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Header # 1

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[General Information](#) [Contact](#) [Default Values](#) [Discount](#) [Document Information](#) [Clarification Request](#)

Procurement Folder: 1666136

Procurement Type: Central Purchase Order

Vendor ID: VS0000046603

Legal Name: VideoVets

Alias/DBA:

Total Bid: \$194,550.00

Response Date: 05/12/2025

Response Time: 12:44

Responded By User ID: videovets

First Name: Paul

Last Name: Zagaris

Email: paul@videovets.net

Phone: 916-849-9616

SO Doc Code: CRFQ

SO Dept: 1400

SO Doc ID: AGR2500000019

Published Date: 5/5/25

Close Date: 5/12/25

Close Time: 13:30

Status: Closed

Solicitation Description: Video Production Services

Total of Header Attachments: 1

Total of All Attachments: 1



Department of Administration  
Purchasing Division  
2019 Washington Street East  
Post Office Box 50130  
Charleston, WV 25305-0130

State of West Virginia  
Solicitation Response

**Proc Folder:** 1666136  
**Solicitation Description:** Video Production Services  
**Proc Type:** Central Purchase Order

Solicitation Closes	Solicitation Response	Version
2025-05-12 13:30	SR 1400 ESR05122500000006942	1

**VENDOR**  
VS0000046603  
VideoVets

**Solicitation Number:** CRFQ 1400 AGR2500000019  
**Total Bid:** 194550  
**Response Date:** 2025-05-12  
**Response Time:** 12:44:13  
**Comments:**

**FOR INFORMATION CONTACT THE BUYER**  
Larry D McDonnell  
304-558-2063  
larry.d.mcdonnell@wv.gov

<b>Vendor</b>		
<b>Signature X</b>	<b>FEIN#</b>	<b>DATE</b>

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Contract Services Deliverable #1				194550.00

Comm Code	Manufacturer	Specification	Model #
82131603			

**Commodity Line Comments:**

**Extended Description:**

4.1.1 Contract Services Deliverable #1  
 For further details see attached documentation.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Contract Services Deliverable #2				0.00

Comm Code	Manufacturer	Specification	Model #
82131603			

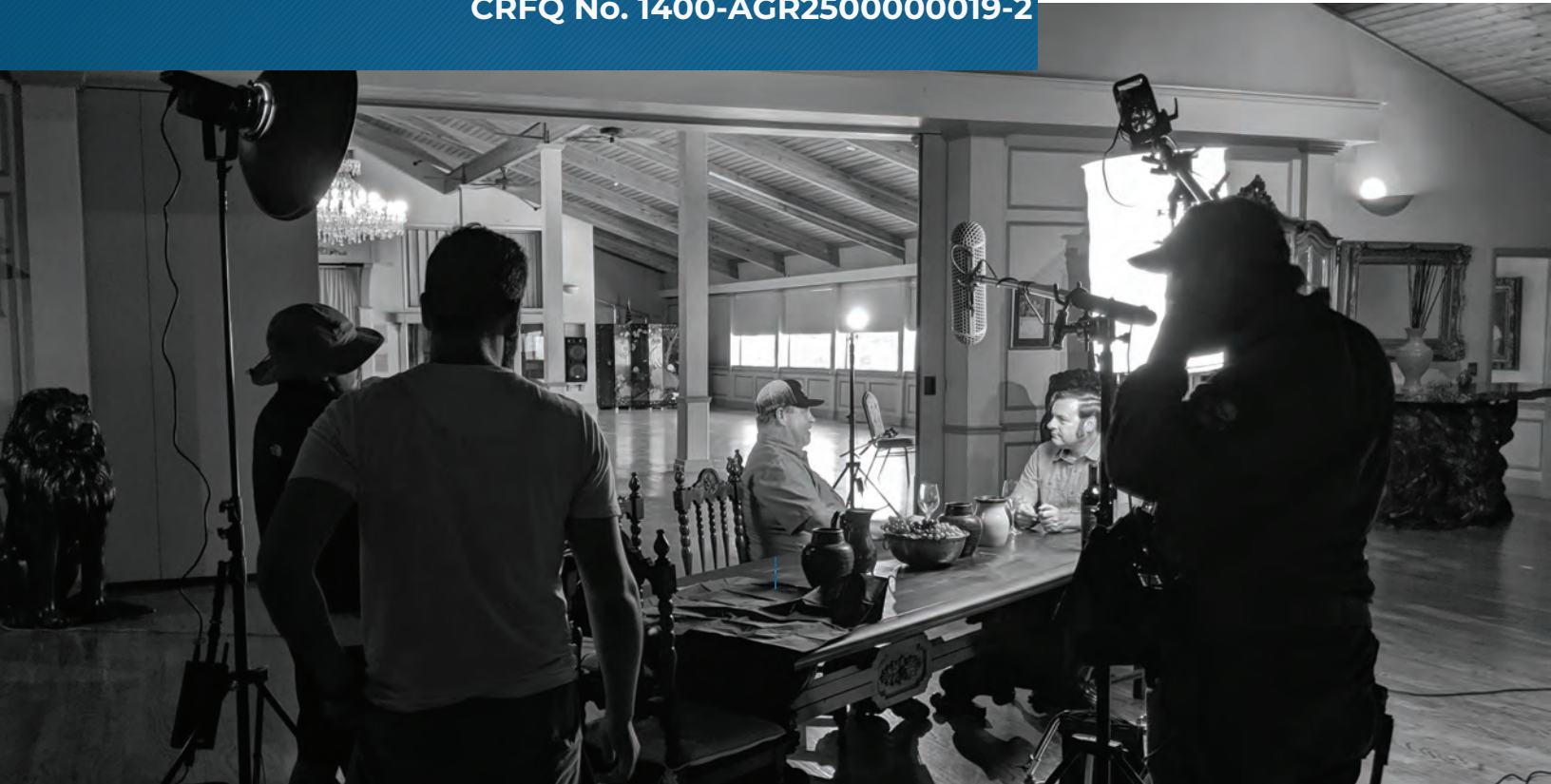
**Commodity Line Comments:**

**Extended Description:**

4.1.2 Contract Services Deliverable #2  
 For further details see attached documentation.



VIDEO PRODUCTION SERVICES  
CRFQ No. 1400-AGR2500000019-2



**West Virginia DEPARTMENT OF  
AGRICULTURE**  
COMMISSIONER, KENT A. LEONHARDT

Prepared for: **West Virginia Department of Agriculture**



04/28/2025

Attn:

**Larry D McDonnell**  
Procurement Official

**West Virginia  
Department of  
Agriculture**

CRFQ  
#1400-AGR2500000019-2

**Video Production  
Services**

1900 Kanawha Blvd. E.,  
Charleston, WV 25305

(304) 558-2063

[Larry.d.mcdonnell@wv.gov](mailto:Larry.d.mcdonnell@wv.gov)

Thank you for the opportunity to submit this proposal on behalf of VideoVets in response to CRFQ AGR25-19. We are excited about the chance to partner with the West Virginia Conservation Agency to tell powerful stories rooted in stewardship, education, family heritage, and agricultural tradition.

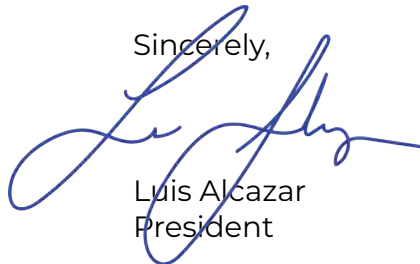
At VideoVets, we believe that conservation is more than policy. People are the heart of conservation. That belief has guided us for over eight years as we've produced educational video content for government agencies across the country, especially those working in agriculture, land management, and public engagement.

Our team is ready to deliver eleven high-quality, accessible videos that reflect the values of WVCA and support its mission statewide. From pasture walks to farmer testimonials, we understand the sensitivity, technical accuracy, and storytelling clarity this project requires.

We are a minority-owned and operated Disadvantaged Business Enterprise (DBE), Small Business (SB), and Disabled Veteran Business Enterprise (DVBE) with over eight years of experience producing educational video content for government agencies focused on conservation, agriculture, and public outreach.

Should you have any questions, our designated proposal contact is Paul Zagaris, who can be reached directly at (916) 849-9616 or [Paul@videovets.net](mailto:Paul@videovets.net). This proposal will remain valid for 180 calendar days.

Sincerely,



Luis Alcazar  
President



**DESIGNATED CONTACT:** Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Paul Zagaris, Vice President

(Address) 809 16th St., Sacramento, CA 95814

(Phone Number) / (Fax Number) Phone: (916) 849-9616 Fax: (800) 594-8020

(email address) Paul@videovets.net

**CERTIFICATION AND SIGNATURE:** By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

VideoVets  
(Company)

  
(Signature of Authorized Representative)

Luis Alcazar, President 04/28/2025

(Printed Name and Title of Authorized Representative) (Date)

Phone: (916) 849-9616 Fax: (800) 594-8020

(Phone Number) (Fax Number)

Team@videovets.net

(Email Address)

# SOLICITATION NUMBER: CRFQ AGR25\*19

## Addendum Number: 1

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The purpose of this addendum is to modify the solicitation identified as (“Solicitation”) to reflect the change(s) identified and described below.

### Applicable Addendum Category:

- ☒ [X] Modify bid opening date and time
- ☐ [ ] Modify specifications of product or service being sought
- ☐ [ ] Attachment of vendor questions and responses
- ☐ [ ] Attachment of pre-bid sign-in sheet
- ☐ [ ] Correction of error
- ☐ [ ] Other

### Description of Modification to Solicitation:

Response to vendor questions will be issued under separate addendum.

Bid opening date has been extended from 04/30/2025 to 05/07/2025.

The bid opening time still remains at 1:30PM EST/EDT

No other changes

**Additional Documentation:** Documentation related to this Addendum (if any) has been included herewith as Attachment A and is specifically incorporated herein by reference.

### Terms and Conditions:

1. All provisions of the Solicitation and other addenda not modified herein shall remain in full force and effect.
2. Vendor should acknowledge receipt of all addenda issued for this Solicitation by completing an Addendum Acknowledgment, a copy of which is included herewith. Failure to acknowledge addenda may result in bid disqualification. The addendum acknowledgement should be submitted with the bid to expedite document processing.

**ADDENDUM ACKNOWLEDGEMENT FORM**  
**SOLICITATION NO.: CRFQ AGR25\*19**

**Instructions:** Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

**Acknowledgment:** I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

**Addendum Numbers Received:**

(Check the box next to each addendum received)

<input checked="" type="checkbox"/> Addendum No. 1	<input type="checkbox"/> Addendum No. 6
<input checked="" type="checkbox"/> Addendum No. 2	<input type="checkbox"/> Addendum No. 7
<input type="checkbox"/> Addendum No. 3	<input type="checkbox"/> Addendum No. 8
<input type="checkbox"/> Addendum No. 4	<input type="checkbox"/> Addendum No. 9
<input type="checkbox"/> Addendum No. 5	<input type="checkbox"/> Addendum No. 10

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

_____	VideoVets
_____	Company
_____	
_____	Luis Alcazar, President
_____	Authorized Signature
_____	04/28/2025
_____	Date

NOTE: This addendum acknowledgement should be submitted with the bid to expedite document processing.

# VIDEOVETS TECHNICAL NARRATIVE PROPOSAL

## **West Virginia Department of Agriculture CRFQ 1400 AGR2500000019**

VideoVets is excited to respond to CRFQ AGR25\*19, offering a fully integrated video production solution that aligns with the West Virginia Conservation Agency's goals for sustainable land use, education and peer-to-peer conservation training.

The West Virginia Conservation Agency (WVCA) plays a central role in promoting soil health, water protection and sustainable agricultural practices across the state. With over 22,000 farms - 93% of them family-owned - spanning 3.5 million acres, the need for high-quality, accessible conservation education has never been more urgent. WVCA's Pasture Walks, Train-the-Trainer sessions and farmer testimonials are powerful tools in this effort. This proposal responds directly to that need by offering a complete video production strategy that transforms field-level conservation expertise into visually compelling, scientifically accurate and culturally respectful educational content.

### **Introduction to VideoVets**

VideoVets brings eight years of experience creating video content for public agencies, agricultural departments and conservation partners across North America. Our work is grounded in storytelling that respects tradition while embracing innovation. We understand how to film on working farms, in rural communities and under structured government timelines—delivering polished, accessible videos that inform, inspire and empower. From multi-camera field shoots to ADA-compliant post-production, our team offers a turnkey solution to support WVCA's outreach to farmers, technical staff and the next generation of land stewards. We approach this project not as contractors, but as creative partners invested in the success and sustainability of West Virginia agriculture.

VideoVets began in the heart of California 's Central Valley with its founders raised in its agriculture communities. VideoVets is grounded in the farm and community core values where it began, while serving clients nationwide. As a certified Disadvantaged Business Enterprise (DBE), Small Business (SB) and Disabled Veteran Business Enterprise (DVBE), we bring more than eight years of full-service video production experience in agriculture, conservation and government storytelling, ensuring both the technical execution and narrative depth this project demands.

Our videos are educational, accessible and community-centered. We are committed to equity, integrity and respectful representation, not only in our business operations but in the West Virginia stories we will tell. Our work reflects the Department's values of scientific rigor, strategic planning, emergency responsiveness and consumer

CRFQ #1400-AGR2500000019-2

Video Production Services  
West Virginia Department of Agriculture  
VideoVets

protection and we take pride in producing high-quality, human-centered educational content that strengthens agricultural practices and supports community resilience across West Virginia and beyond.

## **VideoVets' Proposal**

West Virginia's story is rooted in its land. Across mist-covered ridges and rolling pastures, farming transcends work—it is inheritance, identity and resilience. It is a vital profession - one built on discipline, tradition and deep connection to place. The West Virginia Conservation Agency (WVCA), operating within the broader mission of the Department of Agriculture, plays a critical role in supporting that work by advancing conservation, soil health, water protection and sustainable farming practices.

Today, nearly 23% of West Virginia's total land area—over 3.5 million acres—is in agricultural use. What makes this truly extraordinary is that 93% of those farms are family-owned and operated, passed down through generations with pride and resilience. This isn't just history—it's a living strength that continues to shape the identity of the state.

At a time when producers face environmental shifts, rising costs and generational transitions, the need to document and share sustainable, soil-conscious practices has never been more urgent. This proposal answers that need—with cinematic storytelling that honors West Virginia's agricultural backbone and amplifies the people who protect it.

Every farm has its rhythm, its story and we enter those spaces with humility and purpose. Our production approach is rooted in collaboration and shared purpose amplifying the real experiences of farmers and conservation staff while making best practices relatable and actionable. Our team enters each shoot with the same mindset we apply to veteran communities: earn trust, elevate voices and stay out of the way when the story tells itself. Whether filming in fields, pastures, training centers, or rural communities, we strive to create authentic, engaging videos that empower individuals to protect resources, enhance productivity and sustain West Virginia's agricultural future.

## **Alignment with the West Virginia Department of Agriculture's Mission**

*Every county in West Virginia is farm country and every farm is a classroom, a business and a legacy rolled into one.*

## **Demonstrating Our Understanding of WVCA's Needs**

VideoVets recognizes that the West Virginia Conservation Agency plays a vital role in fulfilling the Department of Agriculture's broader mission: safeguarding food supply, protecting public and environmental health, promoting science-based practices and supporting economic growth through agriculture and conservation initiatives. These are the foundational principles of the video work we will do for you.

West Virginia's agricultural sector, dominated by family farms, contributes over \$800 million annually and supports more than 63,000 jobs statewide. It's both an economic engine and a cultural cornerstone. The educational videos requested under this CRFQ are not simply deliverables; they are an investment in that future. By documenting real-world conservation practices, from grazing techniques to nutrient management plans, VideoVets will help amplify WVCA's mission, promote the responsible use of land and water resources and support broader adoption of sustainable practices that strengthen the state's agricultural economy.

*"WVFB actively encourages the support of younger farmers and veterans throughout the state and recommends that sufficient resources be made available within the West Virginia Department of Agriculture to facilitate..."*

(Source: — West Virginia Farm Bureau Policybook)

We understand that these videos must resonate with a wide and diverse audience: conservation specialists, farmers, educators, youth organizations like 4-H and FFA and the broader public, using clear, respectful and practical messaging. And with 8% of West Virginia's producers under age 35 and 35% of all producers identifying as women, our content will reflect the evolving face of agriculture—spotlighting young, diverse and multi-generational farmers who are carrying West Virginia's agricultural legacy forward.

## **Educational Accessibility**

*"According to the WV Department of Education, more than 40% of students in rural school districts rely on accessible, supplemental learning tools—like video—for agricultural science and environmental education."*

[Source: West Virginia Department of Education – Rural Education Reports]

VideoVets believes agricultural education must be inclusive and practical. The content should inform, but it should also move people to act, to remember and to care. This philosophy guides our creative approach. Video Vets ensures that:

We focus on highlighting real farmers, conservationists and educators from West Virginia and surrounding regions—ensuring the content reflects the very communities the WVCA serves.

- Visual storytelling accurately conveys field conditions, conservation methods and land management techniques in ways that rural and agricultural audiences can immediately relate to and apply.
- Final videos are delivered with accessibility options, including clear captioning and formatted for easy use across educational environments such as training workshops, classrooms, online platforms and outreach events.

### **Technical Accuracy and Scientific Integrity**

*“Sound science is the foundation of everything we do.”*

*– Kent Leonhardt, Commissioner of Agriculture, West Virginia  
Department of Agriculture*

*[Source: WVDA Public Statement, Annual Ag Day Remarks, 2023]*

Video Vets recognizes the importance of grounding all educational materials in scientific rigor and best practices. Our production approach includes:

- Collaborating closely with WVCA consultants and subject matter experts to ensure that conservation practices whether nutrient management, grazing techniques, or soil health strategies are portrayed accurately and align with regulatory and educational standards.
- Capturing both the technical processes and the broader benefits (e.g., improved soil quality, water conservation, increased yields) in a way that informs and inspires action among the farming community.

### **Respect for Agricultural Communities**

*“Over 75% of West Virginia farmers are over the age of 55 and many have farmed the same land for generations, requiring storytelling that reflects deep cultural roots and respect for tradition.”*

*[Source: USDA Census of Agriculture – West Virginia (2017)]*

Trust and authenticity are essential to meaningful conservation outreach. That’s why we center the voices of producers - those who live these agricultural practices every day - so the stories resonate with credibility and connection. The videos we produce are crafted to speak across generations, honoring the wisdom of older farmers while remaining accessible to emerging stewards of the land. Filming in agricultural

communities takes more than technical skill; it requires cultural fluency, deep respect and an understanding of the land and people we serve.

VideoVets will secure clear participant consent, protect personal privacy and ensure that the dignity of every individual featured is upheld.

We maintain a low-impact filming presence conducted with professionalism and sensitivity to the rhythms of farm life, ensuring filming is respectful, minimally disruptive and a positive experience for all involved.

### **Commitment to Learning and Continuous Improvement**

*“WVCA’s conservation education efforts have reached over 3,000 farmers, educators and youth through in-person programming—an impact that video can now amplify exponentially.”*

*[Source: WVCA Annual Report, 2023]*

When conservation becomes a story, not just a strategy, it sticks. That’s the power of place-based documentary filmmaking.

Great educational content doesn’t just transfer knowledge. It builds connection. This is especially true when it emerges from the community itself and through familiar faces and firsthand experience. These videos are designed not only to educate but to foster long-term learning and dialogue across generations. Our commitment includes:

- Building narrative structures that combine educational content with relatable stories and real-world examples to enhance learning retention.
- Welcoming feedback from WVCA consultants throughout filming and post-production to ensure the final videos precisely meet project goals and community needs.
- Applying lessons learned across each filming location and video series to continually refine our educational storytelling approach.

### **Understanding WVCA’s Role in Advancing Conservation and Agriculture**

Conservation is at the heart of West Virginia’s agricultural identity and the WVCA plays a pivotal role in advancing that mission, capturing and elevating best practices in pasture management is essential to statewide agricultural resilience. VideoVets understands that:

- Partners with farmers, technical specialists and communities to implement conservation practices that protect land and water resources.
- Supports educational initiatives that build knowledge, skills and capacity within West Virginia's agricultural sector.
- Serves as a trusted resource for promoting sustainable agriculture, fostering environmental stewardship and strengthening rural economies across the state.

This project demands more than standard video production. It calls for thoughtful listening, evidence-based messaging and cultural fluency. These are all strengths VideoVets brings to every engagement.

VideoVets is fully prepared to meet this standard. We approach this opportunity not as a transactional service provider, but as a dedicated creative partner committed to advancing the WVCA's mission of promoting conservation, supporting farmers and sustaining West Virginia's agricultural heritage for generations to come.

## VideoVets Team

At VideoVets, our team is composed of highly skilled professionals, each bringing a wealth of experience and a deep understanding of video production and development. This collective expertise ensures that every project we undertake is executed with precision, creativity and technical excellence. Below is a detailed overview of the key personnel who will be instrumental in the West Virginia Department of Agriculture's video project highlighting their roles, experience and contributions to the success of this project.

### Personnel:

#### Luis Alcazar - Director of Photography

- **Tenure with VideoVets:** 8 years
- **Role & Responsibilities:** Luis Alcazar is responsible for overseeing all aspects of cinematography for VideoVets' projects. His role involves selecting the right camera equipment, lenses and lighting setups to achieve the desired visual style and quality for each project. He collaborates closely with the creative director and director to ensure that the visual elements align with the project's overall vision.
- **Experience & Expertise:** With over a decade of experience in the industry, Luis has built a reputation for his keen eye for detail and mastery of camera techniques. His portfolio includes award-winning short films, commercial

advertisements and corporate videos, showcasing his ability to craft visually stunning and compelling narratives. Luis's expertise extends to various forms of media, from traditional film to cutting-edge digital formats, making him a versatile asset to any project.

### **Paul Zagaris - Project Manager**

- **Tenure with VideoVets:** 6 years
- **Role & Responsibilities:** As the Project Manager, Paul Zagaris is responsible for the planning, execution and completion of all VideoVets projects. His duties include coordinating between different departments, managing timelines and ensuring that the project stays within budget. Paul is the primary point of contact for clients, ensuring that their vision is accurately translated into the final product.
- **Experience & Expertise:** Paul brings a strong background in project management, particularly in large-scale video production projects. His meticulous planning and organizational skills are crucial in managing the complexities of video production, from pre-production logistics to post-production editing. Paul's ability to anticipate challenges and proactively address them ensures that projects are delivered on time and to the highest standards.

### **Reginald Waters II - Creative Director**

- **Tenure with VideoVets:** 5 years
- **Role & Responsibilities:** Reginald Waters II is the creative visionary behind VideoVets' projects. He is responsible for developing the artistic concepts and visual themes that guide each production. Reginald works closely with the director of photography and the post-production team to ensure that the creative vision is maintained throughout the production process.
- **Experience & Expertise:** With a background in design and a passion for innovation, Reginald has led the creative direction of numerous high-impact projects. His ability to think outside the box and push the boundaries of traditional media has resulted in visually compelling content that stands out in the market. Reginald's strategic thinking ensures that every project not only looks great but also effectively communicates the intended message to the audience.

## **Fabian Pourmand - Cinematographer**

- **Tenure with VideoVets:** 4 years
- **Role & Responsibilities:** Fabian specializes in crafting visually compelling narratives through his expertise in lighting, composition and the use of cutting-edge camera technology. He collaborates closely with the director of photography and creative director to achieve the desired look and feel for each project.
- **Experience & Expertise:** Fabian's background in cinematography is marked by his ability to create stunning visuals that enhance the narrative of the projects he works on. His technical proficiency with various camera systems and lighting setups allows him to adapt to different shooting environments, ensuring that the visual quality of the production is consistently high.

## **Armin Aidipour - Camera Operator & Sound Engineer**

- **Tenure with VideoVets:** 3 years
- **Role & Responsibilities:** Armin serves a dual role at VideoVets, handling both camera operation and sound engineering. His responsibilities include setting up and operating camera equipment during shoots, as well as capturing and enhancing audio to ensure high-quality sound throughout the production.
- **Experience & Expertise:** Armin's technical proficiency in both visual and audio aspects of production makes him a versatile and invaluable member of the team. His ability to manage camera angles, lighting conditions and sound levels simultaneously ensures that both visual and audio elements of the production are seamlessly integrated.

## **Justin Dailey - Senior Editor**

- **Tenure with VideoVets:** 6 years
- **Role & Responsibilities:** Justin Dailey oversees the post-production process, where he is responsible for editing footage, integrating visual effects and ensuring that the final product meets the highest quality standards. His role is critical in bringing together all the elements of the production to create a cohesive and impactful final product.
- **Experience & Expertise:** Justin's expertise in video editing is evident in the polished and professional quality of the projects he has worked on. His ability to work with raw footage and transform it into a narrative that flows seamlessly has been a hallmark of his work at VideoVets.

### **Nina Suntzeff - Research Analyst**

- **Tenure with VideoVets:** 2 years
- **Role & Responsibilities:** Nina Suntzeff provides research and analysis that informs the creative and strategic direction of VideoVets' projects. Her responsibilities include gathering data, analyzing trends and offering insights that help guide decision-making throughout the production process.
- **Experience & Expertise:** Nina's analytical skills and attention to detail allow her to provide valuable insights that enhance the strategic direction of the projects she supports. Her research ensures that the content produced by VideoVets is relevant, accurate and effectively targeted to the intended audience.

### **Steven Lelham - Sound Engineer**

- **Tenure with VideoVets:** 3 years
- **Role & Responsibilities:** Steven is responsible for ensuring that all audio aspects of the production are of the highest quality. This includes capturing clear and crisp audio during shoots, as well as enhancing and mixing sound in post-production to create a polished final product.
- **Experience & Expertise:** Steven's expertise in sound engineering is reflected in the pristine audio quality of VideoVets' productions. His ability to capture high-quality sound in various environments and enhance it during post-production ensures that the audio complements the visual elements of the production.

### **Ousa Kuhn – Assistant Editor & Colorist**

- **Tenure with VideoVets:** 3 years
- **Role & Responsibilities:** Ousa Kuhn supports the post-production team by assisting in footage organization, rough cut assembly and final formatting. Ousa is also responsible for ensuring all video deliverables meet accessibility standards, including closed captioning and ADA compliance.
- **Experience & Expertise:** Ousa's attention to detail and technical proficiency in editing platforms make him a critical asset in post-production. His thorough approach ensures that all VideoVets projects are both visually compelling and accessible to all audiences, meeting the highest educational and public-sector standards.

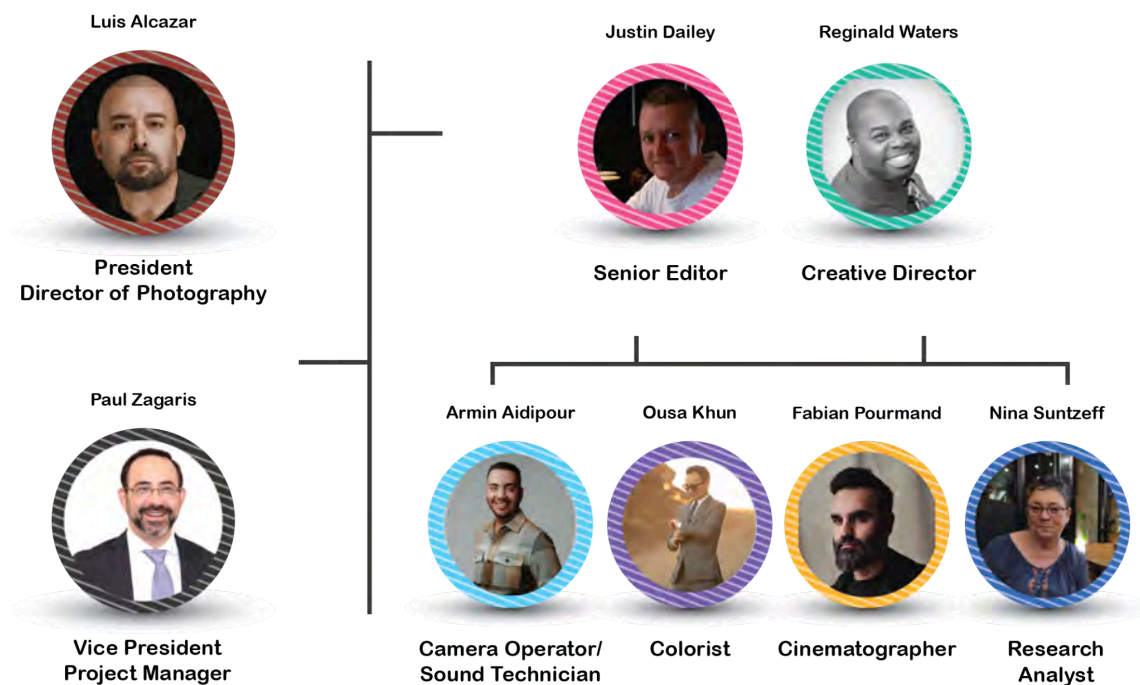
## Charles Odell - Contract Administrator

- **Tenure with VideoVets:** 5 years
- **Role & Responsibilities:** Charles oversees the management and execution of contracts, ensuring compliance with all contractual obligations. His responsibilities include negotiating contract terms, managing budgets and ensuring that all legal and regulatory requirements are met.
- **Experience & Expertise:** Charles has extensive experience in contract management, particularly in the context of government contracts. His ability to navigate complex contractual requirements and ensure that projects are delivered on time and within budget has been critical to the success of VideoVets' operations.

## Project Workflow and Structure

At VideoVets, we operate with a collaborative production model that encourages input and innovation from every team member while maintaining a clearly defined leadership structure to ensure efficiency and accountability. Our project oversight is led by three Key Personnel: **Luis Alcazar (Producer and Director of Photography), Paul Zagaris (Project Manager) and Reginald Waters II (Creative Director)** who are responsible for guiding the creative vision, ensuring timely execution and maintaining alignment with the West Virginia Department of Agriculture's goals. This leadership team is directly involved in every stage of production, from pre-production coordination to on-site direction and final delivery.

## Org Chart



## Relevant Experience

VideoVets brings deep expertise in educational, public-sector-focused video production, delivering projects that align with the West Virginia Department of Agriculture's mission to protect health, promote food safety, foster emergency response and support economic growth through community education. Below, we highlight representative projects that demonstrate our capabilities in agricultural, conservation, environmental and public engagement storytelling.

### Case Study: City of Sacramento Office of Arts & Culture: Creative Corps Documentation

#### Project Overview:

The City of Sacramento sought to raise public awareness around critical issues such as climate change, public health, civic engagement and social justice through the Creative Corps initiative. VideoVets was tasked with documenting 26 Creative Corps projects and building a centralized visual narrative on the newly launched website,

[www.capitolcreatives.org](http://www.capitolcreatives.org).

### **Scope of Work:**

- Deployed teams of professional videographers and photographers to capture each project.
- Produced high-quality visual assets using professional lighting and equipment.
- Developed a comprehensive, visually engaging micro-site including an event calendar and resources hub.
- Integrated multimedia storytelling through infographics, data visualization, video content and written narratives.

### **Relevance to the West Virginia Department of Agriculture:**

This project illustrates our ability to **document large-scale, multi-location educational initiatives** and present complex, cross-sector community efforts through compelling visual storytelling. Similarly, for WVCA's conservation-focused educational videos, we will ensure consistent quality across diverse locations and clearly communicate the importance of conservation practices to foster community engagement and knowledge sharing.

[\*City of Sacramento Office of Arts & Culture - Hero Video\*](#)

[\*City of Sacramento Office of Arts & Culture - Ember Interview\*](#)

### **Case Study: California Department of Parks and Recreation: Aquatic Invasive Plant Control Program Videos**

#### **Project Overview:**

The California State Parks' Division of Boating and Waterways needed to educate the public and professionals on aquatic invasive species, emphasizing prevention, environmental protection and public health safeguards.

#### **Scope of Work:**

- Produced a 3–5 minute public-facing program video clarifying the agency's mission and operations.
- Created a 15-minute instructional video explaining invasive species impacts and control measures.

- Developed creative scripts, visuals and narration to make technical content accessible and engaging.

#### **Relevance to the West Virginia Department of Agriculture:**

This project parallels WVCA's goal to **promote science-based agricultural practices** and **protect environmental health**. Our experience distilling complex, compliance-driven topics into clear, actionable educational content ensures we can effectively convey conservation practices like nutrient management, soil health and grazing techniques to West Virginia farmers and youth audiences.

[California Department of Parks & Recreation - Submersed Aquatic Plants Video](#)

[California Department of Parks & Recreation - Floating Aquatic Plants Video](#)

#### **Case Study: Ada County Emergency Management: Active Shooter Response Training Series**

##### **Project Overview:**

Ada County required professional video documentation of multi-agency ASHER (Active Shooter Hostile Event Response) exercises to create training modules for first responders across several jurisdictions.

##### **Scope of Work:**

- Planned, filmed and edited eight tactical training videos.
- Coordinated multi-camera field production during live exercises without disrupting operations.
- Delivered accessible, grant-compliant final videos under Homeland Security funding guidelines.

#### **Relevance to the West Virginia Department of Agriculture:**

Our experience handling **large-scale, multi-location field shoots with strict safety, sensitivity and regulatory requirements** mirrors the logistical coordination needed for WVCA's pasture walk and train-the-trainer videos. Additionally, our trauma-informed, respectful filming practices reflect the professionalism needed when filming agricultural testimonials and conservation education materials.

[Ada County - ASHER Training Module 2](#)

## **Case Study: California Governor's Office of Planning and Research: Neighbor 2 Neighbor Initiative**

### **Project Overview:**

The *Neighbor 2 Neighbor* initiative sought to boost grassroots emergency preparedness through community engagement and storytelling across urban and rural neighborhoods in California.

### **Scope of Work:**

- Conducted a five-day multi-location shoot, including interviews, B-roll and staged scenarios.
- Captured authentic voices of government leaders, community organizers and citizens.
- Produced a heartfelt, action-oriented film driving thousands of Californians to create neighborhood emergency plans.

### **Relevance to the West Virginia Department of Agriculture:**

Our work on this project demonstrates our **expertise in motivating community action through accessible, human-centered storytelling**. Similarly, WVCA's educational videos aim to inspire West Virginia farmers, conservation professionals and youth to adopt practices that protect soil, water and agricultural resources, goals we can help achieve through emotionally resonant and technically sound video content.

[California Governor's Office of Planning & Research - Neighbor2Neighbor Film](#)

## **Current Case Study: Minnesota Department of Agriculture – Harvest of the Month Video Series**

### **Project Overview:**

VideoVets was recently awarded a contract by the Minnesota Department of Agriculture (MDA) to produce a six-part educational video series for the Harvest of the Month (HOTM) Program. The project promotes local food awareness, sustainable agriculture, cultural significance and the farm-to-school supply chain, targeting K-12 students across Minnesota. Each video will feature a local food item such as apples, greens, peppers, cucumbers, squash, or beans through the real experiences and voices of Minnesota farmers and educators.

## Scope of Work:

- **Capture authentic farmer testimonials** sharing sustainable farming practices, local food traditions and farm-to-school journeys.
- **Film at multiple farms and school cafeterias** across Minnesota, documenting harvesting, processing and classroom integration.
- **Produce six fully edited 6–8 minute educational videos**, with both full-length and social media-friendly versions.
- **Deliver closed-captioned, accessibility-compliant videos**, with supplementary teacher guides to support classroom use.
- **Coordinate all pre-production, field production and post-production** including scripting, scheduling, interviewing, drone capture and final editing.

## Relevance to the West Virginia Department of Agriculture:

This project directly parallels the West Virginia Conservation Agency's objectives under CRFQ AGR25-19. Like WVCA's pasture walk and farmer testimonial deliverables, MDA's project emphasizes **real-world farmer stories**, sustainable practices and public education. Our work with MDA showcases our ability to plan and execute multi-location agricultural filming, highlight local producers through **authentic testimonial-driven storytelling** and create educational content that promotes conservation, supports food system sustainability and uplifts agricultural communities perfectly aligned with the West Virginia Department of Agriculture's mission.

## Summary of Relevance to WVCA's Mission

Across all highlighted projects, VideoVets has consistently demonstrated:

- **Field production expertise** in both controlled environments and rural, outdoor locations.
- **Educational storytelling** that makes complex scientific and regulatory information understandable and engaging.
- **Community-focused communication** that drives behavioral change and fosters environmental stewardship.
- **Technical precision and regulatory compliance** necessary for working with government and grant-funded initiatives.

Our proven ability to translate important environmental, conservation and agricultural messages into impactful visual narratives directly supports the West Virginia Department of Agriculture's mission to protect health, promote safety, foster agricultural prosperity and prepare communities for future challenges.

VideoVets is uniquely positioned to deliver the educational video content needed to amplify WVCA's conservation outreach and to help West Virginia's farmers, youth and communities thrive.

## **VideoVets Project Approach**

### **Project Understanding**

VideoVets will produce eleven educational videos for the West Virginia Conservation Agency (WVCA) supporting conservation technical staff, farmers and youth audiences. Deliverables include five Pasture Walk videos, five Train-the-Trainer videos and one Farmer Testimonial video, focused on the subjects of Nutrient Management, Soil Health, Weed Control, Grazing Techniques and Forages. Filming will take place at WVCA-designated locations in Weston (WV), Morgantown (WV), Moorefield (WV), Keedysville (MD) and Raphine (VA), with the Farmer Testimonial filmed within a 30-mile radius of a primary location.

Each video will meet WVCA's Standard Production Quality expectations, using two simultaneously operated professional-grade cameras, proper lighting and professional field audio. WVCA Consultants will provide all scripts and pre-planned presentations; VideoVets will supply full production services from pre-production through final delivery.

### ***Phase 1: Pre-Production (May–June 2025)***

#### **1.1 Project Coordination and Strategy Development**

**Lead:** Paul Zagaris (Project Manager)

- Conduct kickoff meeting with WVCA Consultants to confirm project goals, filming schedules, presenter logistics, video structure and drone usage expectations.
- Review all provided scripts and presentations to map camera coverage needs, presenter flow and B-roll requirements.
- Develop a production calendar scheduling 8 filming days to complete 11 videos, including built-in contingency days for weather.

- Confirm list of presenters and farmers, obtain contact details, secure filming permissions and prepare standard VideoVets participant release forms.
- Establish approval workflows for WVCA review checkpoints at rough cut and fine cut stages.

## **1.2 Logistics and Scheduling**

**Lead:** Luis Alcazar (Producer)

- Group filming locations geographically to optimize travel time (e.g., filming Weston and Morgantown over two days, Keedysville and Raphine together).
- Confirm presenter availability for each scheduled filming day, accounting for agricultural obligations and classroom access.
- Identify nearby Farmer Testimonial candidate within each 30-mile capture radius and schedule testimonial filming.
- Arrange transportation, lodging and meals for crew during overnight travel days, all covered by VideoVets at no additional cost to WVCA.

## **1.3 Equipment Preparation**

**Lead:** Fabian Pourmand (Director of Photography)

- Prepare two full camera kits: primary camera (cinema-quality 4K system) and secondary camera (for secondary angles, cutaways).
- Field lighting kits (portable LED panels) for indoor classroom filming and low-light conditions.
- Professional audio equipment including wireless lavaliers, boom microphones and field mixers.
- Drone equipment prepared if WVCA-provided footage is unavailable or supplementary aerial footage is needed, operated by FAA-certified pilot Steven Lelham. Pilot-in-command is FAA Part 107 Certified and documentation is ready to provide upon award or request.

## **1.4 Script Review and Visual Storyboarding**

**Lead:** Luis Alcazar (Producer) and Reginald Waters II (Creative Director)

- Review WVCA-provided scripts in detail to translate narrative objectives into

visual plans for each video.

- Identify key visual elements for each conservation topic (e.g., live demonstrations for Soil Health, grazing rotations for Forages).
- Pre-map camera angles, shot sequences and B-roll needs for each filming session based on the script content.
- Develop a simple visual storyboard reference for each video, including framing, movement, presenter positioning and critical coverage moments.
  - [View Sample Storyboard](#)
- Prepare pre-scripted on-site interview prompts (where applicable) for the Farmer Testimonial video to ensure consistent, natural storytelling.
- Confirm integration plan for supplemental visuals such as field demonstrations, pasture conditions, or close-up environmental shots to enhance the educational impact without deviating from provided scripts.

## ***Phase 2: Production (July–August 2025)***

### **2.1 Daily Field Production Operations**

**Leads:** Luis Alcazar (Field Director), Fabian Pourmand (Cinematographer), Reginald Waters II (Second Camera Operator), Steven Lelham (Sound Engineer)

Each filming day will follow a structured, efficient schedule:

- 7:00 AM – Crew arrival at site, gear unload, camera setup, lighting checks (if indoor), sound checks, review of day's filming outline.
- 7:45 AM – Mic up presenters or farmers with wireless lavaliers; conduct quick technical rehearsals ensuring framing and lighting match WVCA quality standards.
- 8:00 AM – Filming of Pasture Walk or Train-the-Trainer session, capturing:
  - Wide master shot with Camera A (lead instructional angle).
  - Dynamic close-up and cutaway angles with Camera B (audience reactions, detailed demonstrations, environmental shots).

- Full field audio capture; backup recording via second device.
- 10:30 AM – Capture supporting B-roll: close-ups of grazing, soil health demonstrations, conservation signage, machinery use and group discussions.
- 11:30 AM – Lunch break and reset for afternoon session (if double filming day).

If applicable, afternoon filming follows the same procedure for second location within a 30-mile radius.

## **2.2 Farmer Testimonial Video Capture**

Scheduled flexibly into nearby field days:

- Interview farmer using structured questions provided by WVCA.
- Capture real-time farm activities: livestock management, soil preparation, weed control, grazing rotations, etc.
- Aerial drone footage of farm properties captured if available and weather-permitting.
- Emphasis on authenticity and storytelling, with minimal intrusion into daily farm operations.

## **2.3 Travel and Efficiency Management**

- Maximize filming efficiency by completing multiple sites in a day where possible (e.g., Weston AM session, Morgantown PM session).
- Crew remains consistent across all shoot days to maintain continuity and operational familiarity.
- Overnight stays coordinated around geographically distant locations (e.g., Raphine, VA).

## ***Phase 3: Post-Production (August–October 2025)***

### **3.1 Footage Ingestion and Organization**

**Lead:** Justin Dailey (Senior Editor)

- Immediate post-shoot backup to dual redundant drives.

- All footage cataloged by topic (e.g., Nutrient Management) and location.
- Interviews transcribed to streamline editing.
- A-roll and B-roll separated into organized bins for fast assembly.

### **3.2 Rough Cut Assembly**

**Lead:** Justin Dailey (Editor)

- Build rough cuts of each Pasture Walk and Train-the-Trainer video, placing presentation content first, supplemented with dynamic cutaways.
- Farmer Testimonial video constructed around interview answers, integrating B-roll of farm work and conservation practices.
- All video edits maintain natural presenter audio; no artificial voiceovers added, per CRFQ instruction.

### **3.3 Internal Review and Fine Cut Editing**

**Lead:** Justin Dailey (Editor), Ousa Kuhn (Assistant Editor)

- Initial internal review for flow, pacing and alignment with script and conservation messaging.
- Tighten edits to maintain engagement while respecting required 45–60 minute run time for educational videos.
- Sync closed captions and apply accessibility standards to all videos.
- Insert basic lower-thirds identifiers for presenters or farmers (no unnecessary graphics or animations).

### **3.4 Final Client Review and Revisions**

**Lead:** Paul Zagaris (Project Manager)

- Submit rough cuts to WVCA Consultants for review by late September 2025.
- Implement revisions as directed in final polishing stages.
- Conduct quality checks to ensure technical standards, sound clarity, visual consistency and caption accuracy.

### **3.5 Final Export and Delivery**

- Export videos in full resolution (MP4 and MOV formats) for WVCA website and YouTube distribution.
- Deliver short descriptive writeups of each video as metadata.
- Ensure all footage and final videos are backed up and stored securely for WVCA access.

Deadline for final delivery: No later than October 31, 2025.

