

SCOPE OF WORK - THE APPOINTMENT OF A SERVICE PROVIDER TO PROVIDE VIDEO RECORDING AND PRODUCTION FOR INDUCTION PURPOSES AT THE AGRICULTURAL RESEARCH COUNCIL

1. INTRODUCTION

The Agricultural Research Council (ARC) is a premier science institution that conducts research with partners, develops human capital and fosters innovation to support and develop the agricultural sector. At the heart of the performance of this function is human resources that is responsible for performing this work, however, for this work to be effective requires the workforce that skilled and capable to deliver on this mandate.

2. DETAILED SPECIFICATION

The ARC requests proposals from suitable suppliers for the video recording, editing, packaging and delivery of introductory and welcome messages by

CEO

Group Executive: HCM, Marketing & Legal Services

Group Executive: ICT

Group Executive: Animal Sciences

Group Executive: Crop Sciences

Chief Financial Officer

Group Executive: Impacts & Partnerships

The following video must be recorded in line with ARC Corporate Branding guidelines and within the limits/capabilities of ARC's ICT infrastructure, which will be provided to the successful bidder.

2.1 CEO and Executives Recordings

- a) CEO Welcome Message – 15 minutes
- b) CFO – 10 minutes
- c) GE: ICT 10 minutes
- d) GE: Impact & Partnerships 10 minutes
- e) GE: HR, Marketing & Legal Services – 10 minutes
- f) GE: Crop Sciences – 10 Minutes
- g) GE: Animal Sciences- 10 Minutes

The following information is to be noted as bidders respond:

- All the recordings will take place at ARC Central Office, Hatfield
- The final video/material must meet the minimum band width of the organisation to enable internal distribution – guidance will be provided by ICT.
- The Supplier will be responsible for the provision of all filming equipment, which includes but not limited to full HD video recording cameras (at least 3), sufficient video lighting, sound recorders and lapel mics, editing and sound mixing software, and a basic music library, for every recording.
- Drafts of each video are to be supplied to ARC for review and final approval on a cloud-based storage facility or USB memory stick or external hard drive delivered to the ARC.
- The bidder must allow for up to 5 drafts.
- Each edited and approved video must include a standard introduction and closing sequence video must comply with the ARC Corporate Branding guidelines and within the limits/capabilities of ARC's ICT infrastructure.
- The pricing quotes, must be inclusive of all costs to be incurred by the bidder, including travelling.