



REQUEST FOR PROPOSAL

Production of Short Training Videos for Public Transit Agencies

Request for Proposal Post Date: October 15, 2025
Bid/Proposal Due Date: November 14, 2025

Send Proposal to:

rfp@wstip.org

About the Washington State Transit Insurance Pool

The Washington State Transit Insurance Pool (WSTIP) is a public risk pool serving 25 transit agencies (Members) in Washington State. Our largest Member is Pierce Transit (Lakewood, WA). Our smallest Member is Columbia County Public Transportation (Dayton, WA). WSTIP provides claims management, loss prevention, training, and other services to its Members. See Appendix A for an Organizational Overview of WSTIP. See the WSTIP website for more information regarding WSTIP (www.wstip.org).

WSTIP's vision is to be a transformative and collaborate leader in transit safety and risk management. Our destination: Zero losses! WSTIP's mission is to promote risk reduction with our partners. WSTIP has a Strategic Plan. Our first strategic priority is to reduce the frequency and severity of losses while continually monitoring for emerging risks and threats. Further, the plan calls for the reduction of vehicle/pedestrian and vehicle/bicyclist strikes to zero annually.

Despite loss prevention efforts and loss prevention reviews of accidents, major accidents such as vehicle/pedestrian strikes, vehicle/bicyclist strikes, and collisions in intersections have escalated in frequency and severity. This contract is intended to add expertise to the loss prevention review team whose goal is to help Members reduce or eliminate similar accidents.

Desired Services

WSTIP seeks proposals from qualified video production firms (Consultants) to create a series of short training videos for use by public transit agencies. These videos will support training and professional development for bus operators, supervisors, and frontline staff.

Overview

WSTIP anticipates producing six training videos, each under 15 minutes in length. The primary goal is to create realistic, engaging educational content that can easily be integrated into an agency's existing training programs.



Video Topics

1. **Bus Collision Investigation Fundamentals** – This video will answer the question: what do you as the supervisor need to do when responding to a collision scene? This video will cover accident scene photography, the use of comment cards and interviewing, report writing, and post-accident drug and alcohol testing.
2. **Mobility Device Securement** – How do you properly secure a mobility device in the bus? This video will serve as a refresher for bus operators on proper mobility device securement, and in particular, discuss the difficulties with three-wheeled mobility devices and their securement.
3. **Ramp/Lift Deployment Risks** – This video will focus on risks/hazards that occur when operating the bus ramp or lift, primarily the risk of passenger falls. We anticipate this video will contain some real footage (provided by WSTIP) of ramp/lift accidents.
4. **Fixed Object Avoidance** – Navigating crowded corridors and avoiding property damage. This video will discuss spatial awareness, mirror awareness, parked vehicles, backing, etc.
5. **De-escalation Tips and Scripts** – Tools and approaches for dealing with difficult passengers.
6. **Vulnerable Road User Awareness** – Focusing on pedestrians, cyclists, and other at-risk groups. This video will discuss recent changes to Washington law regarding vulnerable road users.

Scope of Work

Consultant will:

- Collaborate with WSTIP on finalizing scripts (scriptwriting support will be provided).
- Film on-location at transit agencies in Washington State. WSTIP will coordinate with local agencies to provide filming locations/support.
- Provide professional-quality video production, including lighting, audio, and editing.
- Incorporate captions and accessibility features into all final videos.
- Deliver final videos in a format suitable for both online training modules and in-person presentations.

WSTIP will:

- Provide draft scripts and subject matter expertise.
- Coordinate filming locations and secure permissions.
- Arrange for staff participation (operators, trainers, role-players, etc.)

Contract Deliverables and Assumptions

It is anticipated the Consultant will utilize their skills and intellect to review locations provided by the WSTIP loss prevention team. Telephone calls and/or meetings may be anticipated to generate a scope of work and pre-work budget for approval. Consultant may ask WSTIP to gather additional information for Consultant use. WSTIP anticipates Consultant may conduct in-person site visits.

Deliverables

- Six edited videos, each under 15 minutes in length.
- Captioned versions (meeting ADA accessibility standards).
- Raw footage.
- Complete ownership of content will belong to WSTIP.



