

REQUEST FOR PROPOSAL "RFP" PS20191098
VIDEO PRODUCTION CONSULTING SERVICES

QUESTIONS AND ANSWERS NO.2

ISSUED ON September 11, 2019

Q1	Would the successful applicant for this RFP be precluded in anyway from being considered for future engagement or planning related RFPs for the city wide plan?" If the applicant constitutes of two separate companies acting in a co-lead role, does one of the companies need to be identified as a subconsultant? or can both be considered prime consultants?
A1	No. The successful applicant for this RFP would not be precluded from being considered for future engagement or planning related RFPs for the city wide plan. One of the companies needs to be identified as a subconsultant.
Q2	Given there are 6-10 short videos and 3-10 minutes each, are we able to price this work as a cost range?
A2	Yes, the expectation is a cost or range per video by length. Recognizing that project needs for video will emerge throughout the life of the contract, it is anticipated that specific project meetings would kick off each video to be produced which will include identifying the intent and scope of each video.
Q3	How many interviews do we expect per video?
A3	Each video will vary. Some may have a greater number of interviews to conduct (say 10) whereas other may be created largely through b-roll and community submitted video clips.
Q4	Will the city provide the key people to interview and coordinate those times?
A4	Yes, the City will identify key people for interview and assist in the scheduling and coordination of filming
Q5	Is there any requirement for motion graphics? If so, how long and what specifically would they like to see?
A5	There is the possibility for motion graphics, and at the very least a requirement

Questions and Answers NO.1

	for animated text for segments such as the video intro and outro, and perhaps to introduce any themes.
Q6	Would it be preferable for the City to have one company work on both projects PS20191098 & PS20191099?
A6	The City is open to either arrangement.
Q7	You state that the first videos will support the public launch in early November 2019. Do you have a proposed release schedule for the remaining videos?
A7	The draft schedule for the various videos and release will be developed with the consultant at or following the contract kick-off. It is estimated that there will be a few small videos for November 2019, 3-5 in February 2020 and another in May/June 2020. This would be finalized with the consultant allowing lead time for completion.
Q8	When do you anticipate the 10 minute video will launch?
A8	While this will be finalized with a detailed engagement and communications plan, it is anticipated that a longer length video may be deployed in either/both February and May. Again, finalization of schedule will be completed with the consultant.
Q9	Do you have a preference for the video format - live action or animation for example?
A9	The City is open to utilizing different methods for different purposes. One could anticipate using more live action with one audience, and animation for another potentially.
Q10	Do you plan to include a voiceover / narrator for the videos?
A10	This is a possibility but remains to be determined.
Q11	Do you plan to share the videos on broadcast media / television?
A11	The videos would be shared through the City's social media channels, and may be used by broadcast media.
Q12	Is there a specific number of past work samples you'd like to see?
A12	Between 3-5 work samples is ideal.
Q13	Do companies incorporated outside of British Columbia need all the BC-specific documents outlined in the RFP (e.g. WorksafeBC; City of Vancouver business license) in order to submit a proposal?
A13	Yes.