http://styleguides.uark.edu/UA_Logo_Horizontal_large.jpg

**PRE-PROPOSAL TELE-CONFERENCE**

**5 COURSE VIDEO PROJECT**

RFP No. 0703924

Wednesday, April 25th, 2019

2:30 – 3:30 PM CST

transcript

**Purpose**

The purpose of this meeting is to provide a forum for vendors to obtain clarification about the RFP prior to preparing their proposals.

**Reminders / Clarifications**

* A Transcript of the call will be published on [Hogbid](https://hogbid.uark.edu/). It is the responsibility of each participant to review the Hogbid site for the Transcript information.
* Additional bidder questions related to this RFP should be sent via email to Adonis Bwashi, [abwashi@uark.edu](mailto:abwashi@uark.edu). Those questions received *after* the Transcript will be addressed by Q&A Addenda and published on Hogbid.
* Last date/time UA will accept any additional bidder questions: April 9, 4:00PM CST.
* Proposal Due Date: April 25, 2:30PM CST
* The RFP Committee reserves the right to extend deadlines and other requirements, which will be published on [Hogbid](https://hogbid.uark.edu/) accordingly. It is the obligation of bidders to follow the activities on [Hogbid](https://hogbid.uark.edu/).
* Until further notice, proposals are currently due April 25th by 2:30 PM CST
* **It is the obligation of Proposers to follow the activities on Hogbid.**
* **Proposers must sign all bid documents where required and submit with proposal.**

**Participation**

In addition to signing in below, please make certain you have sent Adonis ([abwashi@uark.edu](mailto:abwashi@uark.edu)) an e-mail with your contact information, to confirm your participation in this call.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Company | Contact Name | Email |
| 1. | **Sandbox Animation** | Ana Cronkite | [ana@sandboxinc.ca](mailto:ana@sandboxinc.ca) |
| 2. | **Ozark Film** | Dough Horton | Unknown |
| 3. | **Robertson Media** | Todd Robertson | [tood@robertsonpromedia.com](mailto:tood@robertsonpromedia.com) |
| 4. | **Element Studio** | Cameron Magee | [cameron@mageebrands.com](mailto:cameron@mageebrands.com) |
| 5. | **Studio Chunky** | Barry Cobbs | Unknown |

**UofA Team:** Blythe Kendall Eggleston, Monica Alexander Sprankell, Angie Primm Coleman and Ryan Sheets.

**Procurement Coordinator:** Adonis Bwashi, [abwashi@uark.edu](mailto:abwashi@uark.edu)

**Participant Questions / UA Answers**

Q1: How many travel days and locations should the proposal include?

A1: It depends on the course that we build with the client in NWA, but for the purpose of this RFP, estimate for 10 days total. 10 on site shoots in NWA (2 per course).

Q2: What content would be expected on those travel days? Interviews? B-roll? Reenactment scenarios?

A2: B-roll and interviews are expected on travel days.

Q3: 120 hours of film per course seems like a huge shooting ratio?

A3: For the purpose of this bid, plan on 30 hours of actual filming (production) per course. Pre-production and post-production bring the total to 100-120 hours.

Q4: Just to clarify is that 100 – 120 hours recording time or time present and available on site. Please let us know recorded amount. Let us know if that is total for both cameras or each camera.

A4: For the purpose of this bid, plan on 30 hours of total filming (production) between both cameras per course.

Q5: Confirm there is no actual development of the course, and the vendor is just responsible for filming?

A5: The instructor provides content in the form of a script. We expect videographer to be involved in pre- meetings to contribute expertise and thoughtful advice.

Q6: The RFP states enhanced graphics and 2-D animation. Can you give example of that?

A6: Graphics would include white board animation, PowerPoint or slides - not enhanced, potentially instructor gesturing and words or images appear. The instructor will outline content and write the script and the videographer will design PowerPoints and other enhancements, fitting to the content of the script.

Q7: Will videographer be responsible for finding and securing the location of filming?

A7: There is an actual studio onsite at UA, and UA team will be responsible for scheduling location.

Q8: How many people do we need to mike?

A8: Plan for two.