### **Crew Assignments**

<b>Role</b>	<b>Name</b>	<b>Responsibility</b>
Project Manager	Paul Zagaris	Overall Management, WVCA Liaison, Scheduling
Producer/Field Director	Luis Alcazar	On-Site Coordination, Schedule Adherence
Lead Cinematographer	Fabian Pourmand	Primary Camera Operation, Lighting Direction
Second Camera Operator	Reginald Waters II	Secondary Camera, Handheld/Gimbal Operations
Audio Engineer/Drone Pilot	Steven Lelham	Field Audio Recording, FAA-Certified Drone Ops
Senior Editor	Justin Dailey	Rough & Fine Cut Editing, Color & Audio Work
Assistant Editor/Compliance	Ousa Kuhn	Captioning, Accessibility Checks, Final Formatting

### **Conclusion**

VideoVets' highly structured and detailed approach ensures smooth project execution across all locations, with high production standards, careful scheduling, multi-angle filming expertise and proven capacity to support WVCA's mission of conservation education and agricultural stewardship. Our team is ready to deliver compelling, accessible and technically sound videos that meet the diverse needs of WVCA's staff, farmers and youth audiences.

## Why Choose VideoVets

VideoVets brings a proven track record of delivering educational, documentary-style video content for agricultural, conservation and public-sector initiatives. Our team combines technical excellence with real-world experience filming in rural and working farm environments, ensuring we capture authentic, high-quality storytelling that resonates with technical staff, farmers and youth audiences alike. With a dedicated team of cinematographers, producers, editors and sound engineers, we offer a fully integrated production workflow from detailed pre-production planning to polished, accessibility-compliant final deliverables. We understand the demands of educational conservation media and are committed to maintaining WVCA's high standards for clarity, professionalism and impact.

Our approach is built on precision, collaboration and respect for the subject matter. We are experienced in working under structured grant timelines, coordinating multi-location field productions and aligning closely with agency partners to meet project goals without disruption. By choosing VideoVets, WVCA will gain a responsive, experienced creative partner focused on elevating conservation education across West Virginia and beyond. We are fully prepared to deliver a final product that empowers technical staff, inspires farmers and educates the next generation of conservationists.





#### West Virginia Educational Videos

Category	Title	Team Member	Hourly Rate	Estimated Hours	Total
Pre-Production					
Administrative	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Research	Research Analyst	Nina Suntzeff	\$65.00	6	\$390.00
Ideation Meetings	Creative Director	Reginald Waters	\$95.00	6	\$570.00
Sub Total					\$1,075.00
Production					
Logistics	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Creative Collaboration	Creative Director	Reginald Waters	\$95.00	8	\$760.00
Cinematography	Videographer/Cinematographer	Fabian Pourmand	\$105.00	8	\$840.00
Camera Crew Management	Director of Photography	Luis Alcazar	\$115.00	8	\$920.00
Camera/Drone Operations	Camera Operator	Armin Aidipour	\$85.00	8	\$680.00
Sub Total					\$3,315.00
Post-Production					
Project Management	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Creative Direction	Creative Director	Reginald Waters	\$95.00	8	\$760.00
Editing	Editor	Justin Dailey	\$85.00	6	\$510.00
Music and Sound	Music & Sound Mixing & Mastering	Justin Dailey	\$85.00	2	\$170.00
Graphics	Motion Graphics/Animator/VFX	Reginald Waters	\$95.00	4	\$380.00
Sub Total					\$1,935.00
				PER VIDEO TOTAL	\$6,325.00
				QUANTITY	11
				VIDEOS TOTAL	\$69,575.00

#### West Virginia Pasture Walk Videos

Category	Title	Team Member	Hourly Rate	Estimated Hours	Total
Pre-Production					
Administrative	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Research	Research Analyst	Nina Suntzeff	\$65.00	8	\$520.00
Ideation Meetings	Creative Director	Reginald Waters	\$95.00	8	\$760.00
Sub Total					\$1,395.00
Production					
Logistics	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Creative Collaboration	Creative Director	Reginald Waters	\$95.00	12	\$1,140.00
Cinematography	Videographer/Cinematographer	Fabian Pourmand	\$105.00	16	\$1,680.00
Camera Crew Management	Director of Photography	Luis Alcazar	\$115.00	16	\$1,840.00
Camera/Drone Operations	Camera Operator	Armin Aidipour	\$85.00	16	\$1,360.00
Sub Total					\$6,135.00
Post-Production					
Project Management	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Creative Direction	Creative Director	Reginald Waters	\$95.00	8	\$760.00
Editing	Editor	Justin Dailey	\$85.00	12	\$1,020.00
Music and Sound	Music & Sound Mixing & Mastering	Justin Dailey	\$85.00	4	\$340.00
Graphics	Motion Graphics/Animator/VFX	Reginald Waters	\$95.00	12	\$1,140.00
Sub Total					\$3,375.00
				PER VIDEO TOTAL	\$10,905.00
				QUANTITY	5
				VIDEOS TOTAL	\$54,525.00

#### West Virginia Train-the-Trainer Videos

Category	Title	Team Member	Hourly Rate	Estimated Hours	Total
Pre-Production					
Administrative	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Research	Research Analyst	Nina Suntzeff	\$65.00	8	\$520.00
Ideation Meetings	Creative Director	Reginald Waters	\$95.00	8	\$760.00
Sub Total					\$1,395.00
Production					
Logistics	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Creative Collaboration	Creative Director	Reginald Waters	\$95.00	12	\$1,140.00
Cinematography	Videographer/Cinematographer	Fabian Pourmand	\$105.00	16	\$1,680.00
Camera Crew Management	Director of Photography	Luis Alcazar	\$115.00	16	\$1,840.00
Camera/Drone Operations	Camera Operator	Armin Aidipour	\$85.00	16	\$1,360.00
Sub Total					\$6,135.00
Post-Production					
Project Management	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
Creative Direction	Creative Director	Reginald Waters	\$95.00	8	\$760.00
Editing	Editor	Justin Dailey	\$85.00	12	\$1,020.00
Music and Sound	Music & Sound Mixing & Mastering	Justin Dailey	\$85.00	4	\$340.00
Graphics	Motion Graphics/Animator/VFX	Reginald Waters	\$95.00	12	\$1,140.00
Sub Total					\$3,375.00
				PER VIDEO TOTAL	\$10,905.00
				QUANTITY	5
				VIDEOS TOTAL	\$54,525.00

West Virginia Farmer Testimonial Video						
	Category	Title	Team Member	Hourly Rate	Estimated Hours	Total
Pre-Production						
	Administrative	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
	Research	Research Analyst	Nina Suntzeff	\$65.00	8	\$520.00
	Ideation Meetings	Creative Director	Reginald Waters	\$95.00	8	\$760.00
					<b>Sub Total</b>	<b>\$1,395.00</b>
Production						
	Logistics	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
	Creative Collaboration	Creative Director	Reginald Waters	\$95.00	14	\$1,330.00
	Cinematography	Videographer/Cinematographer	Fabian Pourmand	\$105.00	18	\$1,890.00
	Camera Crew Management	Director of Photography	Luis Alcazar	\$115.00	18	\$2,070.00
	Camera/Drone Operations	Camera Operator	Armin Aidipour	\$85.00	18	\$1,530.00
					<b>Sub Total</b>	<b>\$6,935.00</b>
Post-Production						
	Project Management	Project Manager	Paul Zagaris	\$115.00	1	\$115.00
	Creative Direction	Creative Director	Reginald Waters	\$95.00	10	\$950.00
	Editing	Editor	Justin Dailey	\$85.00	14	\$1,190.00
	Music and Sound	Music & Sound Mixing & Mastering	Justin Dailey	\$85.00	6	\$510.00
	Graphics	Motion Graphics/Animator/VFX	Reginald Waters	\$95.00	14	\$1,330.00
					<b>Sub Total</b>	<b>\$4,095.00</b>
					<b>PER VIDEO TOTAL</b>	<b>\$12,425.00</b>
					<b>QUANTITY</b>	<b>1</b>
					<b>VIDEOS TOTAL</b>	<b>\$12,425.00</b>
Production Expenses						
Fixed Costs for Production				Unit Cost	Number of Units	Total
		Travel		\$750.00	2	\$1,500.00
		Music Licensing		\$1,500.00	1	\$1,500.00
		Voiceover Work		\$350.00	1	\$350.00
		Data Asset Management		\$150.00	1	\$150.00
					<b>Sub Total</b>	<b>\$3,500.00</b>
					<b>Fixed Cost Total</b>	<b>\$3,500.00</b>
					<b>GRAND TOTAL</b>	<b>\$194,550.00</b>



# EARLY INTERVENTION STORYBOARDS

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## Alabama - Early Intervention Program



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If you're worried your child isn't reaching developmental milestones.



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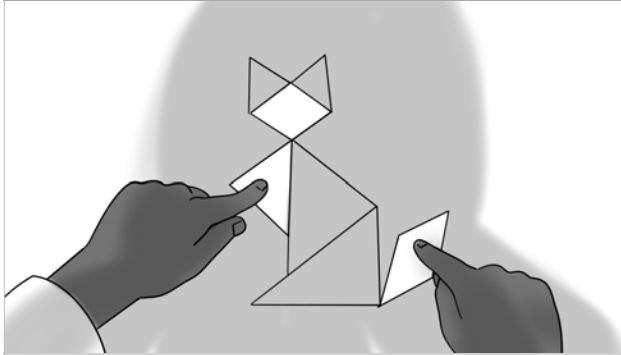
Has specialist in your area who can screen for any possible delays.



Who will come to where you and your child are,



at no cost to you.



To find out if your child is eligible  
for early intervention services



Visit



[NevertotooearlyAL.org](http://NevertotooearlyAL.org)



## ABOUT ME

A resourceful, hardworking and creative individual who completes tasks by using critical thinking and technical skills. Specializing in cinematography and multimedia production, but he is well versed in all aspects of the entertainment industry. Dedicated to creating quality content and devoted to working side-by-side with clients to create art that is both engaging and memorable.

Director of Photography at VideoVets with over 26 years of experience, he brings expertise in time-based multimedia brand and story development, working with state and federal government agencies to meet their video campaign needs.



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# LUIS ALCAZAR

**PRESIDENT**  
**DIRECTOR OF PHOTOGRAPHY**



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.410.1765



LUIS@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA

2016 - Present

#### PRESIDENT/DIRECTOR OF PHOTOGRAPHY

Owning and operating company's day-to-day film/video production, marketing, advertising and public relations operations that deal directly with local, state and federal agencies.

### CSUS STANISLAUS TURLOCK, CA

2010 - 2014

#### ANTHROPOLOGY KVAL FILM LAB TECH

Managed and maintained the University's Anthropology Film Department. Educated and trained students and faculty members with equipment. Taught students how to operate cameras, set up lighting, audio equipment and editing programs.

### US NAVY

1996 - 2000

#### AVIATION TECHNICIAN/LOGISTICS

Purchasing agent, managed millions of dollars worth of equipment, trained and qualified sailors for licensing. Reports and inspection of specialized aviation tools. Recruitment and procurement. Video journalist covering overseas Naval news.

## EDUCATION

### CSUS STANISLAUS TURLOCK, CA

2014

#### BACHELOR OF FINE ARTS

Degree in Video Production and Time-Based Media, Summa Cum Laude. Completed University's Honors Program.

### MODESTO JR. COLLEGE

2002

#### ASSOCIATE OF SCIENCE

Degree in Computer Graphics Applications. Graduated with Honors.

## SKILLS

ADOBE CREATIVE SUITE

VIDEO EDITING

APPLE'S FINAL CUT PRO

MOTION GRAPHICS

CINEMATOGRAPHER/PHOTOGRAPHER

POST-PRODUCTION

LIVE STREAMING

BILINGUAL IN ENGLISH & SPANISH

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

An experienced and adaptable multimedia specialist who utilizes teamwork and collaboration to bring conceptual ideas to a working and insightful presentation. He has a deep understanding of business branding and marketing, enhancing the value he brings to content creation for his clients, preserving the legacy of the people and businesses he films and showcasing their vision and values in a creative way.

