



Crown  
Commercial  
Service

**REQUEST FOR INFORMATION  
FOR  
HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES  
CCCS16A06  
FOR  
DEPARTMENT FOR COMMUNITIES AND LOCAL  
GOVERNMENT**



## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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#### CONTENTS

1. REQUEST FOR INFORMATION (RFI) SCOPE.....	3
2 BACKGROUND TO THE AUTHORITY .....	3
3 BACKGROUND TO THE REQUIREMENT.....	4
4 INFORMATION REQUIRED.....	8
5 REQUEST FOR INFORMATION TIMETABLE.....	8
6 CLARIFICATION PERIOD .....	9
7 COSTS .....	9
8 RIGHT TO CANCEL OR VARY THIS REQUEST FOR INFORMATION.....	10
9 RIGHT TO CONFIRM OR REQUEST UPDATED RFI INFORMATION .....	10
10 CONDUCT - SPECIFIC OBLIGATIONS .....	10
11 NOTICES TO ORGANISATIONS.....	11
12 CONFIDENTIALITY .....	11
13 FREEDOM OF INFORMATION.....	13
14 INTELLECTUAL PROPERTY RIGHTS.....	14
15 NO INDUCEMENT OR INCENTIVE .....	14
16 LAW AND JURISDICTION .....	14
17 CONTACT INFORMATION.....	14

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## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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#### 1. REQUEST FOR INFORMATION (RFI) SCOPE

1.1 The Authority requires information on the ability of potential providers to carry out post-production work on 111 (one hundred and eleven) testimony recordings of Holocaust survivors and Bergen-Belsen liberators filmed as part of the recommendations of the Prime Minister's Holocaust Commission, as well as producing a number of shorter versions of those testimony recordings for educational and promotional purposes. The purpose of this RFI is to:

1.1.1 help define the requirement;

1.1.2 help provide a better understanding of the feasibility of the requirement;

1.1.3 understand the best approach;

1.1.4 understand the capacity of the market to deliver and possible risks involved;  
and

1.1.5 provide the market with an opportunity to ask questions, raise queries and any issues to be addressed at an early stage.

1.2 The Client shall maintain commercial confidentiality of information received during the RFI.

1.3 Organisations are asked to advise if they would be interested in bidding for this opportunity as part of their response to the Request for Information. If Organisations are not interested, it is requested that a reason be submitted as this is valuable feedback for the Authority to consider.

1.4 The Authority has not specified a format for the detailed response as this can limit creativity and make it difficult to understand. Organisations are therefore freely available to present information in their desired format.

#### 2 BACKGROUND TO THE AUTHORITY

2.1 The Department for Communities and Local Government is the UK government department of state responsible for matters including housing, planning, devolution and local government.

2.2 The UK Holocaust Memorial Foundation (UKHMF) is an advisory board to DCLG comprised of representatives from the four major political parties and experts in a number of fields relating to the recommendations of the Holocaust Commission. The Board is chaired by Sir Peter Bazalgette, and is supported by a secretariat made up of

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OFFICIAL



## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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DCLG staff. The secretariat will be the day-to-day contact point for the Potential Provider during the duration of the contract.

### **3 BACKGROUND TO THE REQUIREMENT**

3.1 UKHMF would like post production work to be carried out on each of its 111 (one hundred and eleven) testimonies so that these are suitable for hosting and streaming on a publically accessible online portal. No testimony content or interviewer questions should be removed, even if questions or answers are repeated or if historical inaccuracies are detected. There should also be an intention to use the head on camera as much as possible, reverting only to the other cameras where this is absolutely required to address unsolvable technical glitches. Resolution should be a minimum of HD but should not be so high so as to affect the ease with which the footage can be streamed and used.

3.1.1 Specifically, post production will need to include as a minimum:

3.1.1.1 Cutting in to a head and shoulders shot of each participant.

3.1.1.2 Cutting out the breaks in filming, camera card changes and any other stoppages while ensuring the testimony maintains a seamless and coherent flow.

