF MEASURE	UNIT COST	COST EXTENSION
Pre-Production Recording	25 Hours	\$545.88/hour	\$13,647.00
Recording	25 Hours	\$545.88/hour	\$13,647.00
Editing	30 Hours	\$545.88/hour	\$16,376.40
Coordination	10 Hours	\$545.88/hour	\$5,458.80