Project Manager at VideoVets with over 24 years of experience in filmmaking and marketing. He has pursued lasting business planning and implementation development, working with both public and private clients alike in contract administration and project management.



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# PAUL ZAGARIS

VICE PRESIDENT  
PROJECT MANAGER



WWW.VIMEO.COM/VIDEOVETS

CELL: 209.614.1394

PAUL@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA

2016 - Present

#### PROJECT MANAGER

Managing client contracts from project development to implementation. Multimedia marketing campaign specialization. Orchestrating all aspects of video projects from initial conception to completion, expertly balancing budget constraints, timelines and quality standards. Leveraging exceptional leadership and communication skills, effectively coordinating with cross-functional teams, clients and stakeholders, consistently ensuring successful, on-time delivery of engaging and impactful video content.

### CINEMATIC ADVENTURE CLUB, LLC

2014 - Present

#### PRODUCER

Raising funds and coordinating the creation of motion pictures. Managing all stages of film production, from initial concept and script development to final Post-Production and Distribution. Known for strong leadership skills and creative vision, consistently deliver projects on time and within budget, while ensuring a high standard of production quality that resonates with target audiences.

### SCENIC OAKS FUNDING

2004 - 2013

#### LOAN OFFICER (NMLS #2412361)

Responsible for having closed over \$65.4 million in home loans. Experienced at evaluating loan applications and authorizing or recommending approval for clients. Combined in-depth knowledge of lending protocols with exceptional interpersonal skills, consistently provided excellent customer service while maintaining an impeccable record of loan portfolio management and compliance with regulatory standards.

## EDUCATION

### UNIVERSITY OF THE PACIFIC MCGEORGE SCHOOL OF LAW

2005 - 2010

#### JURIS DOCTORATE

Degree in Law with an emphasis in Contracts.

### UNIVERSITY OF CALIFORNIA SANTA BARBARA

1999 - 2004

#### BACHELOR OF ARTS

Degree in Film Studies and Law & Society. Completed University's Honors Program.

## SKILLS

GOOGLE ANALYTICS & ADWORDS

CRM & INBOUND MARKETING

BILINGUAL IN ENGLISH & SPANISH

SOCIAL MEDIA MANAGEMENT

GENERATIVE A.I. MODELING & DESIGN

PROJECT MANAGEMENT

MICROSOFT WORD & EXCEL

CONTRACTS/ADMINISTRATION

## REFERENCES

LUIS ALCAZAR

PRESIDENT OF VIDEOVETS

800.445.0530



## ABOUT ME

A consummate collaborator and communicator, he uses critical thinking and project management skills to create world-class digital content to educate, entertain and persuade audiences to engage with and purchase great products and brands. Attuned to current trends in design, video production and marketing, continuously innovating fresh, relevant content.

Creative Director at VideoVets with over 13 years of experience in creative storytelling and digital design. He has been dedicated to creative idea development, embracing the art of visual and purposeful storytelling, professionally trained in cinematography, motion graphics, editing and branding, having helped Fortune 500 brands fulfill their marketing and brand design element campaigns.



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# REGINALD WATERS II

CREATIVE DIRECTOR



WWW.VIMEO.COM/VIDEOVETS



CELL. 916.384.5083



REGGIE@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA

2019 - Present

#### CREATIVE DIRECTOR

Designing dynamic client projects, coordinating and producing creative brand elements. Helping brainstorm and implement visionary digital assets, making key decisions about visual and narrative aspects of projects. Ensuring all final work aligns with initial conceptualization, brand identity and project objectives. In charge of artistic direction, consistency and client collaboration.

### VSP VISION CARE MARKETING

2016 - 2019

#### ON-AIR MOTION DESIGNER

Managed high-profile video shoots with multiple C-Suite Executives. Created over 70 high-quality videos watched by over 2.4 million people. Developed and implemented over 5,612 hours of online education. Built animated videos to promote new products to target markets.

### VSP GLOBAL HUMAN RESOURCES

2012 - 2016

#### MARKETING PRODUCER

Created design processes that saved \$20,000 dollars in company budget. Developed a replacement LMS system to deliver content to over 5,000 employees. Curated a library of digital content to compliment stand-up training sessions.

## EDUCATION

### SOUND ADVICE AUDIO WORKSHOP FRANK SERAFINI

2016

#### CERTIFICATION

Certificate in Audio Engineering and Sound Design.

### THE ART INSTITUTE OF CALIFORNIA SACRAMENTO, CA

2010

#### BACHELOR OF SCIENCE

Degree in Digital Video and Film Production.

## SKILLS

CONCEPTUAL DESIGN & STORY BOARDS

VIDEO EDITING

SCRIPT WRITING

MOTION GRAPHICS

PITCHING IDEAS

VIDEO PRODUCTION

PROJECT MANAGEMENT

CINEMATOGRAPHY

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

An experienced and adaptable media specialist, who utilizes teamwork and collaboration to bring conceptual ideas to a working and insightful presentation.

Cinematographer at VideoVets with over 15 years of professional experience, he is self-taught, having worked diligently to develop his artistic desire to become known for storytelling through motion pictures. As a consummate technician in the art of photography and videography, Fabian filters each narrative through the lens of mesmerizing lighting with amazing focus.



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# FABIAN POURMAND

CINEMATOGRAPHER



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.648.3783



FABIAN@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA

2018 - Present

#### CINEMATOGRAPHER

Creating mood boards, lighting and shot lists based on the Director's vision. Supervision of crew on shoot day. Live streaming of events. Shooting multiple documentaries and commercials. Capturing footage using multitude of different state-of-the-art cameras, lighting and sound equipment.

### MANFRED BAUMANN BEVERLY HILLS, CA

2021 - Present

#### 1ST ASSISTANT

As Manfred's 1st Assistant, he led creative direction including mood boards, lighting and set design. Management of high-profile clients that include: Martin Sheen, Christopher Lloyd, Jaimie Alexander, Joe Mantegna, Jane Goodall, William Shatner, Vernon Davis and Billy Zane.

### FABIAN POURMAND PHOTOGRAPHY

2008 - Present

#### PHOTOGRAPHER

Principal photographer and cinematographer. Traveling to different countries for editorial projects. Direct client relations and sales. Creative directing of photo and video shoots. Strategizing lighting and looks for projects.

## AWARDS

### AMERICAN ADVERTISING FEDERATION

2018

#### DELTA AWARD

Award in Branded Content and Entertainment Campaign. Most prestigious honor for work on broadcast television commercials.

## SKILLS

ADOBE CREATIVE SUITE

PHOTO EDITING

APPLE'S FINAL CUT PRO

DJI AERIAL & STABILIZER PRODUCTION

LIVE STREAMING

POST-PRODUCTION

CINEMATOGRAPHY/PHOTOGRAPHER

DAVINCI RESOLVE

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

An experienced filmmaker with a keen eye for storytelling, excelling at crafting impactful narratives that captivate and engage audiences. He leverages technical expertise and creative flair, consistently delivering high-quality content that aligns with a brand's vision, closely communicating with clients and exceeding expectations.

Senior Editor at VideoVets with over 13 years of experience in Post-Production video editing and motion graphics. He is trained as a problem solver, collaborating and adapting to new workflows easily, adapting client visions into finished video products and having worked as an editor for major broadcast and social media enterprises.



809 16TH STREET  
SACRAMENTO, CA 95814  
PHONE: 800.445.0530  
WWW.VIDEOVETS.NET

# JUSTIN DAILEY

SENIOR EDITOR



## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA 2016 - Present

#### SENIOR VIDEO EDITOR

Managing Post-Production teams. Building projects for commercial use with websites and television distribution.

### BUZZFEED VIDEO HOLLYWOOD, CA 2013 - 2015

#### VIDEO PRODUCER

Conceptualized and created short and long form videos as video producer, generating viral views online.

### SMOSH SACRAMENTO, CA 2011 - 2013

#### ASSISTANT EDITOR & DIGITAL IMAGING TECHNICIAN

Responsible for transcoding and editing footage as it was being filmed, using Adobe Media Encoder CS6 and Final Cut Pro.

## EDUCATION & AWARDS

### NATION'S PROMISE [FEATURE FILM] 2022

#### INTERNATIONAL FILM AWARDS

Winner of Best Director and Editor at Pinnacle Film Awards, Onyko Films Awards, Paris Play Film Festival, Scorpiusfest, Berlin International Art Film Festival, Telly Awards, FilmmakerLife Awards, among numerous others.

### THE ART INSTITUTE OF CALIFORNIA SACRAMENTO, CA 2011

#### BACHELOR OF SCIENCE

Degree in Digital Filmmaking and Video Production.

## SKILLS

ADOBE CREATIVE SUITE

VIDEO EDITING

APPLE FINAL CUT STUDIO

MOTION GRAPHICS

GENERATIVE A.I. MODELING & DESIGN

DIGITAL IMAGING TECHNICIAN

POST-PRODUCTION

LIVE STREAMING

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

An accomplished nonprofit professional with a proven success record in achieving bold fundraising goals and inspired, nuanced donor strategies engaging wide donor networks.

Research Analyst at VideoVets with over 20 years of experience developing campaigns for organizational priorities and innovative solutions to business challenges. Specialized skills in strategic planning, annual fund development, major gifts and donor/partner relationship management. Proven experience surpassing yearly fundraising goals with \$20M+ over the prior 12 years. Detail-oriented grant management and major gift fundraising strategies have led to a 214% increase in grant awards over 5 years.

Holding current certifications as Certified Fund Raising Executive (CFRE), Grant Professionals Certified (GPC) and Certificate in Fund Raising Management from Lilly Family School of Philanthropy.



809 16TH STREET  
SACRAMENTO, CA 95814  
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WWW.VIDEOVETS.NET

# NINA SUNTZEFF

RESEARCH ANALYST



## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA 2022 - Present

#### RESEARCH ANALYST

Directing grant and contract operations, including identifying, researching and writing opportunities from government agencies, foundations and private funders that align with company's mission and initiatives.

### DAMAR SERVICES INC. DAMAR FOUNDATION 2011 - Present

#### GRANT DIRECTOR

Annually exceeding major gifts fundraising goals. National nonprofit pioneer serving individuals from childhood through elder age with developmental, intellectual, autism and behavioral disabilities - enabling clients to realize their potential and live more successful lives.

### HABITAT FOR HUMANITY WESTFIELD, IN 2009 - 2010

#### EXECUTIVE DIRECTOR

Cultivated donor non-profit relationships, researched and wrote grants, created grant reports, established grants management software system. Pioneered first online donation program and developed new web site design and content. Created and implemented new key fundraising initiatives; corporate sponsorship and foundation grant program.

## EDUCATION

### JOHN F KENNEDY UNIVERSITY ORINDA, CA 2000

#### MASTER OF ARTS

Degree in Museum Studies. In-depth understand of the nonprofit world and practical experience in the field.

### UNIVERSITY OF CALIFORNIA SANTA CRUZ 2002

#### BACHELOR OF ARTS

Degree in Community Studies. Interdisciplinary practice with an emphasis on community organizations, non profits and social movements and policy.