Q9: What is the lighting on location? Will videographer need to provide lights?

A9: The UA studio has adequate lighting. Videographer may want to enhance lighting situation and will supply lighting on location if needed.

Q10: Along the lines of studio, if the video team is recording for 2 – 3 weeks straight, can we leave equipment in studio? Setting up each time would factor into pricing.

A10: The studio is lockable, but others use the space. For purposes of this proposal, plan on setting up and tearing down three times per course.

Q11: Each course has 60-minute deliverable video. How long after delivered do we need to hold onto raw data?

A11: Plan on storing the raw data for 18 months for the purpose of the bid.

Q12: If we are editing 120 hours raw to 60 minutes finished, does the UA need to approve every take and decide what should be included?

A12: No, the videographer should submit a close-to-final version for approval and changes by the UA.

Q13: In section 10.2, page 13 what does that look like?

A13: A signed first page, the correct number of copies, samples or forms to be completed, each section address RFP in chronological order written. The RFP is posted on HogBid and the procurement coordinator is the point of contact. Adonis Bwashi will answer questions and be the point of contact going forward.

Q14: Do background checks need to be finished by the time the RFP is submitted or awarded?

A14: NO. At the time the RFP submission, potential contractors are not required to provide standard criminal background checks on all its employees, but prior to any on-campus duties the awardee contractor shall require standard criminal background checks on all employees of the Contractor’s business.

Q15: Under section 3, there is a callout to "See Appendix III", but there doesn't seem to be an Appendix III. Could you describe the difference between the "retail pricing" and the "Walton Executive Education Department pricing"?

A15: Appendix III is typo. It is ‘Appendix II’ An Addendum has been posted on HogBid to clarify. The pricing listed on the RFP is the same.

Q16: To confirm, should there be 100-120 hours of raw footage for each course? Or, make ourselves available 100-120 hours? For example, 10-12 10-hour days on-site versus many more days than that to record 100- 120 hours. So up to 600 hours of raw footage total? Is this for each camera, or total? Or just capture as much as is needed to create the 60-minute course videos?

A16: For the purpose of this bid, plan on 30 hours of actual filming (production) between both cameras per course. Pre-production and post-production bring the total to 100-120 hours.

Q17: Just to confirm, there will be 2 days of on-location shooting for each course (10 days total) throughout Northwest Arkansas? No further travel outside of Northwest Arkansas? Will these include interviews and b-roll, or just interviews?

A17: It depends on the course we build with the client in NWA, but for the purpose of this RFP, estimate for 10 days total. 10 on site shoots in NWA (2 per course).

Q18: Just to be clear, should every day on set (in studio, and on location) have three crew members (2 on camera and 1 audio tech)? Or can we have more or less crew members on set at our own discretion? For instance, a larger crew on setup days, smaller crew as needed, versus, it being required to have no more and no less than 3 people on every shooting day.

A18: Plan for up to 3 crew members when actively filming, but for set-up and other studio times the number of the crew to be at the video team’s discretion.

Q19: If any changes are made with verbiage or requirements (say with the number of hours of footage needed), should we indicate that in our proposal and make the change, or keep all verbiage the same in our proposal and add an addendum?

A19: There should be no changes in verbiage. Changes in verbiage are only done by the UofA Addendum.

Q20: Can any of the planning meetings (not including location scouts) in pre-production be carried out remotely via teleconference?

A20: The majority of pre-production meetings need to be attended in person. For the purpose of this bid, plan on 5 total pre-production meetings, minimum of 1.5 hours each. Three need to be attended in person and two can be attended remotely.

Q21: Do you have previously produced videos or modules we can review for comparison?

A21: No, the course work is proprietary to the client.

Q22: Have you worked with video production companies in the past you would like to work with again?

A22: Yes, we have had done one course with a local video production company.

Q23: Are you able to confirm the vendors that were on the pre-proposal conference call?

A23: Please, refer to the Participation Section on Page 1.

Q24: We understand that the studio will be the location where the majority of filming will occur, but for b-roll footage, will that be filmed throughout the University? You mention "other locations in Arkansas" - could you provide more detail if possible?

A24: Client site located in Northwest Arkansas.