3.1.1.3 Removing all instances where the interviewer, crew or an object appear unexpectedly in shot. Where this is absolutely not possible to remove, the Potential Provider will need to cut to a secondary camera in a way that ensures the logical flow of testimony.

3.1.1.4 Removing all sound disturbances emanating from both inside and outside the studio, including but not limited to conversations amongst crew, coughing and paper shuffling.

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## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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- 3.1.1.5 Moving the best and clearest survivor introduction to the beginning of the testimony interview (removing the other versions where there was more than one attempt) but otherwise keeping the order of the testimony intact, except where a question has clearly been asked at the end of the testimony interview to clarify or correct an earlier part of the testimony; where this happens, move this to the section of the testimony that this follow-up question relates to if this does not interrupt the flow of testimony.
  - 3.1.1.6 Removing altogether the shot of the survivor holding up their I.D. and of them turning their heads to camera.
  - 3.1.1.7 Changing the green screen background to a neutral colour, to be suggested by the Potential Provider but decided in conjunction with UKHMF.
  - 3.1.1.8 Superimposing the scans of participants' artefacts and pictures onto the green screen background at the end of the testimony, at the point where the survivor is describing that artefact or picture. Where the participants describe their artefacts and pictures at the beginning of the testimony, this should be moved to the end of the testimony.
- 3.1.2 UKHMF will work closely with the Potential Provider throughout the duration of the contract and will be on hand to respond to any questions and provide further clarity as required. UKHMF also request that the post production work on the first five testimony interviews be delivered to an earlier timetable so that once signed off, they can help form a blueprint for the Potential Provider's post production approach going forward.
- 3.2 UKHMF would like the Potential Provider to produce an as yet undecided number of short 'taster' clips - approximately 5 minutes each - from the above testimonies, each of which will provide a synopsis of the story of one survivor. These clips will be used to



## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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showcase UKHMF's work to the public and encourage people to access the full edited testimonies. They will need to provide an insight into the individual's story and connect with the viewer. Small amounts of texts can be added to the clips to facilitate understanding if and where appropriate, but this is not compulsory. UKHMF would like this work to be prioritised within the requirement, with as many as possible of these 'taster' clips being ready by early January 2017. The testimonies these clips will be based on will be chosen by UKHMF, and close collaboration with UKHMF with regards to content will be required.

3.3 UKHMF would like the Potential Provider to produce an as yet undecided number of approximately 20-minute testimony clips to be used for educational purposes, including in schools for a range of age-groups. Some of these clips will be derived from an individual testimony while others will focus on an educational theme chosen by UKHMF and will need to draw on various testimonies as appropriate. The Potential Provider will need to work closely with UKHMF and Holocaust Education experts to produce these clips.

#### 3.4 DELIVERABLES

3.4.1 The Potential Provider shall be required to provide:

3.4.1.1 111 edited full testimony interviews, as set out in section 4.1 of this document.

3.4.1.2 An as yet undecided number of approximately 5 minute testimony 'taster' clips, taken from the 111 edited full testimony interviews, as set out in section 3.2 of this document.

3.4.1.3. An as yet undecided number of approximately 20 minute testimony clips to be used for educational purposes including in schools, also taken from the edited testimonies, as set out in section 3.3 of this document.

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## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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#### 3.5 MEETINGS

3.5.1 The Potential Provider will be required to attend occasional meetings with the Client.

These shall be held at 35 Great Smith Street, London SW1P 3BQ or, where appropriate, over the telephone. Meetings will include, at the very least:

3.5.2 an initial meeting shortly after contract award to discuss requirements, process, governance and approach in more detail;

3.5.3 occasional progress meetings thereafter, to be decided by UKHMF.

3.5.4 a meeting to discuss the first five edited testimonies, lessons learnt and approach going forwards

#### 3.6 KEY DATES

3.6.1 If it is decided this service is required, it is anticipated that a procurement process may start in October or November 2016, with the contract to commence as soon as possible thereafter.