## SKILLS

PROSPECT RESEARCH

GRANT AUTHORSHIP

CORPORATE & FOUNDATION PARTNERSHIPS

COMMUNICATIONS MANAGEMENT

DONAR CULTIVATION & STEWARDSHIP

BUDGETING & REPORTING

MAJOR GIFTS

DATA ANALYSIS

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

A seasoned technician, he thrives in the dynamic realm of multimedia production, where his expertise and adaptability shine. With a keen ear for detail and a passion for sonic storytelling, he collaborates seamlessly with teams to transform conceptual ideas into impactful audio experiences.

Sound Engineer at Videovets with over 7 years of experience, he brings proficiency in sound design and digital marketing. He has a professional level of expertise in audio and sound development, adept at managing projects, blending sound into the overall best auditory fidelity for all digital marketing content. With a focus on delivering excellence in every endeavor, Steven continues to elevate the art of sound engineering, leaving an indelible mark on the audio landscape.



809 16TH STREET  
SACRAMENTO, CA 95814  
PHONE: 800.445.0530  
WWW.VIDEOVETS.NET

# STEVEN LELHAM

SOUND ENGINEER



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.277.4819



STEVEN@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA

2021 - Present

#### SOUND ENGINEER

Developing and managing a comprehensive portfolio that includes various sound engineering projects and collaborations with clients. Skilled in operating advanced audio equipment, including mixing consoles, microphones, and digital audio workstations to deliver superior sound quality across various environments. Creating sound design plans, audio setups, and equipment lists aligned with the Director's vision. Supervising audio teams during live events and recording sessions. Managing live audio streaming for events. Recording sound for multiple documentaries and commercials using a wide array of cutting-edge sound technologies.

### STANISLAUS COUNTY FAIR TURLOCK, CA

2016 - 2021

#### WEBSITE ADMIN AND IT COORDINATOR

Implemented SEO strategies to enhance website visibility and search rankings. Monitored and moderated user engagement and website traffic using analytics tools. Provided technical support, troubleshooting hardware and software issues to minimize downtime.

## EDUCATION

### CSUS STANISLAUS TURLOCK, CA

2017

#### BACHELOR OF ARTS

Degree in Business Administration with a concentration in Digital Marketing.

### MODESTO JR. COLLEGE

2015

#### ASSOCIATE OF ARTS

Degree in Arts and Film Studies.

## SKILLS

SOUNDPROOFING & ACOUSTIC TREATMENT

SIGNAL FLOW MANAGEMENT

FIELD RECORDING

AUDIO EDITING (PRO TOOLS/ADOBE AUDITION)

LIVE SOUND ENGINEERING

AUDIO SIGNAL ROUTING & LATENCY MANAGEMENT

REAL-TIME AUDIO MIXING & MASTERING

STREAMING SOFTWARE (WIRECAST/STREAMLABS)

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

A highly skilled and technical professional with a diverse background in photography, videography, graphic design and sound engineering, with a passion for visual storytelling. His technical expertise and artistic vision drive him to create impactful visual experiences.

Camera Operator and Sound Technician at VideoVets with over 10 years of experience in various technical roles, he thrives when showcasing his exceptional talent and dedication. He is a talented and versatile professional with a proven track record as a proficient Camera Operator and Audio Technician. He is responsible for capturing high-quality video footage by operating the camera and adjusting settings to achieve desired shots and angles. His work ensures clear and balanced audio during live events or recordings by setting up and monitoring microphones, adjusting audio levels and troubleshooting any sound-related issues.



809 16TH STREET  
SACRAMENTO, CA 95814  
PHONE: 800.445.0530  
WWW.VIDEOVETS.NET

# ARMIN AIDIPOUR

CAMERA OPERATOR & SOUND TECHNICIAN



WWW.VIMEO.COM/VIDEOVETS



CELL: 209.202.7016



ARMIN@VIDEOVETS.NET

## WORK EXPERIENCE

**VIDEOVETS  
SACRAMENTO, CA**  
2022 - Present

### CAMERA OPERATOR/SOUND ENGINEER

Assisting with camera operation, lighting setup, sound recording and general production tasks. Collaborates effectively with the team to ensure smooth coordination.

**EXTREME VISION FILMS**  
2014 - 2022

### VIDEO EDITOR

Edited and enhanced raw video footage using industry-standard software. Developed creative concepts and collaborated with clients and the production team. Delivered completed projects on-time. Met and exceeded client expectations.

**TURLOCK JOURNAL  
NEWSPAPER**  
2004 - 2009

### PAGINATOR

Collaborated with the editorial team to design and layout newspaper pages. Organized and arranged articles, images and advertisements in an aesthetically pleasing manner.

## EDUCATION

**CSUS STANISLAUS  
TURLOCK, CA**  
2007

### BACHELOR OF ARTS

Degree in Business and Art.

## SKILLS

CINEMATOGRAPHY/PHOTOGRAPHY

POST-PRODUCTION

GRAPHIC DESIGN

MOTION GRAPHICS

DIGITAL AUDIO TECHNICIAN

LIVE STREAMING

SOUND MIXING

VIDEO EDITING

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

A detail-oriented problem-solver, dedicated to collaboration and communications, he uses analytical reasoning and project management skills to oversee and manage the execution, compliance, and fulfillment of contracts between parties. Ensuring that all terms and conditions are met, he negotiates Blanket Purchase Agreements, develops pricing strategies, and defines scopes of work with precision and accuracy.

Contract Administrator at VideoVets with 5 years of experience in contract management and administration. He has been dedicated to ensuring compliance with government regulations, meticulously reviewing contract documents, and fostering effective collaboration between all parties involved. Professionally trained in contract negotiation, pricing strategy, and project management, he has helped numerous clients achieve successful and compliant contract outcomes.



809 16TH STREET  
SACRAMENTO, CA 95814  
PHONE: 800.445.0530  
WWW.VIDEOVETS.NET

# CHARLES ODELL

CONTRACT ADMINISTRATOR



WWW.VIMEO.COM/VIDEOVETS



CELL: 916.261.0816



COLE@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA

2019 - Present

#### CONTRACT ADMINISTRATOR

Overseeing and managing the execution, compliance, and fulfillment of government contracts. Ensuring all terms and conditions are meticulously met. Writing and negotiating Blanket Purchase Agreements, developing pricing strategies, and defining the scope of work. Ensuring all proposals align with initial requirements, government regulations, and project objectives. Leading contract administration, ensuring compliance with all contractual obligations, and fostering effective collaboration between parties. Facilitating clear communication, resolving contractual issues, and providing strategic guidance on contract management. Ensuring all final contracts meet high standards of accuracy, transparency, and compliance.

### GATEWAY KITCHEN ITHACA, NY

2016 - 2018

#### ASSISTANT MANAGER

Managed the recruitment, training, and development of contract administration staff. Supervised the preparation and review of contract documents and client requests to ensure accuracy and compliance.

## EDUCATION

### CALIFORNIA STATE UNIVERSITY SACRAMENTO (CSUS)

2024

#### BACHELOR OF ARTS

Degree in Political Science with a minor in Philosophy.

### SACRAMENTO CITY COLLEGE

2022

#### ASSOCIATES DEGREE

Degree in Psychology.

## SKILLS

PROCUREMENT SPECIALIST

GOVERNMENT CONTRACTING/COMPLIANCE

REQUEST FOR PROPOSAL PROFICIENCY

DETAIL-ORIENTED/COMMUNICATIONS

CONTRACT MANAGEMENT

ETHICS & INTEGRITY

COMPLIANCE/QUALITY CONTROL

MICROSOFT WORD & EXCEL

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

800.445.0530



## ABOUT ME

A self-taught savant at viral video creation, producing, directing, coloring and editing video content for social media and movies. His content has grossed over 200 million views and earned over 145k YouTube subscribers. His feature films have earned him awards at numerous international film festivals. As a winner of Syfy's reality TV show "Viral Video Showdown", he has been honored for his work in viral video creation. He created an 80-year-old rapping grandma character named "Granny G" who appeared on America's Got Talent in 2012.

Colorist and Director at VideoVets with over 20 years of experience, his artistic proficiency brings an unrivaled level of creativity and authorship to all projects —skilled communicator and collaborator, creating cohesive and compelling content.



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SACRAMENTO, CA 95814  
PHONE: 800.445.0530  
WWW.VIDEOVETS.NET

# OUSA KHUN

COLORIST/DIRECTOR



WWW.OUSAKHUN.COM



CELL. 209.968.2368



OUSA@VIDEOVETS.NET

## WORK EXPERIENCE

### VIDEOVETS SACRAMENTO, CA 2016 - Present

#### COLORIST/DIRECTOR

Developing and creating the mood and tone of each project, ensuring consistency in color and style, balancing contrast, brightness and saturation.

### CSUS STANISLAUS THE BRIDGE COMMUNITY CENTER 2000 - 2011

#### DIGITAL ARTS & MEDIA INSTRUCTOR

Mentoring the youth in the community through the art of digital media. Also taught children basic music production and composing. Worked on first feature documentary that aired on PBS.

### MODESTO JR. COLLEGE 1997 - 2006

#### ASSISTANT FILM & VIDEO INSTRUCTOR

Worked directly with the film/TV professor. Helped teach students the basic fundamentals of film and TV production, from lighting, sound, cinematography and Post-Production.

## EDUCATION & AWARDS

### WEDDING 93 (FEATURE FILM) 2022

#### INTERNATIONAL FILM AWARDS

Winner of Best Documentary at L.A. Sci-Fi & Horror Festival, Barcelona International Film Festival, 52 Weeks Film Festival, The Gladiator Film Festival, Eastern Europe International Movie Awards, Japan International Film Festival, World Film Carnival, among numerous others.

### MODESTO JR. COLLEGE 2003

#### ASSOCIATE OF ARTS

Degree in Graphic Design.

## SKILLS

VIDEO EDITING

CINEMATOGRAPHY/PHOTOGRAPHY

MUSIC COMPOSER

GREEN SCREEN ROTOSCOPING

GRAPHIC DESIGN

GENERATIVE A.I. MODELING & DESIGN

2D/3D ANIMATION

VISUAL EFFECTS/COLOR CORRECTION

## REFERENCES

PAUL ZAGARIS

VP OF VIDEOVETS

209.614.1394

Printed on: 11/22/2023 2:45:39 PM

To verify most current certification status go to: <https://www.caleprocure.ca.gov>

## Office of Small Business & DVBE Services

**Certification ID:** 2000950**Legal Business Name:**

VideoVets

**Doing Business As (DBA) Name 1:**

MediaVets

**Doing Business As (DBA) Name 2:**

VideoVeterans

**Address:**

1309 24th Street

Sacramento

CA 95816-5801

**Email Address:**

paul@videovets.net

**Business Web Page:**

www.videovets.net

**Business Phone Number:**

916.849.9616

**Business Fax Number:**

800.594.8020

**Business Types:**

Service

Certification Type	Status	From	To
DVBE	Approved	10/03/2023	10/31/2025
SB(Micro)	Approved	10/03/2023	10/31/2025

Stay informed! KEEP YOUR CERTIFICATION PROFILE UPDATED!

-LOG IN at [CaleProcure.CA.GOV](https://www.caleprocure.ca.gov)

Questions?

