

No	Date Received	Question	Response	Date Response Sent
1	13/02/2023	Some elements of the ITT allude to working with an agency/video production company, but the Price Schedule is very much intended for a sole freelancer. Can you advise? - it's impossible to provide a single rate given the broad scope of the requirements and the variable crew numbers and equipment required for say, live streaming vs motion graphics vs on-location filming.	<p>To help with our expectations I can confirm that the total expected spend for the duration of the 4 year contract is 91k excluding VAT. This is however on a call off contract basis. Also to help with our expectations please see the following links to videos produced with the current existing contract which expires 31/03/2023.</p> <p>Flagship film: https://www.youtube.com/watch?v=6inT-7zbxsw</p> <p>How to take part as a Rule 6 party: https://www.youtube.com/watch?v=iVB6c0TckMI&t=116s</p> <p>What's it like working as a planning inspector: https://www.youtube.com/watch?v=34TmsrQW5YM</p> <p>Local plans video 1: https://www.youtube.com/watch?v=b14b_h39_o0</p>	13/02/2023
2	14/02/2023	How do you envisage a single fixed rate to cover all of the ITTs requirements? Some productions may require a crew of 2 or 3, for example, or additional equipment beyond the usual, for example for live streaming. Crew rates also differ from one to the next (for example a camera operator compared to a director or an editor).	We expect to work with the supplier closely on video projects which may involve collaborating with support from the Planning Inspectorate communications team on scripting, storyboarding and assistance at filming e.g. setting up lighting, location permissions, GDPR permissions, briefing participants. Therefore, the supplier will not need to provide additional crew as specified in your question, thus the fixed hourly and daily rates specified in the Tender. In addition, the Planning Inspectorate can provide filming equipment which will be suitable for many occasions but where required, we anticipate that the supplier will need to use their own equipment. In the instances where additional equipment is required beyond the usual, reasonable hire rates will be paid for the equipment.	14/02/2023
3	14/02/2023	Would this suit a sole trader? I only really do film and photography and not animation, so in this case would this tender not suit me, or are you looking for a varied supplier list?	This opportunity would suit a supplier who can provide a broad enough offering depending on the requirement. Animation is certainly something we'd be looking to cover through this contract. The present supplier is a sole trader.	16/02/2023

4	16/02/2023	Regarding the tender listed on gov.uk contracts finder portal. I was wondering if we needed to formally express an interest in the tender as a part of the application or are we okay to just submit our proposal before the due date?	Expressions of Interest are not required as part of the Tender, your Tender just needs to be submitted by the submission deadline date	16/02/2023
5.	20/02/2023	Will prices be adjusted for inflation?	Prices will not be adjusted for inflation.	24/02/2023
6.	20/02/2023	Re 'Resources' - ITT (Page 8): 'The appointed supplier may use the Inspectorate's equipment for our (the Inspectorate's) projects' .. what equipment is this and for what purpose?	The Inspectorate has filming equipment that can be used if needed. It includes a Canon 5D DSLR, Tripod, Ronin Gimbal, 2x LED lights and stands, Lapel mics and audio recorder.	24/02/2023
7.	20/02/2023	What will you be looking for at the presentation stage? Will you ask for a portfolio / showreel? And if so, what length, content?	Please refer to the ITT page 14: The top 3 scoring suppliers from Stage 1 - Written Proposals (Quality and Price) will be shortlisted and invited to a presentation via Microsoft Teams. This will consist of a 15-minute presentation of previous examples of work giving guidance or training e.g. "How To" videos, aligned to medium-to-large-size professional services organisations/not for-profit organisations; how you have worked with relevant projects that meet our requirements and presentation of a show reel. There will be a 10-minute question and answer session after the presentation. A maximum of 3 supplier representatives are permitted in presentations.	24/02/2023
8.	20/02/2023	For what applications do you use live streaming? They can range from complex to relatively simple setups, so it would be good to know a bit more about your requirements here please	In most cases, this is for training events of 50 – 70 staff. In the past, we have run these as hybrid with staff needing to join remotely to watch proceedings and be able to ask questions. The exception might be a more complex requirement that involves live streaming a large staff event (600+ staff) where we would need to accommodate remote viewers and remote presenters. We would ask the supplier to work with an AV company to deliver this.	24/02/2023
9.	20/02/2023	Re 'Question 6' on Annex B - What key things are you looking for when recounting our experience with medium to large size enterprises? What aspects should we provide for this?	We would like to know what was the purpose of the project or the brief from the client, what did you do for them, how it was approached and what the outcome was.	24/02/2023
10.	15/02/2023	What is the expect/estimated hours that will be required over the course of the 4 year contract?	We can't provide an estimate on the number of hours, as this is a call off contract we will raise the request according to the business need.	24/02/2023

11.	15/02/2023	What is the notice period for making a booking?	Typically we will aim to provide a month's notice but sometimes we may need to request the supplier's service in a shorter timeframe but no less than a week.	24/02/2023
12.	15/02/2023	Are you able to disclose the division of the work load regarding deliverables? Assuming most of it will be video but what percentage can we expect to require visual effects, illustration and photography?	No, we can't predict the percentage of workload but typically most projects will be live action filming with an edit afterwards. There may be some elements of visual effects needed but it will depend on the nature of the project.	24/02/2023
13.	22/02/2023	On the pricing schedule are you looking for one day / hour rate or rates for each of the services you list in the requirements? e.g. filming / animation / photography as these can command different daily rates. Or are you anticipating a single average rate?	We are looking for a fixed daily rate and a fixed hourly rate for the whole service. Please also refer to answers Clarification Questions 1 and 2	24/02/2023
14.	22/02/2023	What animation are you anticipating requiring - 2D and 3D?	2D	24/02/2023
15.	01/03/2023	Within the tender response, when asked to give evidence of the various criteria, are the assessors looking for links to examples of videos or is it just a written response that is required with the video examples being saved for the potential presentation stage?	We are just looking for written responses to stage 1. Video examples are for the 3 shortlisted suppliers only who are taken to stage 2 presentation.	06/03/2023
16.	02/03/2023	Is it possible to attach, as part of our submission, a deck containing fuller company credentials, and more detail around our expertise and experience in streaming and video production? We think this would better convey the breadth and quality of our capabilities, as we would be able to include links to many examples of our work. If we can't attach a separate document, can we include links to examples within the proposal template?	This is not possible. Stage 1 Written proposals is based on a written response only within the maximum wording given for each question. This is to make the process equal and fair to all suppliers	06/03/2023

17.	02/03/2023	In terms of data security, you specify that 'data processed, stored and archived by the supplier, shall not leave the UK. Should the vendor utilise EU data centre facilities, PINS should be informed immediately.' Can data be stored in Zurich?	Our preference is for data to be stored in the UK, but we would not be breaking DPA2018 (aka GDPR) law by it being transferred to Germany. A German host need not be excluded.	06/03/2023