



Questions and Answers

RFP No.: OCOT/CM/2014-03 *Video Production Services for the Ontario College of Trades*

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Submission deadline: April 28, 2014

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QUESTIONS	ANSWERS
1. Are you looking for us to suggest a few different technical approaches with a variety of supporting budgets or suggest a single approach for each video?	Multi-approaches are fine. We are looking for creative and engaging videos.
2. Do you have a vision for each video that you can share? For example, do you see these videos as being voiced over driven with supporting visuals or interview based with supporting visuals?	Each video will be different. We are open to advice on what will work best.
3. Will the College be able to provide volunteers to be on screen as actors or will we need to hire actors and handle wardrobe and props?	The College will assist with finding or identifying individuals for filming.
4. Will the College be able to arrange access to worksites to stage filming or will we need to include location fees as part of the budget?	We will assist in getting access to appropriate locations.
5. Can you specify the materials that the College will be able to provide to help with the video production?	The College will provide necessary background documents and research to support development of scripts and infographics.
6. Can you clarify what you mean by a French Dub. For example, if the videos are envisioned as voice over driven, do you mean having the script voiced again in French? If the videos will be interview based it might be more engaging to simply include French subtitles.	Whatever works for each video style – we are flexible.
7. Will the College want to handle the French translations in-house or will you want us to handle this for you?	We can translate any script in-house.



8. Please confirm that we will be able to start on the project on May 12th after the contract signing.	Yes, we expect to begin working once the contract is signed.
9. Please confirm that you are looking to have the first video completed and delivered on June 2nd. If this is correct, what resources are you able to provide to ensure efficient approvals at each stage of the process?	Yes, all individuals needing to approve will be available.
10. Are legal and/or regulatory approvals required?	No.
11. When are you looking to have the 2nd video delivered?	Our hope is to begin the second video shortly after the first.
12. Our process is to only start the work on the French versions of video after the English version is delivered. Is it acceptable to you?	Yes, if delivered shortly after the English.
13. How many companies are bidding this RFP ?	This information cannot be disclosed at this point.
14. May we know our competitors company names ?	This information cannot be disclosed at this point.
15. <i>The question relates to section <u>B 7.3 – Technical Proposal:</u></i> Would you like the quality level of these productions to be TV Commercial broadcast quality ready, or typical HD You Tube quality level ready?	HD YouTube primarily, but depending on creative ideas and final product there may be an opportunity to use the videos in pre-roll ads online.
16. <i>The question relates to section <u>B 7.4 – Financial Proposal:</u></i> We understand as a rule you don't make advanced payments. You also note if we wish to request an advance payment, we can specifically make a request for this, stating our reason(s) in our financial proposal. Can we expect to be approved a reasonable advance fee payment, so we may secure, and pre-book our talent pool?	Yes, in case the advance payment is justified, itemized and documented in your financial proposal, as described in section 7.4 of the RFP.



<p>17. <i>The question relates to section B 10 – RFP Timelines:</i> If we are awarded the first video production sometime in May, 2014, if I read the document correctly, it appears you would like to have your first video launched and ready for distribution by mid, to late May, 2014.</p> <p>This may not much time to prepare and produce a quality final - first production.</p> <p>If this is your time frames, with no flexibility, please advise as this will affect the overall costs.</p>	<p>We would recommend providing your costing options in the price schedule to outline the choices for the College.</p> <p>The timelines are tight. However, there may be some flexibility that we will be willing to discuss upon awarding the contract.</p>
<p>18. <i>The question relates to section C 5 – Right to Vary Requirements:</i></p> <p>To clarify, you are not suggesting once the projects are awarded that your group can arbitrarily alter the scope of work, with us not being able to alter our price, rather you are simply suggesting as per Annex C: Price Schedule, you may award tasks of Item 1, Item 2 to different bidding organizations without price adjustments?</p>	<p>The College reserves the right to vary the scope of work as it might be required upon award of the contract. The changes, if any, will be discussed and agreed to prior to contract signing and will be reflected in the agreement.</p> <p>The Price Schedule forms a basis for the contract; therefore all the costs must be stated clearly and completely. No price adjustments are allowed in the contract against the initially submitted financial proposal.</p>