

First, on page 4, item I, part of the pre-production description includes delivery of a “high-level storyboard”. We are curious how you and your team would define a storyboard, as that term sometimes means different things to different industries or companies. Are you expecting a visual storyboard with sketches or mockups or more of a descriptive storyboard, or script, with audio and visuals written out?

We are open to a descriptive storyboard or very high-level rough sketches, and there won't be any narration. The intent is to ensure the project team and selected vendor are aligned.

Regarding that same pre-production paragraph, can you provide more information about the scripting phase? We were assuming that the animation will have some narration or text with it - is that something that will be written by VERTICAL? Or will it be up to the production team to create that (with direction and review from VERTICAL)? In our experience, the writing phase is always best when it is collaborative - this question is more a matter of determining (for the sake of the proposal) who will be doing the heavy lifting on the scripting - VERTICAL or the production team.

We don't anticipate having narration with the animation at this point – only music and likely some text. The VERTICAL team would write the necessary text and collaborate with the vendor on any recommended edits/additions.

On the same page under item III. d., it asks for “all animation design files”. Does this refer to all of the source files used to create the animation, or simply the finished product files? And is the separate line-item price the cost to purchase/deliver those files?

The vendor would provide the finished product files as part of the project fee. The line you reference refers to the vendor providing a separate line-item price should the Port also wish to purchase the source files used to create the animation.

On page 7 under Insurance Requirements, what are the Port's insurance requirements?

The Consultant shall provide the Port with certificates of Fidelity

Insurance with limits of coverage of at least \$1,000,000, and automobile liability insurance policy with limits of coverage of at least \$1,000,000 in the aggregate. Consultant agrees that it is responsible for any and all of its deductibles. The Port of Benton shall be named as beneficiary.

[Do you perhaps have an animation reference that you can share?](#)

Project 1 is intended as a 3D animation project. The idea of structures rising from the ground came from the [Game of Thrones open](#). We also looked at [this visual](#) for a potential style (but would be in motion). We plan to work with the selected vendor on the exact visual style. And from the RFP - Note: For Project 1, a flat fee range is acceptable if you provide animation style examples and other considerations/restrictions for both the low and high-end of the range.