

**Questions and Answers for RFP 20211659**

Question #	RFP/ Solicitation Reference	Questions Received from Bidders	Responses to Bidders	Date / Time Question Received	Date/Time of Response
1	20211659	<p>In section B.1 point e, you request a “firm all-inclusive webcast rate”, however you have included a wide assortment of audio/video equipment. Pricing for this type of equipment on an hourly basis is out of line with normal pricing within the industry for audio/video equipment rentals and we respectfully ask that these components be broken out into a separate pricing matrix that aligns with industry norms. We feel that the requested pricing model is unreasonable and unnecessary creates a barrier for respondents for the following reasons.</p> <p>a) There is no limit or scope of quantity or capacity. Based on the language used OSFI could request audio video services for an audience of 10000 people in an arena or 10 people in a boardroom and expect to pay the same per hour price. This is not fair to bidders nor is it fair to the OSFI as the potential exists to be considerably over-charged for unnecessary equipment that the vendor must hedge their bets against.</p> <p>b) There is no accommodation for the labour required to setup, test and prepare in advance of an event. Given the point noted above with absolutely no scope to scale or capacity it could take a few hours, a few days, or weeks to setup the necessary equipment. This is again in our opinion an unreasonable request of a vendor.</p> <p>c) The “All Equipment (Including the following, but not limited to: Cameras and tripods, Microphones (lapel and handheld), Speakers, Comfort Monitors, Teleprompter, Timer, Printer, etc.)” request is broad and appears to include everything from audio video equipment to office equipment. This also does not provide any constraint. For example, OSFI could request 100 printers and expect to pay a single rate with no regard to the time necessary to set them up or any consideration of the consumables of paper and ink.</p>	<p>The firm all-inclusive blended webcast rate (BWR) is not an hourly rate. The intention is to have prospective Bidders provide an all-inclusive rate for the different types of Webcasts (See Types 1-6 in Annex B – Basis of Payment Table) in order to simplify the administration for the resulting contract. In addition to these BWRs, OSFI has included “B.2 Production Costs” which excludes the services/professional fees billed in B.1. These Production Costs are variable costs that will be confirmed with the winning Vendor and OSFI before events take place to capture any costs not included in the BWRs. The following additional information is being provided to assist bidders in proposing a reasonable BWR.</p> <p>a) Live events: people on stage/camera can range from 1-8 speakers on stage – OSFI will not be broadcasting the audience at all, maximum broadcast rate of 5000 attendees. Virtual events: 5000 attendees max broadcast rate, only speakers on video, never the audience.</p> <p>b) The BWRs are to include the labour required to setup, test and prepare in advance of an event for each BWR Type as listed in Annex B – Basis of Payment Table.</p> <p>c) OSFI does not intend to ask for more than what is reasonable with respect to each of the different Webcast types listed under Annex B – Basis of Payment table – B.1 Blended Webcast Rates (BWR). OSFI has removed the expectation that the equipment rental costs be included in the BWRs, and it is now included in the B.2 Production Costs of Annex B. However, the bidders are expected to include the Equipment Operator costs in the BWR based on the average cost of the different Types of Webcast events listed in B.1.</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM
2	20211659	<p>a) In producing a webcast an advance rehearsal is often expected and required. How does this align with the proposed pricing model?</p> <p>b) Will the blended rate be paid during the rehearsal time as well as the live broadcast time?</p> <p>c) What about a situation where the rehearsal is before the live event and then there is break in between, does the OSFI only expect to pay while “on-air”?</p> <p>d) In a virtual environment, speakers are often trained and certified to ensure they will be ready to present on the day of the event, how is this accommodated for in the pricing model?</p>	<p>a) The BWRs for each Webcast Type is meant to be all-inclusive rate that includes advance rehearsal and therefore bidders should consider this cost when proposing the BWR for each Webcast Type.</p> <p>b) Yes, that is the intention.</p> <p>c) BWR should include one rehearsal in the week prior to the event</p> <p>d) This should be incorporated into the BWRs for each Webcast Type.</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM
3	20211659	<p>a) What is the maximum online audience that the vendor is required to accommodate?</p> <p>b) What is the video quality required for webcasting? 720p? 1080p? 4k?</p> <p>c) What bit rate is the vendor required to support for the video quality.</p> <p>d) Does the vendor need to support multiple bit rates simultaneously?</p>	<p>a) The maximum online audience that the vendor is required to accommodate is up to 5000 viewers.</p> <p>b) A video quality of 1080p is required for the Webcasts.</p> <p>c) The bit rate required should be within a 4500-6000 kbps range.</p> <p>d) No, the vendor does not need to support multiple bit rates simultaneously.</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM
4	20211659	<p>On page 28, point 7 the RFP mentions the <i>Contractors location (if the Contractor has a studio)</i>. Should Bidders include the Contractor’s location in their Blended Webcast Rates?</p>	<p>No, OSFI has no expectation to ever use a Vendor’s studio, this was included just in case.</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM

5	20211659	<p>For the webcast and audio editing, what is the expected scope of this activity?</p> <p>In the scope of work there is a line item for <i>Webcast and audio editing</i>. This is incredibly vague and can not be validated in an all-in blended rate. Editing can mean anything from trimming the beginning and end of a media file to incredibly detailed and exact editing that can take dozens of hours after an event to produce.</p>	<p>No editing is required post event. OSFI only requires the raw recording of footage post event. This has been reflected in amendment #1.</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM
6	20211659	<p>This RFP seems to be a repost of an RFP that was posted in January 2021 that had the option to renew yearly until 2025.</p> <p>a) Can you advise why the OSFI is now reposting this bid?  b) Can you provide an example of a webcast produced under that contract?  c) Can you provide an example of any other previously produced webcast for OSFI?</p>	<p>a) OSFI decided not to exercise its option to extend and instead made the decision to re-solicit the requirement with more details.  b) <a href="https://www.youtube.com/watch?v=hfzck1i1mac">https://www.youtube.com/watch?v=hfzck1i1mac</a> (EN)  <a href="https://www.youtube.com/watch?v=CMwsqU239pQ">https://www.youtube.com/watch?v=CMwsqU239pQ</a> (FR)  c) See examples provided in b)</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM
7	20211659	<p>How many Webcasts (virtual or on-site) are anticipated for each type of Webcast listed under Annex B – Basis of Payment table on page 30?</p>	<p>OSFI expects to host between 10 and 40 webcasts in a year. As a result of the global pandemic, OSFI employees and contractors are currently working from home and it is difficult to predict exactly how many virtual and in-person webcasts OSFI will host in a year.</p>	Tue 05/04/2022 9:04 AM	Thu 13/04/2022 3:35 PM
8	20211659	<p>a) Should I include lighting in our quote although it is not listed?  b) For the in-person event, how many in person attendees should we account for?  c) For the webcast, how many online attendees should we account for?</p>	<p>a) Yes  b) See response to Q#1 – a)  c) See response to Q#3 – a)</p>	Mon 18/04/2022 10:58 AM	Tue 19/04/2022 7:41 AM