

PART D

SCOPE OF SERVICES

PART D
SCOPE OF SERVICES AND TECHNICAL

Contents

| | |
|---|----------|
| D1 SCOPE OF SERVICE | 1 |
| D2 PROCEDURE FOR PROVISION OF SERVICES..... | 1 |
| D3 PAYMENT CLAIM DOCUMENTATION | 2 |
| APPENDIX D1 - PROJECT CLIENT BRIEF PRO-FORMA | 4 |

D1 SCOPE OF SERVICE

The Services to be carried out under this Contract 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 audiovisual setups for classrooms for role-plays etc, including setting up Video Cameras, Monitors and Sound Recording equipment and provide trainers with advice and technical support.
- Provision of photographic services including operation of a number of Stills and Digital Cameras and provision of same day processing.
- Maintaining the video library and catalogue including maintaining RailCorp's Video Catalogue Database and liaison with unit managers to add new videos that have been acquired to the database. Ensuring that Video Library has an SP Master and a DVD Sub Master of all in-house productions.
- Providing project management and consultancy services when required.

D1.3 The duration for the Services shall be for two (2) years with an option to extend for another two (2) years at the sole discretion of RailCorp.

D2 PROCEDURE FOR PROVISION OF SERVICES

D2.1 PROJECT CLIENT BRIEF

All services will be carried out under this Contract as a series of individual Projects having a separate RailCorp Local Purchase Order for each.

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;
- Budget Price based on the Schedule of Rates in Schedule B2 together with the detailed calculations for this budget;
- Justification for adopted hourly rate for any service where the rate in Schedule B3.1 nominates a minimum and maximum;
- Proposed invoices program

For production of video based training resources, the Project Client Brief shall generally be in the format as given in Appendix D1.

The Project Client Brief shall be prepared by the Contractor based on the RailCorp Representative's briefing and approved by the RailCorp Representative prior to commencement.

The proposed Total Budget Price for the project shall be within of +/-10% of the actual final cost of the Project. The actual final cost of the Project shall be the actual quantity of resource used times the rates in Schedule B3.1.

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 project budget has been given by the RailCorp Representative (defined hereafter as "Project Budget").

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 Project Budget.

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 from Schedule B3.1 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

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 | \$ |
| Sub Total | \$ |

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 | \$ |
| Sub Total | \$ |

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 | \$ |
| Sub Total | \$ |

| | |
|---------------------------|-----------|
| TOTAL BUDGET PRICE | \$ |
|---------------------------|-----------|

Note:

- Please allow 5 – 10 % contingency for any changes you may require after the edit is complete.
- Please view completed on-line edit for approval. A small allowance has been made for changes if necessary.
- RailCorp is responsible for providing at its own cost staff for the scenarios as well as safety officers and props where applicable i.e.: Rolling Stock, Stations etc.

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