

## RHODE ISLAND COLLEGE

**BID/RFP #041617**

### **Documentary Film Editing - RIC**

#### **Addendum: Question and Answers**

1. Q: Is Avid Media Composer/Symphony Suite a mandatory requirement or the preferred editing solution? Are these Avid project files part of the deliverables, or are you looking for a finished edited master only? Is all of the footage already ingested/transcoded in DNX, or is AMA being used for file linking?

***A: Avid Media Composer/Symphony are not a mandatory requirement but is a preference. The files have not been transcoded and we only need the master.***

2. Q: Is it possible to inspect the quality, quantity and content of the material to be edited prior to submitting a bid?

***A: There is about 80 hours of video including interviews and b-roll.***

3. Q: Please describe the technical capabilities of the individuals involved in the gathering of video and audio.

***A: The video was filmed by students – many of which have very limited experience. Some video is good and some is less than perfect.***

4. Q: Please describe the type of equipment used to gather video and audio.

***A: The students used various models of DSLRs with shotgun microphones and lapel mics. Some footage was shot with smart phones and small portable flip cams.***

5. Q: Is it possible to have a conversation with the Director about the overall concept and purpose of the project, prior to submitting a bid?

***A: The director is Dr. Anthony Galvez. Email: rgalvez@ric.edu.***

6. Q: Is there a script?

***A: There is only a 2 page treatment.***

7. Q: Please describe the level of story planning employed during the image and audio gathering process.

***A: It was an organic process in which we relied upon discovery in the field to develop the story.***

8. Q: What is a documentary bible?

***A: This would be the final document with detailed character descriptions and final treatment/script.***

9. Q: Please define "final research" and "error and omissions documents."

***A: Final research would be verifying that all statistics, facts, and statements are correct. Errors and Omissions is a form of insurance to protect the film maker from future litigation if anyone contests the content of the documentary.***

10. Q: Please clarify "Editor In-House." Would work be performed in client's facility with client's equipment? If so, please describe the facility, equipment and hours of accessibility.

***A: The editing would have to be done by the editor with his/her equipment and software.***