

LINC with Sellafield

Opportunity 6

**Work Package 6/2018 – Development and Production
of Media in support of behavioural change programmes**



THE OPPORTUNITY

Work Package 6/2018

Sellafield requires a suite of drama based media to assist in the communication of leadership attributes / behaviours.

Statement of requirements:

We are looking for SME's with a proven track record in the development, and production of media in support of behavioural change programmes. The SME must have at the least significant experience in

- Video production: production management and liaison with Client, motion graphics, music license, musical score, voiceover, post production checking and testing;
- Concept design;
- Creative development: visual and animation style development;
- Production management;
- Video build and edit;
- Capture (filming, autocue, lighting, sound track, sound direction etc as appropriate)
- Complex video production which involves creative and complex shots at multiple locations;
- Post production work: video editing, sub-titles, colour grading and exports into required format (including high quality stills);

A key focus for this opportunity is around the necessary experience of collaborative script development with clients, sourcing and working with large teams or actors across multiple locations whilst working to tight timescales.

We need an organisation that can demonstrate defence in depth to allow production to continue in the case of absences of personnel, or failure of essential equipment. Where possible, the evidence provided should demonstrate evidence of previous work or as a minimum, an understanding of work in support of a behavioural change programme.

Deliverables:

Develop, manage and produce a suit of media to the desired standard of the customer;

The work will involve the development of behavioural media for up to 3 years.

Proposed Terms and Conditions:

Any contract (if any) placed subsequent to this challenge will be subject to the following standard form of contract: **CFMT 104 LINC Professional Services**

Proposal Requirements

Would SMEs who are interested in this opportunity please provide a proposal addressing the following:

1. A statement demonstrating understanding of the Statement of Requirements, how it is envisaged you will deliver and why you believe you are best placed to support Sellafield Ltd on this opportunity - **No more than 1 side A4**
2. Provide details of the proposed resources including: key roles, names, relevant experience and supporting CVs. **Please limit CV submissions to no more than 2 sides A4 and no more than 5 x 1 sided A4 CVs**

3. Provide a minimum of 3 pieces of evidence of projects where your company have co-written scripts with a customer. - **No more than 5 sides of A4**
4. Provide a minimum of 3 films that best represents your work in the described category.
Size of response: Please submit as AVI files duly encrypted placing the password in a separate document. Where video is part of this evidence, please submit as an AVI file duly encrypted placing the password in a separate document. Please address and post to Sophie Benn, Supply Chain, Sellafield Ltd, Banna Court, Ingwell Drive, Westlakes Science Park, Moor Row, Cumbria CA24 3HW to arrive on or before the closing date/time.
5. A detailed breakdown of costs in support of job example outlined under the Pricing Model for Assessment together with those rates you propose to utilise in the delivery of this service – **please complete the pricing schedule embedded in Appendix 1**

These proposals will be reviewed by Sellafield Ltd against the criteria set out in Appendix 1 and we will engage further and facilitate collaboration with those who show the greatest potential in meeting our requirements.

Your proposal for this opportunity must be in English, costs must be in Sterling and presented in writing.

Supporting Documents

To request copies of the supporting documents 'Appendix 1 – Evaluation Criteria' and 'Form of Contract – CFMT 104 LINC Professional Services' please contact linc@sellafieldsites.com and we will respond within our normal business hours (Mon-Fri).

Deadline

We will be holding an open telephone conference on **31st August 2018 at 13:00pm** for any of our registered LINC companies interested in submitting a proposal to ask questions. To register your interest in taking part in the call please email linc@sellafieldsites.com and we will provide you with dial in details.

This opportunity is only available to companies registered on LINC at the time of publication of this challenge. Registration for future challenges remains open.

To submit a proposal to LINC for this work package please email your proposal (including all associated attachments) to linc@sellafieldsites.com for *Work Package 6/2018 Development and production of media in support of behavioural change programmes*, no later than **17:00pm on 18th September 2018**.

ABOUT LINC

LINC with Sellafield Ltd is a scheme that encourages SMEs at local and national level to collaborate and deliver innovative solutions to the mission at Sellafield.

Work packages that set out some of the challenges we are addressing at Sellafield will be published via LINC.

LINC has been established exclusively for SMEs and has been designed to provide Sellafield Ltd with direct access to SMEs in addition to supporting Sellafield Ltd's contribution to the UK SME Agenda.

All SMEs must be pre-registered with LINC before submitting a proposal. Details of SMEs registered with LINC will be published periodically to support and encourage further collaboration.

All opportunities issued via LINC shall be valued at no more than £150,000 and therefore less than the prevailing threshold levels for supplies and services applicable to the Public Contracts Regulations 2015. No contracts subsequent to any opportunity advertised via LINC shall be awarded in excess of this threshold. Opportunities valued above these threshold levels will be made available through our Complete Tender Management system and published on the Official Journal of the European Union.

To maintain simplicity, all subsequent contracts will be subject to one of our standard Forms of Contract which will be set out within each opportunity.

Appendix

Appendix 1 – Evaluation Criteria. This is how the responses from the LINC process will be evaluated against each other.