

Q.	Provide support to key projects within the Performance Pathway Team & Culture Development Team including Pathway Symposia, the Development Curriculum, World Class Inductions, Talent Recruitment, the Culture and Leadership Toolkit, Culture Communities of Practice, Mental Health Strategy, Sport Specific Culture Development Support. What does 'Provide support...' mean?
A	Concepts, editing and post production.
Q.	Attendance by appropriate staff at all concept development meetings and programme review meetings How many meetings do you anticipate and where will they be?
A	2 per project, these meetings can be face to face or via skype - the team are nationwide so face to face locations would vary and may be negotiable.
Q.	All project management costs to be included within the quotation
A	Yes. On the occasion of Symposia, overnight accomodation will be covered.
Q.	Director level engagement Does this mean we will be liaising with people of director level?
A	You may be interviewing people at director level but you wouldn't need to engage.
Q.	Videos will be between 90 seconds – 15 minutes in length depending on the requirements of the project
A	Typically videos are approx. 2.5 minutes long however on rare occasions there may be a need for extended edits that would be a maximum of 15 minutes. Dountmentaries are not a requirement - videos will primarily be interviews
Q.	Lead interviewer to have understanding of the themes and principles that underpin talent development as well as experience of working with high profile elite practitioners from a sporting and non-sporting context. Does the lead interviewer need to come with this understanding or will it be something you'd expect them to develop over the course of the project?
A	There is an advantage to the lead interviewer having an understanding; this is preferred but not non negeotiable - this may adversely affect your scoring based on current crieteria.
Q.	Is it a maximum of £75,000 + VAT or including VAT? The ITT quotes the latter calculation so a working budget of £62,500 but I wanted to double check.
A	Inclusive of VAT.
Q.	Can you confirm that our proposal would be acceptable as a pdf attachment that covers both the areas raised in the tender document and links to relevant work examples. We could then post a printed version of the proposal
A	That's acceptable.
Q.	You state that content duration will be between 90 seconds and 15 minutes but also quote 30-35 2.5 minutes videos as the deliverables target. Could you offer some clarification on this and also, if you do require 15 minute long
A	Typically videos are approx. 2.5minutes long however on rare occasions there may be a need for extended edits that would be a maximum of 15 minutes. Dountmentaries are not a requirement - videos will primarily be interviews.
Q.	You estimate 15-18 filming days in the UK. Can you offer any guidance on locations in order to calculate travel costs and additional potential expenditure.
A	Yes. Locations are nationwide but would typically include Bath, Bisham, Loughborough, Manchester, Sheffield.
Q.	Do you have any list of likely locations where filming is expected to take place around the UK at this stage?
A	Yes. Locations are nationwide but would typically include Bath, Bisham, Loughborough, Manchester, Sheffield.
Q.	Can you give any idea of then likely times and days (not dates) that concept meetings and programme review meetings would be held, and the expected/anticipated length of these meetings?
A	Week days. Anticipated length of time in varied but have typically been up to a few of hours, but this is by no means a requirement of every meeting.
Q.	Do you have any estimate of how many concept development and programme review meetings there will be?
A	2 per project, these meetings can be face to face or via skype
Q.	Are the only deliverables 30 - 35 2.5 minute videos? As previously in the ITT it says that videos may be up to 15 minutes in length.
A	Typically videos are approx. 2.5minutes long however on rare occasions there may be a need for extended edits that would be a maximum of 15 minutes.

Q.	Can you give any indication where the filming is expected to take place? For example, would the bulk of it be at one location or will it be throughout the UK?
A	Yes. Locations are nationwide but would typically include Bath, Bisham, Loughborough, Manchester, Sheffield.
Q.	How would you like to see showreels and CVs / profiles for team members presented?
A	Showreels would be welcome, CVs/profiles not necessary.
Q.	Section 17 of the ITT covers staffing issues and TUPE. Could you elaborate on whether you currently have contractors providing the services covered by this tender? This will help us understand the potential implications of TUPE.
A	We do have an existing relationship however this is an open process.
Q.	In Appendix 1 under the heading Requirements – Outputs, there is a point “2” with no information against it. Is there an output missing here?
A	This is an error. Please ignore.
Q.	location the confidentiality agreement
A	There are confidentiality clauses within the contract.
Q.	The duration of the programmes you require is different on pages 14 and 15 of your brief. Please confirm the actual expectations.
A	Typically videos are approx. 2.5minutes long however on rare occasions there may be a need for extended edits that would be a maximum of 15 minutes.
Q.	With durations varying greatly, from "90 seconds - 15 mins". for 30-35 films, how many of each duration do you require?
A	approx. 90% of videos are between 90secs and 2.5 minutes, only a very small number would be an extended edit.
Q.	The films will be used in "workshop sessions" ? are these online or 'live' presentations?
A	Live.
Q.	You specify "15-18 days filming". What is this figure based on?
A	Previous experience.
Q.	You have requested two cameras for each shoot. What is the reason for this?
A	Variety of shots - provides two camera angles.
Q.	You have specified shooting at HD resolution, but these days we shoot most content at 4k. Is there a reason for this lower specification?
A	This was an oversight, 4k would be fine.
Q.	"All project management costs to be included within the quotation": does that include travel and subsistence costs for the shoot days? If so...can you confirm how many destinations we are required to visit and where they
A	Yes. Locations are nationwide but would typically include Bath, Bisham, Loughborough, Manchester, Sheffield. On occasions of the Symposia overnight accomodation will be covered.
Q.	You have asked us to include attendance at review and concept meetings. How many of these will there be and where?
A	2 per project, these meetings can be face to face or via skype.
Q.	On page 14, the brief requires the contractor to "Provide support to key projects". What is the nature of this support?
A	Concepts, editing and post production.