Procurement Schedule

Dates preceded by an asterisk (*) are estimated dates. Estimated dates are for information only.

Activity	Date – 2025
Procurement Request Released	October 15
Clarification Deadline	November 7, no later than 5:00 PM PST
Submissions Due	November 14, no later than 12:00 PM PST
*Notice of Intent to Award	November 19
*Estimated Award Date	November 21, 2025
Contract Start Date	November 24, 2025 (or upon signatures of contract)

Questions pertaining to the RFP must be emailed to rfp@wstip.org. Answers will be posted on the WSTIP website. WSTIP does not guarantee a response to questions submitted after the clarification deadline has passed. Submissions are not reviewed or considered after they are due. WSTIP reserves the right to award a contract(s) without a Best and Final Offer. Issuance of a Notice of Intent to Award is not a substitute for a contract and can be revoked.

WSTIP reserves the right to modify the Procurement Schedule through a written addenda.

Minimum Qualifications

At the time of proposal, Consultant must meet the following minimum qualifications. Consultant will not substitute the experience of a subcontractor for their own.

- Have required local government business license(s) and endorsements.
- Have no violations with Labor and Industries, Department of Revenue, or Employment Security, or a history of violations.
- Possess all permits, registrations, and licenses as required by city, state, and Federal ordinances, rules, laws, and regulations. When requested by WSTIP, Consultant shall provide documents confirming that he/she/it has obtained any local business registrations or permits that may be required.
- Is skilled and regularly engaged in the general class or type of work called for under the contract.
- Has performed satisfactorily on other contracts of similar nature, magnitude and comparable difficulty, and at comparable rates.
- Demonstrate the ability to maintain adequate files and records to meet reporting requirements.

Required Proposal Format

- **A biography of the business** to include number of full and part-time employees, services it provides, and if the business is veteran-owned or is recognized by the State of Washington as a minority or women-owned business. Relevant experience in training or instructional video production.
- Biographies of primary employees that would be assigned to the contract including **a primary point of contact for contract work**.



- **An outline of how work would be performed** addressing the desired work stated in this RFP. Proposed production process and timeline and examples of similar projects completed.
- **Consultants' experience in delivery of the services requested** to include a relevant example of similar work performed by your company and/or team as evidenced by a written report. (Please redact any confidential information.)
- **Three professional references** (companies where you have or are performing similar services) to include contact name, company name, phone and/or email address.
- **Proof of general, auto liability, and professional liability insurance.** WSTIP will ask to be named as an additional insured on the general liability and auto liability policies. (See Appendix B for contract template).

Proposal Evaluation

An initial review of proposals will be conducted by the Member Services Manager against the following criteria. Proposals that do not receive 3 "Pass" scores will not be reviewed further.

Factor	Score
Conformity with Minimum Proposer Qualifications	Pass/Fail
Complete Package Submission	Pass/Fail
All Exhibits Completed	Pass/Fail

The evaluation team will review Proposals receiving 3 "Pass" scores against the following Initial Evaluation Factor(s), which are listed in the order of importance.

Factor	Points
Proposer Experience in producing professional training videos	0-4
Proposer Quality of previous work	0-4
Proposer Experience in Safety Assessments	0-4
Proposer Capability in Meeting timeline	0-4

Committee members will assign a score of 1 – 4 for each factor and it will calculate total points as follows:

- 0 – Proposal did not meet factor requirements = 0%
- 1 – Proposal met less than ½ of factor requirements
- 2 – Proposal met at least ¾ of factor requirements
- 3 – Proposal met all of the factor requirements
- 4 – Proposal exceeded factor requirements

Rankings are in whole numbers only or rounded down. (e.g. 3.5 will round to 4). Rankings will then be averaged based on how many members of the Evaluate Committee are scoring. The top two proposals (Competitive Range) may be invited for interviews. Proposals and interview results are re-scored against the Initial Evaluation Factors based on information provided by interviewees. Scores are in the sole and absolute discretion of WSTIP and all proposers understand and agree that this is a condition upon which they submit a proposal.



