

1754 - Framework for the Supply of Video, Animation & Production Services Specification

1 Introduction

CPI acts as a catalyst bringing together academia, businesses, government, and investors to translate bright ideas and research into the marketplace. We do this by connecting our customers with the right experts, equipment, facilities, networks, funding and more – joining the dots for effective innovation.

We are a leading independent technology innovation centre and a founding member of the UK Government's High Value Manufacturing Catapult. Established in 2004, our teams tirelessly apply their many years of experience to ensure that every great invention gets the best opportunity to become a successfully marketed product or process. We work with our partners across diverse markets in the UK and around the world, driving their innovations forward and helping them to reduce the risk and cost associated with product development.

2 Background Information

CPI wish to establish a Multi Supplier Framework for the ongoing supply of Video, Animation and Production Services as and when required by CPI across all sites. CPI have locations across the North East of England at NetPark Sedgefield, Newton Aycliffe, Darlington and Wilton.

This Framework will be divided in to 4 Lots

Lot 1 - 2D Animation Production

- Production of 2D animated video

Lot 2 - 3D Animation Production

- Production of 3D animated video

Lot 3 - Video Production

- Production and capture of video

Lot 4 - Videography Services for Site Inductions

- Production of Site Induction videos

3 Technical Scope

3.1 Lot 1 - 2D Animation Production

CPI occasionally requires services from external suppliers to provide 2D animation production.

Please provide examples of various work completed (as wide range as possible).

Please provide us with your entire range of services and capabilities related to 2D animation production (e.g., pre-production, animation, editing, voiceover, post-production)

This list is to illustrate the possible requirements for 2D animation CPI may order, costs are requested to enable us to evaluate price on a like for like basis and this sample is not representative of the full range of 2D animation production services we may require in the future; the scope of this lot is to cover all 2D animation production related to 2D animation production (e.g., pre-production, animation, editing, voiceover, post-production).

Please see **Appendix 1** for our example job for you to price up for.

3.2 Lot 2 - 3D Animation Production

CPI occasionally requires services from external suppliers to provide 3D animation production.

Please provide examples of various work completed (as wide range as possible).

Please provide us with your entire range of services and capabilities related to 3D animation production (e.g., pre-production, 3D modelling, texturing, rigging, animation, motion capture and clean up, editing, voice-over, postproduction)

This list is to illustrate possible requirements for 3D animation that CPI may order, costs are requested to enable us to evaluate price on a like for like basis and this sample is not representative of the full range of 3D animation production services we may require in the future; the scope of this lot is to cover all 3D animation production

Please see **Appendix 2** for our example job for you to price up for.

3.3 Lot 3 - Video Production

CPI occasionally requires services from external suppliers to provide video production

Please provide examples of various work completed (you should try and give a wide range of examples such as interview videos, event/conference videos, aerial videos, corporate videos, product/equipment/process videos, with provision for indoor and outdoor scenes – including a wide range of angles, shots, and post production effects)

Please provide us with your entire range of services and capabilities related to video production (e.g., pre-production, filming (including types), editing, voice-over, post-production)

This list is to illustrate the types of video production CPI may order, costs are requested to enable us to evaluate price and this sample is not representative of the full range of video production services we may require in the future; the scope of this lot is to cover all video production.

Please see **Appendix 3** for our example job for you to price up for.

3.4 Lot 4 - Videography services for site inductions

CPI require services from external suppliers to provide Video Inductions across its Sites including edits and updates.

Please refer to **Appendix 4** for an example specification for you to quote against.

For each of the lots above please provide a full detailed specification of all services your company supplies and give details of any additional services you can provide (e.g., voice over).

4 Additional Requirements

Suppliers must be able to provide pre and postproduction services for any of the lot(s) you are applying for.

4.1 Delivery

This service will be provided across all CPI's Locations

4.2 Milestones

Payment milestones will be stipulated upon Purchase Order dependant on CPI's project requirements.