

**QUESTIONS AND ANSWERS
As of 2/25/2014**

RFP#227143

Have you been working with a specific vendor on the development of this project?

Yes

Is the vendor to assist in development?

No

Is the contractor required to furnish a State Corporation Commission ID number certifying that they are authorized to transact business in the Commonwealth?

Please see previous Questions and Answers

Schedule

Will the contractor, in conjunction with your video personnel staff, create a schedule and timeline for the video?

Yes.

Who is responsible for scheduling and coordinating the shooting schedule?

The contractor.

How many planning days do you anticipate?

To be determined.

Will there be required meetings?

Minimal

Are face to face meetings a requirement or will phone conferences and email suffice?

Phone/email should suffice for most purposes.

Aerial photography

Is it safe to assume that the specific aerals laid out in the script exist in the aerial footage?

Yes.

Do you know what type of camera was used and the specs used for recording?

Yes and can provide upon award.

Will the aerial video be supplied on a hard drive?

Yes.

Equipment for Location Shoot

Are you requiring a specific type of HD camera?

No.

Specific specifications of recording?

No.

How many cameras do you anticipate on the location shoots?

Negotiable.

Do you anticipate use of a dolly or crane?

Negotiable.

Is use of a dolly or crane to be left up to the contractor?

Yes.

On-location shoot

How many shoot days do you envision?

TBD.

Must all the shooting take place in Stafford County?

Preferred. Especially for exteriors.

Will the videotaping be done during the week? Weekends?

Negotiable.

Is the staffing of the production crew up to the contractor or do you have specific positions that are required to be filled?

At the discretion of the contractor. The Virginia Film Office has locally qualified individuals available for interview as needed.

In general, where do you anticipate the re-enactment on-location shoots will take place?

Within the County in historic locations.

Will we be able to shoot footage for multiple videos at the same location?

Likely.

Can we get fees waived to shoot as historic parks, homes and other locations?

Likely. There are not very many known location fees within the County.

Must the shoots be done at historic parks and homes?

No.

Will your resources provide props (row boat, wagon, civil war guns/rifles, etc.) and wardrobes (Powhatan clothes, c18 clothing, soldier uniforms, homes, etc.)?

Many will. Certainly the Patowomeck Indians do as well as potential colonial regional reenactors.

To the best of your knowledge can we get access to re-recreationists on park land during 2014 to shoot footage of the Napoleon and Parrott guns?

Presumed.

Computer Generated Footage

How detailed do you anticipate the computer generated map sequences will be?

Negotiable.

What materials can you provide to the animator for accurate depiction of the land area?

GIS current day footage is available. Various historical maps are accessible for comparison.

Is there an example on-line of a similar map sequence that you envision?

Not at this time.

Illustrations/Lithographs

Many illustrations and lithographs are mentioned in the script. Do you know where these can be obtained?

Locally and accessible.

To the best of your knowledge is payment required?

Minimal.

Photographs

Many photographs are mentioned in the script. Do you know where these can be obtained?

To the best of your knowledge is payment required?

Locally and accessible and minimal. Major historians and their collections are already engaged in creating the treatment.

Paintings

Many paintings are mentioned in the script. Do you know where these can be obtained?
To the best of your knowledge is payment required?

Locally and accessible. Possible payment to museum collections.

On-Camera Persons

Do you anticipate any persons appearing on camera that are not listed in the proposed script?
No.

If interviews are conducted, do you require written transcripts of what is spoken on-camera with time code?

Yes

Script

If interviews are conducted, who will be responsible for choosing the sound bites to be used in the video?

The final script should include any spoken portions and will be approved prior to filming.

If you are to select the bites, do you anticipate receiving a DVD with burned in time code?

Who will be responsible for writing the final script incorporating the on-camera sound bites?

Can you describe the script approval process?

Negotiable. Anticipate a final script approval prior to filming.

Editing

Is there any existing artwork or are there logos to be incorporated?

There are county and corporate logos expected to be included in opening and closing segments. The general model is PBS documentary reference to "proudly sponsored by...."

If so, is the artwork, logos, graphics in Photoshop? Another format? **All currently available in JPG format. Can acquire more detailed or other formats upon request.**

Any existing video to be incorporated other than the aerials?

Negotiable.

Can the vendor provide a web-link for the review of the editorial process and a teleconference capability to keep connected during the edit process?

Yes.

Is all music to be original? We note there are specific music titles listed in the RFP.

Specific music titles mentioned should be considered a sample for type. All original is not required. Copyrights must be secured by the vendor for all musical material used.

Deliverables

Are all deliverables to be DVDs?

DVD's, and digital video files as mentioned below.

What are the specifications for the DVD printed labels?

Full color artwork to be approved on a negotiated timeline.

If not, please describe how you envision the packaging and box for the DVD. For example, a box for the DVD? Paper sleeve? Plastic case?

Negotiable.

Is one of the deliverables a digital video file for the internet?

Yes.

Is there to be closed captioning?

Negotiable.

Narrator

You mention a celebrity narrator. Do you have someone in mind or would you like suggestions for the contractor?

No specific intention in mind. There are Virginia native celebrities who might be available. We would refer to the Virginia Film Commission for recommendations.

Do you require a presentation of a number of voices to choose from?

No.

Review of videos

As the videos are created, do you anticipate receiving a first cut and second final cut of the video or will more reviews be necessary?

Negotiable.

Can you describe the edit approval process?

Negotiable.

Proposal

Can the proposal be emailed as a PDF or word document?

No.

You request a CD/DVD of sample work with the proposal. Can the contractor submit examples of their work via internet links instead?

No. Samples shall be included in the Offeror's submission.

Insurance Schedule A

I am not seeing the referenced "attached "INSURANCE SCHEDULE "A" " as a part of the RFP. Could you advise where this is to be found?

See Attached.

One point your RFP references the product as 20-22minute film. At another point (below) it references 25-30 minutes. This is a significant difference of as much as 50% in length which is a budgetary factor. Could you clarify.

No less than 22 minutes and no more than 30 minutes.

I'd like to confirm that the due date for proposals is still March 4th.

Yes

Do we need to budget for accessibility needs, i.e. captioning or audio description?

Negotiable.

Should the 5,000 DVDs be retail ready? In other words, should the DVDs include packaging, graphic design, and shrink wrapping?

Negotiable.

Could you clarify what is meant by proposal requirement 3: "Indication of Multimedia Uses"?

The mediums a firm is experienced in using.

SCHEDULE "A"
INSURANCE COVERAGE

The kinds and amounts of insurance provided are as follows:

- A. **Workers' Compensation**: Statutory
- B. **Automobile Liability**: Provide a minimum of \$2,000,000 combined single limit for each occurrence because of bodily injury including death. The policy shall cover all persons involved, at any time, and arising out of the ownership, maintenance, or use of owned, non-owned, or hired automobiles.
- C. **Comprehensive General Liability**: Insurance shall be furnished with the limits of not less than:

<u>Liability</u>	<u>Each Occurrence</u>	<u>Aggregate</u>
Bodily Injury	\$1,000,000	\$2,000,000
Property Damage	\$500,000	\$2,000,000

- D. **Additional Insured**: The Stafford County Board of Supervisors, County Administrator, its officers, agents, employees, and volunteers shall be named as Additional Insured on the Automobile and Comprehensive General Liability coverage listed above.
- E. **Engineers Professional Liability**: "Errors and Omissions" coverage in the amount of two million dollars (\$2,000,000) shall be provided.