A member of the evaluation team and/or the Member Services Manager will check references of the top two proposals and share them with the evaluation team. Proposers may be asked for a Best and Final Offer (BAFO) post-interview. However, WSTIP reserves the right to award a contract without a BAFO.

Nothing in this request for proposal obligates WSTIP to award a contract to the lowest cost Proposer, or any Proposer.

Contract Terms

WSTIP is offering a one-year agreement with optional extensions that will allow for periodic negotiated rate increases. Those submitting a proposal understand that they will be required to enter a contract provided by WSTIP (see Appendix B) with any changes are the sole and absolute discretion of WSTIP.

Travel Expenses

WSTIP assumes travel expenses related to project work will be reimbursed on an incurred basis utilizing the GSA.gov travel reimbursement as a schedule of allowable expenses, with prior written approval of WSTIP required.

Equal Opportunity

Small, minority, veteran, and women-owned Disadvantaged Business Enterprises (DBE) as defined in 49 CFR Part 26, and as provided by applicable state and federal law, are encouraged to submit proposals in response to this solicitation.

Proposals Subject to Public Records Requests

All proposals received shall remain confidential until the apparently successful Consultant, if any, is announced. Thereafter, the proposals shall be deemed public records as defined in the Washington Public Records Act, RCW 42.56.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of RCW 42.56 (Public Records Act) must be clearly designated. The page must be identified and the particular exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" or "Proprietary" printed on the lower right-hand corner of the page.

WSTIP will consider a Consultant's request for exemption from disclosure; however, we will decide predicated upon Chapter 42.56 RCW. Marking the entire proposal exempt from disclosure will not be honored. The Consultant must be reasonable in designating information as confidential or proprietary. If any information is marked as confidential or proprietary in the proposal, such information will not be made available until the affected Consultant has been given an opportunity to seek a court injunction against the requested disclosure, not to exceed 10 business days from the date notice to Consultant is provided.

Questions

Joanne Kerrigan, Member Services Manager

joanne@wstip.org

(360) 786-1647



Appendix A

Organizational Overview of WSTIP

The Washington State Transit Insurance Pool is one of many pools currently operating in the State of Washington. WSTIP was established in 1989. The Pool employs a staff of twelve full-time employees. WSTIP is regulated by the Washington State Risk Manager and audited annually by the Washington State Auditor. The location of WSTIP's office is 2629 12th Court SW, Olympia, WA 98502

Location of WSTIP office:
2629 12th Court SW
Olympia, WA 98502

Invoices can be emailed to pay.me@wstip.org or mailed to:
PO Box 11219
Olympia, WA 98508

The loss prevention team is managed by Joanne Kerrigan, Member Services Manager.

Here is a list of WSTIP members:

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| 1. Asotin County Public Transportation Benefit Area; | 13. Island County Public Transportation Benefit Area, d/b/a Island Transit; |
| 2. Ben Franklin Transit; | 14. Jefferson Transit Authority; |
| 3. City of Ellensburg, d/b/a Central Transit | 15. Kitsap County Public Transportation Benefit Area, d/b/a Kitsap Transit; |
| 4. Clark County Public Transportation Benefit Area d/b/a C-Tran; | 16. Mason Transit Authority; |
| 5. Chelan/Douglas Transportation Benefit Area Authority, d/b/a Link Transit; | 17. Pacific County Public Transportation Benefit Area, d/b/a Pacific Transit System; |
| 6. Clallam Transit System; | 18. Pierce Transit; |
| 7. Columbia County Public Transportation; | 19. City of Pullman, d/b/a Pullman Transit; |
| 8. Cowlitz Transit Authority, d/b/a River Cities Transit; | 20. Skagit Transit; |
| 9. City of Everett, d/b/a Everett Transit; | 21. Snohomish County Public Transportation Benefit Area, d/b/a Community Transit; |
| 10. Grant Transit Authority; | 22. Spokane Transit; |
| 11. Grays Harbor Transit; | 23. Valley Transit; |
| 12. Intercity Transit; | 24. Whatcom Transportation Authority; and |
| | 25. Yakima Transit. |

Several members also operate Sound Transit bus services. These members are Community Transit, Intercity Transit, and Pierce Transit.

Consultant Services Contract is a separate document provided in connection with this RFP