3.6.2 The contract is expected to be for a period of approximately 20-30 weeks from November and December 2016 onwards.

3.6.3 UKHMF would like as many of the 'taster' testimony clips as possible to be ready by early January 2017.

## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

#### 4 INFORMATION REQUIRED

- 4.1 The Authority requires Organisations to submit responses in in regard to the following requirements:
- 4.1.1 How much time do you anticipate the requirement taking to deliver?
  - 4.1.2 Is what the client is asking for clear?
  - 4.1.3 What, if anything, has the Client missed or overlooked in setting out their requirement?
  - 4.1.4 Is there anything which is irrelevant, outdated or unnecessary?
  - 4.1.5 What would the cost be for this piece of work? With regards to deliverables 3.4.2 and 3.4.3, please provide Rough Order of Magnitude (ROM) costs for the following scenarios:
    - 4.1.5.1 the production of 10, 15 and 20 'taster' clips, as set out in paragraph 3.2
    - 5.1.5.2 the production of 6, 10 and 20 educational clips, as set out in paragraph 3.3
- 4.2 All information submitted by Organisations shall be kept for audit purposes for seven (7) years from the Deadline for submission of a RFI Response.

#### 5 REQUEST FOR INFORMATION TIMETABLE

- 5.1 Please see the below for the RFI's timetable:

DATE	ACTIVITY
Friday 7 <sup>th</sup> October 2016	Publication of the Request for Information
Friday 7 <sup>th</sup> October 2016	Clarification period starts
Tuesday 11 <sup>th</sup> October 2016 5 p.m.	Clarification period closes
Thursday 13 <sup>th</sup> October 2016 12 a.m.	Deadline for the publication of responses to RFI Clarification questions

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**Request for Information**

**HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES**

CCCS16A06

Monday 17 <sup>th</sup> October 2016 5 p.m.	Deadline for submission of a RFI Response
Thursday 20 <sup>th</sup> October 2016	Analysis of RFI responses
Monday 24 <sup>th</sup> October 2016	Confirm next steps to RFI Respondents

**6 CLARIFICATION PERIOD**

- 6.1 Organisations may raise questions or seek clarification regarding any aspect of this Request for Information at any time prior to the Clarification Deadline. Questions must be submitted via the e-Sourcing Suite before the deadline within section 6.
- 6.2 Crown Commercial Service will not enter into exclusive discussions regarding the requirements of this Request for Information with Organisations.
- 6.3 To ensure that all Organisations have equal access to information regarding this Request for Information, the Crown Commercial Service will publish all its responses to questions raised by Organisation’s on an anonymous basis.
- 6.4 Responses will be published in a Questions and Answers document to all Organisations who have registered their interest via the e-Sourcing Suite.
- 6.5 At times, the Crown Commercial Service may issue communications via the e-Sourcing Suite where a notification will be sent to the email address provided for the Request for Information contact. Organisations must therefore ensure that this mailbox is reviewed on a regular basis.

**7 COSTS**

- 7.1 The Authority will not reimburse any costs incurred by an Organisation (including the costs or expenses of any members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors or advisors) in connection with the preparation and/or submission of the Organization’s Request for Information response, including (without limit) where:
  - 7.1.1 The Request for Information is cancelled, shortened or delayed for any reason (including, without limitation, where such action is necessary due to non-

## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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compliance or potential non-compliance with the law, including the Regulations);

7.1.2 All or any part of the Request for Information is at any time amended, clarified, added to or withdrawn for any reason;

7.1.3 The Organisation and/or its Respondent is disqualified from participation in this Request for Information for any reason, including breach of these Terms of Participation.

## **8 RIGHT TO CANCEL OR VARY THIS REQUEST FOR INFORMATION**

8.1 The Authority reserves the right, subject to the rules set out in the Regulations, to:

8.1.1 Change the basis of or the procedures for this Request for Information at any time;

8.1.2 Amend, clarify, add to or withdraw all or any part of the Request for Information at any time, including varying any timetable or deadlines set out in the Request for Information; and:

8.1.3 Cancel all or part of this Request for Information at any stage and at any time.

## **9 RIGHT TO CONFIRM OR REQUEST UPDATED RFI INFORMATION**

9.1 The Authority reserves the right to require Organisations to confirm that their Request for Information response remains accurate at all stages of the Request for Information process and/or to request updated Information.

