RTO7 Content Development (Photography & Videography) Roster RFP – Q&A

1. Section 8 limits AI use to standard editing functions. Would AI-assisted editing tools, such as automated captions or color matching, be acceptable provided all footage is shot in person and deliverables reflect the actual locations?

   Tools like automated captions or colour matching are fine, as long as the footage is shot in person and the finished content accurately reflects the actual locations and experiences.

2. Will suppliers based outside Bruce, Grey, or Simcoe be considered if travel costs are quoted separately?

   Suppliers based outside the region (within Ontario) will be considered, with travel costs quoted separately. We are seeking suppliers with strong creative skills who offer affordable options for partners and can act as ambassadors for BruceGreySimcoe. Familiarity with the region, or parts of it, is an asset.

3. What is the typical budget range of a Partnership Program video project, and how might a maximum eligible amount be set?

   The existing budget range of a Partnership Program video project is $2,970 to $7,260 including HST. These amounts represent the total project cost, with RTO7 and the partner each contributing 50%.

   A maximum eligible project amount has not yet been established, and will likely be set after reviewing the packages and pricing and will depend on the deliverables, overall program budget and number of projects anticipated.

4. May a proponent offer more than one video package tier, for example a one-operator package and a small-crew package?

   Yes. Clearly explain the differences in crew size, production approach, deliverables and pricing. Proposed package tiers should be provided in addition to the required fixed-price quote for the common reference project.

5. May proponents use subcontracted crew or editors, and do they need to be named in the proposal?

   Yes, subject to disclosure and RTO7's approval. RTO7 expects to establish a direct working relationship with the lead proponent, who will remain the primary contact and be responsible for all services and deliverables.

   Proponents should describe any planned use of subcontracted crew or editors, identify their roles and name any regular subcontractors known at the time of

submission. Subsequent additions or substitutions must be approved by RTO7 before they undertake work.

6. The reference projects assume locations within 50 km of the stated base, and they ask for travel to be shown separately. May a proponent instead state that travel time and mileage are included in all rates throughout Bruce, Grey and Simcoe, with any overnight accommodation handled at cost?

   For consistency and comparison, travel time and mileage must be identified separately from production and editing costs. If no travel charge applies within a specified area, clearly state this.

   The requirement for overnight accommodation would be rare and would be negotiated with the partner separately.

7. Rates must hold through March 31, 2028. May a proponent propose an adjustment mechanism for the extension years, in addition to agreeing renewal rates in writing?

   Yes. Proponents may suggest an adjustment mechanism for extension years. It will be subject to RTO7's review and acceptance, and any renewal rates must be agreed in writing before an extension is exercised. Rates must remain fixed through March 31, 2028.

8. What minimum commercial general liability coverage is expected, and is separate drone liability required if drone service is offered?

   Suppliers must maintain commercial general liability insurance of at least $2,000,000 per occurrence. RTO7 may request a certificate of insurance before work begins.

   Where drone services are offered, suppliers must also carry liability insurance that specifically covers those operations, whether through a separate policy or an appropriate endorsement. Suppliers must disclose applicable coverage limits and exclusions. Project-specific insurance requirements will be confirmed before contracting.

9. Does the perpetual usage right cover partner uses beyond tourism and destination marketing, such as internal or recruitment use?

   Yes. The permitted uses are expanded to include internal communications and recruitment by RTO7 and the participating partner. Suppliers must ensure that any third-party licences and required permissions accommodate these uses and disclose any restrictions in their proposals.

10. What payment terms apply to roster suppliers? Specifically, are the standard payment terms net 30, net 60 or otherwise after invoice?

    RTO7 processes payments monthly, normally around the middle of the month. Payment is generally made in the next available payment run following acceptance of the agreed deliverables and receipt of a complete, accurate invoice. Specific payment timing will be confirmed in the service agreement.

    Deposits or milestone payments may be considered where agreed in advance and documented in the project authorization.

11. Can a proponent apply for videography only and list photography as N/A without any scoring impact? And the RFP allows applications in photography, videography, or both. Are videography-only proponents fully competitive for the roster mix, or does the evaluation favour proponents who offer both?

    Yes. Proponents may apply for videography only and mark photography services as N/A. Photography and videography submissions are evaluated separately against the applicable requirements, and proponents will not be penalized for offering only one service category.

12. May a supplier use their own review platform, such as Frame.io, in addition to Basecamp, and will RTO7 provide CrowdRiff access for suppliers?

    Yes. Suppliers may use their own review platform, such as Frame.io, in addition to Basecamp, provided key communications, decisions and approvals are documented in Basecamp. RTO7 will provide the CrowdRiff access needed to upload and tag approved assets.

13. How is geographic coverage weighted for a Simcoe County-based supplier whose portfolio and client base are strongest in Simcoe and Muskoka, particularly for assignments in Bruce and Grey counties?

    Suppliers do not need to be based within Bruce, Grey or Simcoe, but must be based in Ontario. An established client base across all three counties is not required. Geographic location will affect travel costs, which will be considered as part of overall value. Familiarity with some or all of the region is an asset. Ideally, the roster would include suppliers located throughout the region, although this is not a requirement.