

## **PART D**

### **SCOPE OF SERVICES**

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**PART D**  
**SCOPE OF SERVICES AND TECHNICAL**

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## **D1 SCOPE OF SERVICE**

The Services to be carried out under this Contract by the Panel member are as follows:

### **D1.1 Provision of video and CD/DVD based training resources on a Project by Project basis comprising:**

- Production of high quality video and CD/DVD based training resources

### **D1.2 Provision of audiovisual services including as and when required:**

- Provision of a video duplication service ensuring copyright integrity is maintained.
- Provision of photographic services including operation of a number of Stills and Digital Cameras and provision of same day processing.

The Panel will be established for three (3) years.

## **D2 PROCEDURE FOR PROVISION OF SERVICES**

### **D2.1 PROJECT CLIENT BRIEF**

RailCorp shall prepare the Project Client Brief for the production of video based training resources and shall invite the Panel Member/s to provide Total Budget Price in the format provided in Appendix D1.

Each Project will be initiated by the preparation of a Project Client Brief which shall include:

- Detailed description of the service required;
- Definition of deliverables;
- Proposed program;
- Total Budget Price based on the Schedule of Rates in Schedule B2 together with the detailed calculations for this budget;

RailCorp shall evaluate response to the Project Client Brief and shall award a contract (through Purchase Order or other means confirming the contract) to the Panel Member providing best value for money for the Services.

All Services will be carried out under this Contract as a series of individual Projects having a separate Contract for each Services.

The proposed Total Budget Price for the project shall be within of +/-10% of the actual final cost of the Project of the successful Panel Member.

The Contractor will be paid the actual final cost of the Project, however payments in excess of the approved Total Budget Price will only be made if prior approval of a variation to the Total Budget Price has been given by the RailCorp Representative.

## **D2.2 APPROVAL TO PROCEED**

The Contractor shall proceed with the Services for a Project upon receipt of the approved Project Client Brief and a RailCorp Local Purchase Order to the value of the Total Budget Price for the project.

## **D2.3 AUDIT OF COST ISSUES**

The RailCorp Representative reserves the right to carry out an independent audit of the cost issues at any time during the Project in terms of, but not limited to, the following:

- competitiveness of budgeted times and resources for the required Services;
- the adopted rates being consistent with standard of resource required;
- actual costs against budget;
- efficiency of use of resources during the Project.

## **D3 PAYMENT CLAIM DOCUMENTATION**

Each payment claim is to be accompanied by full documentation that demonstrates that the claimed costs have actually been incurred on the Project. Documentation shall include certified time sheets, receipts, invoices etc.

The documentation shall be presented in a format that facilitates review and checking and shall have itemised summary reports rolling up to the total claimed amount.

## **APPENDIX D1**

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### **PROJECT CLIENT BRIEF PRO-FORMA**

## APPENDIX D1

### PROJECT CLIENT BRIEF PRO-FORMA

Job Reference Number:

The purpose of this document is to ensure that the details of your video are agreed. This document must be checked and signed off, prior to commencement of production.

#### 1. **CLIENT DETAILS**

Client name:

Business Group:

Contact name:

Subject Expert:

Work Location:

Phone:

Fax:

Email:

#### 2. **PROJECT DESCRIPTION**

#### 3. **APPROXIMATE DURATION OF PROGRAM**

#### 4. **QUALITY STANDARD OF PROGRAM**

#### 4. **DELIVERABLES / OUTCOMES**

#### 5. **TIME FRAME**

Start date:

Shoot date:

Edit date:

Completion date:

**PRODUCTION COST SUMMARY**

Client:

Program Title:

Business Group:

**Pre Production**

Scriptwriter	\$
Production Management	\$
<b>Sub Total</b>	<b>\$</b>

**Production**

For example:

*4 x day Drama shoot at various CityRail locations.*

1 x director	\$
1 x camera operator	\$
1 x camera assistant / sound recordist	\$
1 x production assistant	\$
1 x make up artist	\$
Featured extras	\$
CityRail staff for Vox Pops	\$
CityRail staff for Scenarios	\$
Catering & Perdiems	\$
SP Betacam tape stock	\$
Couriers	\$
Props / costumes	\$
Miscellaneous expenses	\$
<b>Sub Total</b>	<b>\$</b>

**Post Production**

Editing x graphic design	\$
File Vision Purchase	\$
1 x voice over artist	\$
Voice over studio ( 1 hour )	\$
Amcos music copyright	\$
Final Audio Mix	\$
<b>Sub Total</b>	<b>\$</b>

<b>TOTAL BUDGET PRICE</b>	<b>\$</b>
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6. **INVOICING**

Invoice will be submitted on completion of each stage.

Pre Production	\$
Production	\$
Post Production	\$
GST	\$

A Local Purchase Order needs to be raised for the above amounts to a total of \$ which is GST inclusive.

7. **APPROVAL**

\_\_\_\_\_  
RailCorp Representative

\_\_\_\_\_  
Position / Title