Email: [OSDSHELP@DGS.CA.GOV](mailto:OSDSHELP@DGS.CA.GOV)

Call OSDS Main Number: 916-375-4940

707 3rd Street, 1-400, West Sacramento, CA 95605



PAUL ALEXANDER ZAGARIS  
VideoVets DBA MediaVets  
1309 24th Street  
Sacramento, CA 95816

January 6, 2022  
File #:43357

**Subject: Disadvantaged Business Enterprise (DBE) Certification Approval**

Dear Mr. ZAGARIS:

We are pleased to advise you that after careful review of your application and supporting documentation, the **California Department of Transportation (Caltrans)** has determined that your firm meets eligibility standards to be certified as a Disadvantaged Business Enterprise (DBE) as required under the U.S. Department of Transportation (U.S. DOT) Regulations 49 CFR Part 26. This certification is also recognized by all USDOT agencies of California.

Your firm will be listed in the California Unified Certification Program (CUCP) database of certified DBEs under the following specific area(s) of expertise that you have identified on the NAICS Codes form the Application Package:

CA WCC I7220: PHOTOGRAPHIC STUDIOS, PORTRAIT  
CA WCC I7336: COMMERCIAL ART AND GRAPHIC DESIGN  
CA WCC I7810: MOTION PICTURE & VIDEO TAPE PRODUCTION  
NAICS 512110: MOTION PICTURE AND VIDEO PRODUCTION  
NAICS 512191: TELEPRODUCTION AND OTHER POSTPRODUCTION SERVICES  
NAICS 518210: DATA PROCESSING, HOSTING, AND RELATED SERVICES  
NAICS 519130: INTERNET PUBLISHING AND BROADCASTING AND WEB SEARCH PORTALS  
NAICS 541921: PHOTOGRAPHY STUDIOS, PORTRAIT  
NAICS 541922: COMMERCIAL PHOTOGRAPHY

Your DBE certification applies only for the above code(s). You may review your firm's information in the California Unified Certification Program's (CUCP) DBE database which can be accessed at the CUCP website at <https://californiaucp.dbesystem.com/>. Any additions and revisions must be submitted to Caltrans for review and approval.

In order to assure continuing DBE status, you must submit an Annual Update Declaration form, along with supporting documentation. Based on your annual submission that no change in ownership and control has occurred, or if changes have occurred, they do not affect your firm's DBE standing, the DBE certification of your firm will continue until or unless it is removed by our agency.

Also, should any changes occur that could affect your certification status prior to receipt of the Annual Update Declaration, such as changes in your firm's name, business/ mailing address, ownership, management or control, or failure to meet the applicable business size standards or personal net worth standard, please notify us immediately. Failure to submit forms and/or change of information will be deemed a failure to cooperate under Section 26.109 of the Regulations.

Caltrans reserves the right to withdraw this certification if at any time it is determined that it was knowingly obtained by false, misleading, or incorrect information. DBE certification is subject to review at any time. The firm thereby consents to the examination of its books, records, and documents by Caltrans.

For information on California Department of Transportation (Caltrans) contracting opportunities, please visit our website Office of Civil Rights at <https://dot.ca.gov/programs/procurement-and-contracts/contract-with-caltrans>.

*Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.*

January 6, 2022

File #: 43357

PAUL ALEXANDER ZAGARIS  
VideoVets DBA MediaVets  
1309 24th Street  
Sacramento, CA 95816

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NAICS 512110: MOTION PICTURE AND VIDEO PRODUCTION

NAICS 512191: TELEPRODUCTION AND OTHER POSTPRODUCTION SERVICES

NAICS 518210: DATA PROCESSING, HOSTING, AND RELATED SERVICES

NAICS 519130: INTERNET PUBLISHING AND BROADCASTING AND WEB SEARCH PORTALS

NAICS 541921: PHOTOGRAPHY STUDIOS, PORTRAIT

NAICS 541922: COMMERCIAL PHOTOGRAPHY

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Congratulations, and thank you for your interest in the DBE Program. I wish you every business success and look forward to hearing from you if I may be of any assistance to you in this regard.

Sincerely,



# Secretary of State Certificate of Status

I, SHIRLEY N. WEBER, PH.D., California Secretary of State, hereby certify:

Entity Name: VIDEOVETS  
Entity No.: 3874444  
Registration Date: 02/10/2016  
Entity Type: Stock Corporation - CA - General  
Formed In: CALIFORNIA  
Status: Active

The above referenced entity is active on the Secretary of State's records and is authorized to exercise all its powers, rights and privileges in California.

This certificate relates to the status of the entity on the Secretary of State's records as of the date of this certificate and does not reflect documents that are pending review or other events that may impact status.

No information is available from this office regarding the financial condition, status of licenses, if any, business activities or practices of the entity.



IN WITNESS WHEREOF, I execute this certificate and affix the Great Seal of the State of California this day of March 05, 2025.

SHIRLEY N. WEBER, PH.D.  
Secretary of State

Certificate No.: 303046619

To verify the issuance of this Certificate, use the Certificate No. above with the Secretary of State Certification Verification Search available at [bizfileOnline.sos.ca.gov](http://bizfileOnline.sos.ca.gov).

I **UNITED STATES OF AMERICA** XI

DEPARTMENT OF TRANSPORTATION • FEDERAL AVIATION ADMINISTRATION

IV NAME

**STEVEN KARAM-LELHAM**

V ADDRESS **4647 DESTINY DR  
TURLOCK CA 95382-8315**

VI NATIONALITY **USA**

IVa D.O.B. **3 FEB 1992**

SEX **M** HEIGHT **60** WEIGHT **210** HAIR **BLACK** EYES **BROWN**

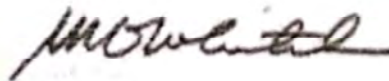
IX HAS BEEN FOUND PROPERLY QUALIFIED TO EXERCISE THE PRIVILEGES OF

**II REMOTE PILOT**

III CERTIFICATE NUMBER **5079301**

X DATE OF ISSUE **29 OCT 2024**

XIV



VIII

**ADMINISTRATOR**



**U**

**A**

**S**





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>HUBER INSURANCE AGENCY</b> 801 E Main St Turlock, CA 95380 License #:0815345	<b>CONTACT NAME:</b> Deborah Huber <b>PHONE (A/C, No, Ext):</b> (209)669-9917 <b>FAX (A/C, No):</b> (209)668-8086 <b>E-MAIL ADDRESS:</b> dcurtis@farmersagent.com														
<b>INSURED</b> <b>VideoVets</b> 1901 Tully Rd Hughson, CA 95326	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A : Truck Insurance Exchange</td><td>21709</td></tr><tr><td>INSURER B : Farmers Insurance Exchange</td><td>21652</td></tr><tr><td>INSURER C : Mid Century Insurance Company</td><td>21687</td></tr><tr><td>INSURER D : Hiscox Insurance Company</td><td>10200</td></tr><tr><td>INSURER E :</td><td></td></tr><tr><td>INSURER F :</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Truck Insurance Exchange	21709	INSURER B : Farmers Insurance Exchange	21652	INSURER C : Mid Century Insurance Company	21687	INSURER D : Hiscox Insurance Company	10200	INSURER E :		INSURER F :	
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INSURER D : Hiscox Insurance Company	10200														
INSURER E :															
INSURER F :															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y	Y	607030481	3/21/2025	3/21/2026	EACH OCCURRENCE \$ 2,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 75,000	
							MED EXP (Any one person) \$ 5,000	
							PERSONAL & ADV INJURY \$ 2,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 4,000,000	
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000	
B	<b>AUTOMOBILE LIABILITY</b>	Y		607045908	7/24/2024	7/24/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000	
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$	
	<input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$	
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$	
							\$	
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$	
	<b>EXCESS LIAB</b>						AGGREGATE \$	
								\$
	DED RETENTION \$							
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>	Y / N	N / A				PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$	
							E.L. DISEASE - POLICY LIMIT \$	
D	<b>Professional Liability</b>			P102.164.452	7/24/2024	7/24/2025	Each Occurrence 2,000,000 General Aggregate 2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

1901 Tully Rd, Hughson, CA 95326

Certificate Holder listed as an additional insured. The Authority, the State of California, its officers, agents, and employees as additional insured, not only with respect to work performed under this Agreement.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

2/19/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

<b>PRODUCER</b> <b>HUBER INSURANCE AGENCY</b> 815 E Main St Turlock, CA 95380		<b>CONTACT NAME:</b> Deborah Huber <b>PHONE (A/C, No, Ext):</b> (209)669-9917 <b>E-MAIL ADDRESS:</b> dcurtis@farmersagent.com <b>PRODUCER CUSTOMER ID:</b>		<b>FAX (A/C, No):</b> (209)668-8086
<b>INSURED</b> <b>VideoVets</b> 1901 Tully Rd Hughson, CA 95326		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A :</b> Truck Insurance Exchange		<b>21709</b>
		<b>INSURER B :</b> Farmers Insurance Exchange		<b>21652</b>
		<b>INSURER C :</b> Mid Century Insurance Company		<b>21687</b>
		<b>INSURER D :</b>		
		<b>INSURER E :</b>		
		<b>INSURER F :</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

1901 Tully Rd, Hughson, CA 95326

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE		POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
C	<input checked="" type="checkbox"/>	PROPERTY	607030481	3/21/2025	3/21/2026	<input checked="" type="checkbox"/> BUILDING	\$
		CAUSES OF LOSS				<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$ 100,000
		DEDUCTIBLES				BUSINESS INCOME	\$
		BASIC				EXTRA EXPENSE	\$
		BROAD				RENTAL VALUE	\$
	<input checked="" type="checkbox"/>	SPECIAL				BLANKET BUILDING	\$
		EARTHQUAKE				BLANKET PERS PROP	\$
		WIND				BLANKET BLDG & PP	\$
		FLOOD					\$
							\$
	<input type="checkbox"/>	INLAND MARINE	TYPE OF POLICY				\$
		CAUSES OF LOSS	POLICY NUMBER				\$
		NAMED PERILS					\$
	<input type="checkbox"/>	CRIME					\$
		TYPE OF POLICY					\$
	<input type="checkbox"/>	BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
							\$
							\$
							\$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

1901 Tully Rd, Hughson, CA 95326

Use of Drones are covered under the listed policy for bodily injury, property damage and personal project injury.

**CERTIFICATE HOLDER****CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
10/01/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AUTOMATIC DATA PROCESSING INS AGCY 76250871 1 ADP BLVD M/S 625 ROSELAND NJ 07068	<b>CONTACT NAME:</b>	
	<b>PHONE</b> (800) 524-7024	<b>FAX</b>
	(A/C, No, Ext):	
	<b>E-MAIL ADDRESS:</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> VIDEOVETS 1901 TULLY RD HUGHSON CA 95326-9505	<b>INSURER A:</b> Hartford Fire and Its P&C Affiliates	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE
	CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE
	POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/>						PRODUCTS - COMP/OP AGG
	OTHER:						
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO						BODILY INJURY (Per person)
	ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/>						BODILY INJURY (Per accident)
	HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>						PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB EXCESS LIAB</b>						EACH OCCURRENCE
	OCCUR CLAIMS-MADE <input type="checkbox"/>						AGGREGATE
	DED <input type="checkbox"/> RETENTION \$						
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						X PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Those usual to the Insured's Operations.

## CERTIFICATE HOLDER

For Informational Purposes  
1901 TULLY RD  
HUGHSON CA 95326-9505

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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