



Request for Standing offer (RFSO)  
Video Production Services  
Reference #: NGC113235  
Buy and Sell Reference #: PW-18-00820360  
April 6, 2018

## ADDENDA # 2

This Addendum forms part of the contract documents and is to be read, interpreted, and coordinated with all other parts. The cost of all contained herein is to be included in the contract sum. Acknowledge receipt of this Addendum by inserting its number and date on the Tender Form, specifically article G.2.

1. In section A 13, evaluation of bids, does A.13.3 Conditions of Proposal Evaluation and Contract Award, refer to the current proposal? Or is this statement relevant to subsequent proposals, should a proponent be a successful candidate for this SO? In this request for proposals, there does not appear to be a requirement to provide a list of named entities.

### A.13.3 Conditions of Proposal Evaluation and Contract Award

- a) The Proponent must ensure that the subcontractors, or persons, proposed in their proposal will be available at the appropriate time to perform the work as required, and will remain available to perform the work in relation to the fulfillment of the requirement. Since the Evaluation is based, in part, on the experience and qualifications of these named entities, substitution of subcontractors will not be accepted.

**NGC Response:** Section A.13.3a) will now read as follows:

The Proponent must ensure that the subcontractors, or persons, will be available at the appropriate time to perform the work as required, and will remain available to perform the work in relation to the fulfillment of the requirement.

2. Are incorporated companies welcome to bid? In F.2, Incorporated companies, are not listed in F.2.5.

### F.2 GENERAL AGREEMENT

F.2.5 The bid shall (M) be signed in accordance with the following requirements:

- a) "Limited Company"
- b) "Partnership"
- c) "Sole Proprietorship"
- d) "Joint Venture"

**NGC Response:** Yes, incorporated companies are welcome to bid.



3. Can you provide some guidance in regard to the requirements in G2? We're not clear on what is being requested in the table identified as "Number and Date Issued".

#### G.2 ACCEPTANCE AND COMPLIANCE WITH CONDITIONS

Completion of the table below will ensure to the NGC that you have received and factored this information into your Tender total. Notwithstanding any other provision in this RFSO, the NGC retains the discretion to contact Proponents after bid submittal with respect to any failure to list Addenda so as to obtain confirmation that all Addenda have been addressed in the proposal. Failure to provide the requested confirmation within the time stipulated by the NGC when such a request is made shall (M) result in the disqualification of the proposal.

**NGC Response:** When the NGC issues an addenda to the tender it must be entered into this table. The addenda number and issue date will be within the addenda document.

4. G.3 MANDATORY REQUIREMENTS AND COMPLIANCE CHECKLIST FOR PROPONENTS  
(Have you included the following in your Tender Package?)

In the first column, Section A.8, F.2.5 C) if you're not a joint venture do you simply answer as not being compliant? Or not applicable?

**NGC Response:** If your firm is not a joint venture, please response with "N".

5. The sample confidentiality agreement indicates that only an employee of the proponent can sign the confidentiality agreement. How would a subcontractor, or freelancer or member of a production network in Canada or abroad, conform to this agreement since they are legally not an employee?

**NGC Response:** The vendor is responsible to hire the subcontractor therefore will need to ensure they are briefed and will follow our confidentiality agreement.

6. In D 4.2.1, can we provide more than 3 examples?

**NGC Response:** Only the first 3 examples will be evaluated.

7. D 4.2.2, can we provide more than 2 examples?

**NGC Response:** Only the first 2 examples will be evaluated.

8. D.4.2 - On the experienced and project samples, the first section asks for "relevant contracts, preferably in a museum or cultural institution..." but the Project Samples say the "2 sample videos that they have produced for a museum or art gallery".

Is it mandatory that the Experiences and samples **must (M)** is mandatory and not having them is considered non-compliant?

**NGC Response:** Please refer to Addenda #1, Question 5.



9. "Proponent must (M) have an authorized signatory from their firm fill out, sign and return requested Tender documents indicating their full acceptance and compliance with these mandatory conditions"

Which document needs to be signed and sent in with this RFSO?

**NGC Response:** The forms found in Section F and G must be signed where applicable and returned with the bid submission.

10. Our Production Manager is putting together a budget. In order to properly submit we would need to know what the approximate budget range for the video project, can you let us know what the range is.

**NGC Response:** We are not able to share this information.

11. Is there a specific video style that you are looking to create?

**NGC Response:**

The video style will depend on the target audience. Generally speaking, videos should be engaging and informative. Some are more educational, others more promotional. Below are examples of videos that were produced either in house, or with external vendors and which illustrate the range of video production that we require. The third example is an older video and has clearly aged. It is included here to indicate that this kind of content may be required again in the future, that is to say a straightforward, in-gallery, expository "talking expert" type of delivery addressing an individual artwork or exhibition etc. This kind of video may be intended for inclusion online in the Gallery's "Teacher Resources" section and/or as a similar resource for external partners.

Examples:

- Sobey Award Winner video: <https://www.youtube.com/watch?v=gEFHXC3GJWQ>
- New Generation Artist interview: [https://www.youtube.com/watch?v=iZ-k626J4\\_U](https://www.youtube.com/watch?v=iZ-k626J4_U)
- Educational video on an artwork:  
<https://www.youtube.com/watch?v=YpbfTVyJgQs&index=3&list=PLK8qVR6emhGBb26uIV6Ub9xV2VSpPAFWW&t=0s>

12. We have 13 years' experience working within the Arts & Entertainment industry, creating interview & educational style videos. You're requesting that experience MUST come from either an art gallery or museum. How much will this hinder your decision of qualifying a company if they haven't worked with a gallery or museum?

