## REGULATORY TECHNICAL SPECIFICATIONS FOR THE CONTRACT WHOSE PURPOSE IS TO PROVIDE PROFESSIONAL SERVICES FOR THE CREATION AND PROJECTION OF AUDIOVISUAL AND MULTIMEDIA CONTENT FOR THE DELEGATION OF THE GOVERNMENT OF CATALONIA TO THE UNITED STATES OF AMERICA AND CANADA.

1. **OBJECT OF THE CONTRACT**

The object of this contract is the provision of consultancy and professional services for the creation and projection of audiovisual and multimedia content for the Delegation of the Government of Catalonia to the United States of America and Canada.

## SERVICES TO BE PROVIDED

The audiovisual and multimedia services for the Delegation of the Government of Catalonia to the United States of America and Canada will include the tasks listed below:

* 1. Design and creation of audiovisual productions, immersive installations, video projections, XR, VR, or others, with images that identify Catalonia, its traditions and arts of all kinds in a creative way to promote and enrich the delegation's events in any part of the United States and Canada. The creations must take the culture of the target audience into account, so that they understand the activity message.
	2. Screening throughout the geographical area of the delegation where the events take place in order to adapt each projection to each space.

Two types of projections are planned:

* + - Thematic artistic productions projected on a screen, or thematic videos adapted to the theme of the reception in question, of indeterminate duration (with a maximum duration of around 15 minutes) but which can be programmed for repeated projection or videos broadcast on a loop. Short promotional videos (with a duration of 1-2 minutes) of the projects agreed within the framework of this contract are also included in order to disseminate them.
		- More complex artistic productions such as mapping or immersive artistic projections with a duration adapted to the event.

The relationship between the contractor and the delegation shall be as follows:

1. The contractor will receive a plan for each event so that it can present an initial proposal adapted to the event.
2. The proposal will be evaluated, discussed and finally approved by the delegation.
3. For each event, the delegation will inform the contractor of the conditions of the space, the time required for projection and any other circumstances to be considered.
4. The design for each event or activity shall be submitted to the delegation within a reasonable period of time prior to the date indicated and, in any case, at least one week prior to the screening.
5. The delegation may request short promotional videos of the projects agreed within the framework of this contract in order to disseminate them. The cost of these videos is included in the cost of the project to which they refer.
6. The design must contain the requirements demanded by the installation.
7. The contractor may request any necessary clarifications and information to ensure that the proposal meets the specific needs at any time.

Response time

In any case, the terms of both requests and proposals may jeopardize the execution of the activity.

* Requests must be made at least two months before the event so that the creators can make the proposal.
* Proposals must be submitted one month before the event in order to be evaluated and adjusted if necessary, and for the project to be able to be implemented successfully.

Place and time of screening

The winning company must transport at least one person for the screening, who will be in charge of configuring all the technical equipment in coordination with the technical staff at the space where the screening will take place. This person must be at the location sufficiently in advance to prepare for the screening so that it can begin punctually at the established time. They must remain at the screening location for the duration of the screening.

The screenings may take place anywhere in the United States or Canada. The transport of the winning company's staff to the place of screening is at the expense of the winning company.

Delivery of the audiovisual content

Apart from reproducing and projecting the content created within the framework of an event of the Delegation, the company must deliver the folder with the content to the Delegation, either by email or in physical format depending on the weight of the folder. The file must be delivered before the event.

## RESOURCES TO BE ASSIGNED TO THE CONTRACT

The contractor must assign the following resources to the performance of the contract:

* 1. IT RESOURCES AND CONTROL MONITORING
		+ The contractor must have all the necessary computer systems to carry out the tasks of creating and implementing the products, as well as those required to share all the information related to the requests and proposals with the Delegation, so that the Delegation can carry out the appropriate follow-ups.
		+ The contractor shall provide the materials and resources necessary for the correct implementation of the screening that are not available in the projection space (PCs, projectors, sound, lighting, etc.).
	2. STAFF RESOURCES ASSIGNED TO THE PROVISION OF THE SERVICE
		+ The contractor must have sufficient and properly qualified staff to carry out its activities efficiently.
		+ The successful bidder will assign a contact person to the Delegation to handle the requests and exchanges required for each project.
		+ The contractor is responsible for the performance of the contract and the staff that performs the tasks under the contract is in any case at its own expense, without being able to deduce that there is an employment relationship between this staff and the Delegation. In this sense, the power to control and direct the work and the employees corresponds to the contractor, since it has independent ownership and an autonomous organization and, therefore, everything related to the control of working hours, granting of leave and vacations, disciplinary regime and work orders will emanate from the contractor, without prejudice to the faculties that the Delegation has regarding the control and supervision of the performance of the contract.
	3. MATERIAL RESOURCES ASSIGNED TO THE PROVISION OF THE SERVICE

Bidders must have sufficient structural capacity to carry out all of the aforementioned professional activities.

## INFORMATION DUTY

The contractor must:

* Keep the Delegation informed of the whole creation process and also of the implementation once the proposal has been approved.
* The Delegation will have access to the information related to the contracted services.

## DATA CONFIDENTIALITY

The contractor shall keep secret the information that is known by reason of the contract and that is not public.

## INTELLECTUAL PROPERTY

Given that the service contract will result in products protected by an intellectual or industrial property right, in accordance with Art. 308 of the Public Sector Contract Law, this contract carries the exclusive right to use the result of the work carried out in favor of the Administration or contracting authority, without time or territorial limits. Even if the assignment is excluded, the contracting authority may always authorize the use of the corresponding product in the public sector's institutions, agencies, and entities.

In the event that the contractor uses materials, procedures and/or equipment subject to industrial and/or intellectual property rights, it shall first obtain the necessary assignments,

permissions and authorizations from their legitimate owners, and shall be responsible for the payment of the corresponding rights and compensations. The contractor is responsible for any claim related to the industrial or intellectual property of the materials, procedures and/or equipment used in the work, and shall indemnify the Delegation for all damages that may arise from such claims. The Delegation may facilitate access to intellectual property that is available to it in order for the contractor to carry out the work entrusted to it.

Isidre Sala Queralt

# Digitally signed by Isidre Sala Queralt

Date: