

Occasionally, the Contractor will be called on to work on a live education production as well.

(c) Historical Programs air during the daily NASA gallery.

Typically, they are composed of past programming, such as Shuttle post-flight presentations and Earth views.

(d) Special Projects, Live and Recorded Events.

These programs run the gamut from producing videos for agency managers, to producing live press conferences and other live events. Special taped events include important space policy symposia and Congressional hearings on NASA. Special Web projects may include Web chats with scientists and program managers.

(e) Video and Audio on the Web.

Provide daily video clips for the Web for media use and public consumption. Provide audio clips on the Web for national and local radio stations to use in their news programming and for public consumption. Webchat productions may also be required. The contractor will not be responsible for posting directly onto the web; however, content and layout of all information will be required.

#### **5.4.2 PRODUCTION EQUIPMENT OPERATIONS**

In providing production products and services, the Contractor shall operate both production equipment, and postproduction equipment. A Master Equipment List has been provided as Attachment C.

#### **5.4.3 PRODUCTION ACTIVITIES**

The daily activity of the production staff shall be to produce content for use in standalone videos, multimedia projects, NASA YouTube page and [www.nasa.gov](http://www.nasa.gov) and televised programs on a defined schedule. The Contractor shall also provide production services for documentary videos and special events. Because of the high priority and the quick response needed for special events, special production activities may disrupt the scheduled production tasks.

(a) Normal Video Production Tasks

The Contractor shall perform the operational production tasks for the NASA Television Facility including, but not limited to task management, producing, directing video crews and talent, script writing, treatments, storyboards, computer graphics, narration, voice-overs, editing, music, operating cameras and recording equipment, conducting studio recording sessions, and editing. The Contractor shall schedule resources and facilities in a manner that ensures that productions are completed on time. Support requirements activities, such as mission support or special events, may interrupt the production schedule.

(b) Special Production Tasks

Special production tasks include mission support, coverage and technical support for special events, taped messages and NASA Administrator employee communication programs. Other types of special tasks include technical and production to NASA Mission Directorates and HQ mission support offices. These events may disrupt normally scheduled activities.

The Contractor shall reallocate personnel and resources as required to complete the job. The Contractor shall be flexible and innovative in satisfying both the standard and special production requirements, and in minimizing adverse effects on service delivery. Schedule revisions are to be communicated to the NASA Television Executive Producer in a timely manner.

(c) Equipment Rental