**NGC Response:** Please refer to Addenda #1, Question 5.

13. Must the video samples have been produced for a museum or an art gallery, or are examples of educational videos and interview videos produced in other contexts acceptable?

**NGC Response:** Please refer to Addenda #1, Question 5.



14. Section C states:

*The video production company must have a strong network of contacts across Canada, the U.S. and Europe to facilitate filming on location.*

What are your evaluation criteria for this bid to determine whether our network is strong? The names of contact persons or companies that would be approached for international filming? The demonstration of international experience by people in the agency? Also, do you have an idea of the international cities that could possibly require filming?

**NGC Response:** To assess whether or not a bidder has a solid network of contacts, we would expect you to identify film crews or other organisations you could subcontract, and the locations in which they operate. Potential filming locations would likely be in cities and towns across North America (including Yukon, NWT, and Nunavut) and Europe. Ideally, the proponent could provide examples of past projects that involved successfully filming in multiple locations.

15. Section D.4.2.2 - If the bidding organization does not have any prior experience specifically working with museums and galleries, will they be eliminated from consideration? Is related videography of artwork a sufficient submission?

**NGC Response:** Please refer to Addenda #1, Question 5.

16. If the successful proponent is located outside of the Greater Ottawa Area, will the NGC cover costs of travel to Ottawa for video production projects?

**NGC Response:** The NGC will not cover additional travel costs to Ottawa. Your financial proposal should be all inclusive – i.e. any travel should be included in your fee.

17. Will the successful proponent be responsible for any sourcing of talent or shoot locations?

**NGC Response:** Generally, the NGC will source talent (usually artists or experts who are the subject of the video). The proponent would be expected to source shoot locations, in collaboration with the NGC.

18. If shooting talent, will there be any costs involved with sourcing the talent (example: artists) or will the responsibility fall on the NGC?

**NGC Response:** The NGC will cover artist fees or other fees paid to talent when the talent is an artist or expert invited by the Gallery to participate in the video.

19. Who will be responsible for maintaining contact with the artists and arranging the scheduling of their appearances?

**NGC Response:** Generally, for shoots at the NGC in Ottawa, NGC staff will coordinate scheduling of artists. For off-site shoots (for example, at an artist's studio in Berlin) the video production company is expected to coordinate scheduling directly with artists.



20. Who will be responsible for content direction at the video production shoots? Example 1 in F.4 does not indicate, however example 2 indicates that NGC will select clips for final editing

**NGC Response:** The video production company is expected to provide a director of photography for video shoots, but the NGC and artists will often make the selection of clips for the final video. Typically, the video production company delivers a rough cut which is reviewed by the NGC and /or artists and then refined by the company. The process is collaborative and iterative.

21. Would example 4 in section F.4 hypothetically take place in one consecutive group of time, or over a more prolonged period of time?

**NGC Response:** This would take place over the course of time. For example, 5 artist videos in 5 different cities, could be shot on separate days, followed by post-production, all of which occurs over a pre-determined timeframe for the project. In the past, a project of this scope might take place over the course of 2 months from start to finish.

22. Here are a few questions concerning the financial proposal (F.4). We are finding it difficult to determine how we should allocate costs by item given the overly brief description provided. We were also unable to locate any further details about your requirements or needs in terms of the number of verification rounds and editing corrections.

**Examples 1 to 4**

Audio: Should we include the sound person and equipment only, or sound editing as well? **NGC Response: Yes**, it's the whole product: from sound recording to editing.

Video: Should we specify the cost of other technicians and equipment and vehicle rentals? **NGC Response:** Please specify all production-related costs.

Editing: Can you tell us the desired number of correction rounds?

**NGC Response:** The number can vary, but 2 to 5 rounds are usually enough to ensure that the product meets our requirements.

Production and delivery: What costs should be included in this item compared to other previous items? **NGC Response:** Please list all of the costs required to produce a product up to the time it reaches the museum.

Can you itemize the allocation of costs by major budget item more fully?

**NGC Response:** The company is responsible for listing all product production costs and for providing details about each of the major categories.

23. **Section C – Scope of Work**

We read that an artist can request a specific producer.

In this case, how can we assess the producer's fees if we do not know the producer's identity or his/her going rate? **NGC Response:** The company is responsible for negotiating specific terms when a project involving a third party is required. Please base your estimates on your past experience in the field.

As well as the artist's requirements in terms of verification rounds and corrections? **NGC**

**Response:** Generally, the number varies, but from 2 to 5 rounds is usually enough to ensure that the product meets our requirements.



24. The three sample pricing template on page 31 and 32:

In the first sample it asks for a full day, two cam record. It is not specified in the second and third scenarios. Should the Vancouver and Multicity International examples be priced with one or multiple cameras?

**NGC Response:** One camera

25. We noticed there was no request for a company description or experience/ qualifications. Are we able to submit this information or will our RFP be considered ineligible as a result?

**NGC Response:** The NGC has asked for experience in Section D.4.2.1

26. Further to this, are we able to provide bios of our key team members?

**NGC Response:** This information is not required.

27. In section D. 4.2.2- Project Samples: did you want the project video samples to be the same as the listed relevant contracts?

**NGC Response:** The project samples submitted for section D.4.2.2 may be selected from the contracts referred to in section D.4.2.1, but this not required. They may be different projects.