9.2 The Authority also reserves the right to specify additional standards or requirements according to their particular requirements.

## **10 CONDUCT - SPECIFIC OBLIGATIONS**

10.1 The Organisation must not directly or indirectly canvass any Minister, officer, public sector employee, member or agent regarding this Request for Information or attempt to obtain any information from the same regarding this Request for Information (except where and as permitted by the Request for Information). Any attempt by the



## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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Organisation to do so may result in the Organisation's disqualification from this Request for information.

#### 11 NOTICES TO ORGANISATIONS

- 11.1 This Request for Information and any related documents referred to have been prepared by the Crown Commercial Service on behalf of the Authority for the pre-market test to gather information.
- 11.2 Whilst prepared in good faith, the Request for Information documents are intended only as a preliminary background explanation of the Authority's activities and plans. Therefore it isn't intended to form the basis of any decision on whether to enter into any contractual relationship with the Authority.
- 11.3 The Request for Information documents do not purport to be all inclusive or to contain all of the information that Organisation's may require.
- 11.4 Neither the Authority or its advisors, or the directors, officers, partners, employees, other staff, agents or advisers of any such body or person:
- 11.4.1 Makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Request for Information documents;
  - 11.4.2 Accepts any responsibility for the information contained in the Request for Information documents or for its fairness, accuracy or completeness; or
  - 11.4.3 Shall be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such information or any subsequent communication.
- 11.5 Nothing in the Request for Information documents is, or should be, relied upon as a promissory or a representation as to the Authority's ultimate decisions in relation to the Request for Information
- 11.6 The publication of the Request for Information documents in no way commits the Authority to award any contract.

#### 12 CONFIDENTIALITY

- 12.1 Subject to the exceptions referred to in paragraph 12.2, the contents of the request for information are being made available by the authority on the conditions that the organisation:
- 12.1.1 Treats the Request for Information as confidential at all times, unless the information is already in the public domain;
  - 12.1.2 Does not disclose, copy, reproduce, distribute or pass any of the Information to any other person at any time or allow any of these things to happen, except

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OFFICIAL

## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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- where, and to the extent that, the Information has been publicised in accordance with paragraph 12 (Freedom of Information);
- 12.1.3 Only uses the Information for the purposes of preparing a Response (or deciding whether to respond); and
- 12.1.4 Does not undertake any promotional or similar activity related to this Request for Information within any section of the media.
- 12.2 An Organisation may disclose, distribute or pass any of the Information to its members of its Group of Economic Operators (if acting as a Lead Contact), Sub-Contractors, advisers or to any other person provided that:
- 12.2.1 This is done for the sole purpose of enabling the Organisation to submit its response and the person receiving the information undertakes in writing (such written undertaking to be made available to the Authority on the Authority's request) to keep the information confidential.
- 12.2.2 It obtains the Authority's prior written consent in relation to such disclosure, distribution or passing of Information; or
- 12.2.3 The disclosure is made for the sole purpose of obtaining legal advice from external lawyers in relation to this Request for Information;
- 12.2.4 The Organisation is legally required to make such a disclosure; or
- 12.2.5 The information has been published in accordance with paragraph 12 (Freedom of Information).
- 12.3 The Authority may disclose information submitted by Organisations during this Request for Information to its officers, employees, agents or advisers or other government departments who are stakeholders in this Request for Information.
- 12.4 All Central Government Departments and their Executive Agencies and Non Departmental Public Bodies are subject to control and reporting within Government. In particular, they report to the Cabinet Office and HM Treasury for all expenditure.
- 12.5 Further, the Cabinet Office has a cross Government role delivering overall Government Policy on public procurement – including ensuring value for money and related aspects of good procurement practice.
- 12.5.1 For these purposes, the Authority may disclose within HM Government any of the Organisation's documentation or information (including any that the Organisation considers to be confidential and / or commercially sensitive such as specific information in its response) submitted by the Organisation to the Authority during this Request for Information. Organisations taking part in this

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OFFICIAL

## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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Request for Information consent to such disclosure as part of their participation in the Request for Information process.