Q.	Within the ITT you ask for a pre-requisite to assist the filming: Lead interviewer to have understanding of the themes and principles that underpin talent development as well as experience of working with high profile elite practitioners from a sporting and non-sporting context. From what I've said above do you think we would score poorly in a tender as we can't demonstrate this aspect specifically, but can show equivalent competencies in
A	There is an advantage to the lead interviewer having an understanding; this is preferred but not non negeotiable - this may adversely affect your scoring based on current crieteria.
Q.	2.Does UK Sport and/or EIS already have a relationship with a video production company, i.e. have similar videos been commissioned in the last 2-3 years, but accepting that UK Sport has to approach the market via open
A	We do have an existing relationship however this is an open process.
Q.	The location of the filming (if known)
A	Nationwide- Bath, Bisham, Loughborough, Manchester, Sheffield.
Q.	Expected number of concept development meetings including locations of the meetings
A	2 per project, these meetings can be face to face or via skype.
Q.	Are expenses for hotels, travel etc included in the £75000 budget or are these paid additionally.
A	Travel needs to be covered by the provider, on occasion of Symposia overnight accomodation will be covered.
Q.	Are you looking for animated graphics?
A	This isn't something we require.
Q.	Would Aerial Drone Footage be beneficial to this project?
A	No.
Q.	Can you provide us with some information regarding your tendering process and a brief for this project please?
A	Please refer to page to 4 and 5 of the ITT document which details the process and the brief can be found detailed on Appendix 1 page 14 + 15.
Q.	Are there specific deadlines for each of the films, or is it that they all must be delivered by the end date?
A	Yes there will be specifics deadlines for each film, these will be discussed with the awarded company.
Q.	Is there flexibility on dates for filming within the timeline, or are any of the filming dates set?
A	There will be some flexibilty however the piority with be to the sport or event.
Q.	<ul style="list-style-type: none"> Please could you elaborate on the level of expected commitment re: 9.1 (below) - In pursuit of continuous service improvement and efficiency, UK Sport will require a commitment from the successful Tenderer to provide management information on the development of the Services and to participate, free of charge, in projects associated with improvement to the Services and to implement required changes.
A	it's our aspiration that education resources (projects) are co-created with the successful tenderer, and based on experience will likely include several cycles of editing, refinement, and making changes to the final output, we would not expect to pay any additional cost for this process.
Q.	You state that there will be two meetings per project that would require input in person or via Skype from the chosen video provider. Can you confirm how many projects there will be? Is each video regarded as a separate project
A	Not exclusively but the projects are outlined on page 14 of Appendix 1 under Requirements - General. Each video is not regarded as a separate video.
Q.	Do you require the Certificate To Employers Liability Insurance to be filled out by our insurer or would just a copy of our Insurance Schedule be suitable?
A	A copy of the certificate would be required.
Q.	Our annual insurance policy runs from August to August, and will therefore be renewed during the contract period - what should we do in this case in terms of what information you would like,
A	Current insurance provider and an update on the change in August should you be successful in your bid

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Q.	For the price criteria do you require a break down of costs, or just a total cost to deliver the project at specified in the brief?
A	Total cost will be adequate.
Q.	I just wanted to double check that we have the right ITT document. (attached below)
A	The ITT can be found attached to the advert, please refer to that.
Q.	I cant find any direct questions in the doc, are we meant to pick out parts that we feel are important from Appendix 1 and present in a treatment?
A	Please refer to pages 17 through to 35 to complete. Please use our marking criteria as laid out on pages 8, 9 and 10. Full instructions for completing tenders are in the ITT on page 9 - under tender requirements.
Q.	Also, with the different parts of Appendix 2, do you want us to copy each section to separate docs and deliver that way?
A	Please submit all as one document.