

RFP #0282A Fraud Awareness Training Video

- Who is the target audience?
 - EGPAF staff worldwide
- What are the demographic characteristics of the target audience?
 - US and Africa-based
- Since it is related to the internal audit team, is it an application training or a process training?
 - Neither. This is a training on how to learn to recognize red flags of fraud and what to do with that information.
- As per the document, the internal audit team will provide the script/content, do we have the scope to modify it to give it a logical structure and flow?
 - Yes, with concurrence from Internal Audit.
- How will the training be delivered?
 - EGPAF will upload the video on its intranet for staff to access.
- Is there any assessment included at the end?
 - No
- Who will visualize the video output?
 - The consultant will have to come up with suggestions for the visuals and Internal Audit will need to approve them.
- The requirement specifies still and animated screens. How do we procure the images?
 - The consultant will develop the images for this training.
- Are there any technical specifications that must be considered?
 - Ability to play this video in low-bandwidth environment
- Are there any guidelines available?
 - EGPAF has a style guide, which will be shared with the consultant to guide them on the use of color, EGPAF logo, etc.
- What type of voice-over is required (human/machine)
 - Human
- Will there be substantial scripting assistance needed, or just recommendations to help optimize for video a script written by EGPAF?
 - No substantial scripting assistance will be required, just recommendations to help optimize an existing script for video
- Do you anticipate filming any interviews with EGPAF staff in DC, or only recording VO/narration for the entire video?
 - We do not anticipate any filming, only professional narration for the entire video
- Is 10 minutes a fixed duration for the video, or will it potentially be longer or shorter, depending on the video?
 - It should not exceed 10 minutes.
- Do you anticipate needing to purchase stock photos/footage, or is existing EGPAF b-roll/footage in alignment with the subject matter, or intended as just general background imagery to represent the office/health care setting environments in which EGPAF works?
 - The consultant will have to provide or develop the images for this project. This is part of the scope of work.
- Are you anticipating using 2-D graphics/graphic text/infographics for supplementary visuals (rather than more complex animation)?

- Potentially, we will discuss these options with the consultant during the implementation of this project.
- Can the Foundation clarify the types and scope of fraud you wish to address in the video?
 - The video will address common red flags of fraud occurring in international development organizations.
- Can you provide a more detailed description of the type of problem you are trying to mitigate (e.g., employees, subcontractors, etc)?
 - See above
- In what context will an employee see the video (e.g. is it in a group setting, is it mandatory or optional, is it self-directed)?
 - Self-directed
- The RFP states that: "The work will be performed at the Contractor's place of business and at the Foundation's place of business." However, the RFP also states that no travel is required. Does this indicate that EGPAF is seeking a local contractor to complete this work?
 - No travel will be required by the contractor to shoot footage for the video. The contractor may have to visit the EGPAF office for a kickoff meeting, however, this can also be done through a video conference call.
- The RFP states that: "...the Contractor can use EGPAF's existing video footage for the creation of this training." Does this refer to B-Roll footage?

EGPAF has existing video materials shot on location in various countries and the contractor may be able to use them in parts of the training.
- Does EGPAF have the content and script developed already? If so, can this be shared? If not, will the contractor lead or assist in creating scripts and storyboards for the video?
 - The contractor will not need to assist with scripts. However, the contractor will assist with the storyboard for the video.
- What does EGPAF's clearance process for this video look like? (E.g. one or two rounds of revisions, number of individuals responsible for reviewing/approving deliverables?)
 - After the kickoff meeting and a review of the script with the contractor, EGPAF will review and approve the storyboard, images, graphics, videos, etc., to use in the training. EGPAF will review and provide feedback on a sample shared by the contractor before the final video is completed. There will be another round of review of the final or semi-final video, which would allow the contractor to incorporate the changes.
- What is the desired date for delivery of the final video?
 - The deadline for the final delivery is December 3, 2019.
- Are there any other internal videos used by EGPAF to educate staff that this video should align with (in terms of tone, look and feel)? If so, can EGPAF provide a link?
 - N/A
- Do you have previous examples of styles you are trying to emulate in this video?
 - We will share some ideas with the selected contractor at the kickoff meeting.
- Do you want contact information for the references or do you need letters for all three?
 - Contact information is enough.
- What is your preferred timeline for start and end dates?
 - This information is provided in the RFP
- How quickly would EGPAF staff be available to review and provide feedback on each draft so we can take that into account for the timeline?
 - Within 4-5 business days
- Do you have a preferred budget ceiling?
 - We do not disclose the budget.

- Are you interested in casting a narrator or will someone from EGPAF provide the narration?
 - Interested in casting a narrator
- Who will provide the script and what will the process for finalizing the text? Will you need our input?
 - EGPAF will provide the script. See above on the process for finalizing the text.