### 13 FREEDOM OF INFORMATION

- 13.1 In accordance with the obligations and duties placed upon public authorities by the FoIA (Freedom of Information Act 2000) and the EIR (Environmental Information Regulations 2004) and in accordance with any Government Code of Practice on the discharge of public authorities' functions under the FoIA all information submitted to the Authority may be disclosed under a request for information made pursuant to the FoIA and the EIR.
- 13.2 Organisations should note that the information disclosed pursuant to a FoIA or EIR request may include, but is not limited to, the disclosure of its Request for Information response (including any attachments or embedded documents).
- 13.3 If the Organisation considers any part of its Response or any other information it submits to be confident or commercially sensitive, the Organisations should:
- 13.3.1 Clearly identify such information as confidential or commercially sensitive;
  - 13.3.2 Explain the potential implications of disclosure of such information taking into account and specifically addressing the public interest test as set out in the FoIA; and
  - 13.3.3 Provide an estimate of the period of time during which it believes that such information will remain confidential or commercially sensitive.
- 13.4 If the Organisation identifies that part of its Response or other information it submits is confidential or commercially sensitive, the Authority in its sole discretion will consider whether or not to withhold such information from publication. Organisations should note that, even where information is identified as confidential or commercially sensitive, the Authority may be required to disclose such information in accordance with the FoIA or the EIR.
- 13.5 The Authority is required to form an independent judgement of whether the Organisation's information referred to in paragraph 13.4 is exempt from disclosure under the FoIA or the EIR and whether the public interest favours disclosure or not. The Authority cannot guarantee that any information indicated as being confidential or commercially sensitive by the Organisation will be withheld from publication.
- 13.6 If the Organisation receives a request for information under the FoIA or the EIR during and in relation to this Request for Information, it should be immediately referred to the Authority.

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OFFICIAL



**Request for Information**

**HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES**

CCCS16A06

**14 INTELLECTUAL PROPERTY RIGHTS**

- 14.1 The Request for Information issued shall remain the property of the Authority and shall be used by the Organisation only for the purposes of this Request for Information.
- 14.2 The Organisation grants the Authority an irrevocable, perpetual, non-exclusive licence to copy, amend and reproduce any intellectual property contained within its Response for the purposes of carrying out this Request for Information; complying with the law and/or any government guidance; and/or carrying out the Authority’s business activities. This licence shall also permit the Authority to sublicense the use of the Organisation’s Response to its advisers or sub-contractors or other Contracting Bodies for the same purposes.

**15 NO INDUCEMENT OR INCENTIVE**

- 15.1 The Organisation acknowledges and agrees that nothing contained within the Request for Information shall constitute an inducement or incentive nor shall have in any other way persuaded an Organisation to submit a Response or enter into any other contractual agreement.

**16 LAW AND JURISDICTION**

- 16.1 Any dispute (including non-contractual disputes or claims) relating to this Request for Information shall be governed by and construed in accordance with the laws of England and Wales.
- 16.2 The courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim that arises out of or in connection with this Request for Information (including non-contractual disputes or claims).

**17 CONTACT INFORMATION**

<b>Procurement Lead</b>	
Name:	Mark Tovey
Telephone Number:	
Email Address:	<a href="mailto:niche@crownccommercial.gov.uk">niche@crownccommercial.gov.uk</a>
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Telephone Number:	0345 010 3503
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## Request for Information

### HOLOCAUST TESTIMONIES POST PRODUCTION SERVICES

CCCS16A06

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#### APPENDIX 1 (Example scenes)

