



Khronos Group
Request for Proposals

Tutorials

July 2022

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Request for Proposals: *Tutorials*

1. Background

The adoption of glTF is hindered by the lack of knowledge of how to use features of 3D tools to create high quality models. This project addresses that issue by creating a number of educational material (videos and documents) that show and describe how to use existing tools to add these glTF features to models. The Tooling Task Subgroup (Tooling TSG) of the 3D Formats Working Group (3DF WG) of the Khronos Group wishes to increase the amount of tutorials available to the public.

2. Methodology

Khronos has a fixed budget for this project with payments made monthly after approval by the Tooling TSG.

This RFP is being circulated to the public. Any interested individual or organization is welcome to respond. Team proposals are acceptable and will be considered without prejudice.

Khronos will establish a project email list and Slack channel for communications regarding this project that any interested Khronos member may join. A short twice-monthly status and progress report should be prepared for the Tooling TSG meetings.

All code development shall take in place in a branch of the Khronos public glTF GitHub. All code, videos, documents, and other material created during this project, including but not limited to copyrights, patents, and other intellectual property, shall be property of Khronos before the contract ends and final payment is made.

This project is divided into two phases. All bidders on this RFP must bid on Phase 1. Depending on the performance and selected bidder for Phase 1. At the completion of Phase 1, there will be a delay of up to three weeks as Khronos evaluates the results. If the evaluation is positive, Phase 2 will proceed according to the contract. Khronos reserves the right to not proceed with Phase 2 if the Phase 1 results are unacceptable.

3. Scope

This project will run in at least two phases. The first phase is to establish bench-marks for video production and create a list of video and documentation topics. The specific deliverable for Phase 1 are listed in §4. The Phase 2 deliverables are created during Phase 1 and cannot be listed in the RFP.

All material generated by this project is educational in nature. It is anticipated that most of the generated content will be videos ready for post-production and posting on Khronos Group's YouTube channel. Khronos will add short opening and closing titles to each video. The tutorials are intended for artists and developers using glTF.

Phase 1 scope is the following

1. Determine target video length
2. Determine total effort (hours) to create a video of that length
3. Create a list of video topics
4. Create a list of documentation topics

There is considerable interest in having very short videos (approximately 60 seconds), but it is unknown if it is possible to convey useful instruction in that length. Phase 1 is to set the video duration range for Phase 2 work. It is also necessary to determine the total effort in creating a video of that length. The effort needs to include script writing, video capture, and clean up.

The last parts of Phase 1 are to determine a list of topics for video and document creation. Topics not suitable for video will be created as documents. The list of topics is to be reviewed and potentially revised by the Tooling TSG prior to any work beginning on that list.

All code or code snippets developed for Phase 1 or 2 shall be delivered in machine readable format according to the requirements in §4.

4. Deliverables

4.1 Phase 1

The contractor shall deliver the following in machine readable digital format

1. An analysis of video durations that meet the needs expressed in §3.
2. At least two videos of different lengths that are part of the analysis. For each video the following is required
 - a. Script used for video
 - b. Final video (without open and closing titles)
 - c. Total effort to create the video
3. The total effort to create a video of duration or duration range indicated in §1.
4. An ordered list of topics for video production ordered from most to least important. This list should include more items than the Phase 2 budget supports.

5. An ordered list of topics for document generation ordered from most to least important.
 - a. This list should include more items than the Phase 2 budget supports.
 - b. Documents should run the equivalent of 2-4 printed pages

4.2 Phase 2

After the Tooling TSG reviews, potentially modifies, and approves the lists generated in Phase 1, the contractor shall deliver the videos and documents in priority order to the extent the budget allows. The following are required for each item delivered

1. All items
 - a. All material delivered in digital form using media most suitable for that format
 - b. Written title, keywords, and description (up to approximately 100 words)
 - c. Written and signed release for all material including (but not limited to) visual likeness, voice, background sounds, all music.
 - d. All code or code snippets separately extracted or created on Khronos Group's GitHub account as a Pull Request
 - e. Items may be delivered as completed allowing monthly incremental payments
2. Video items have these additional requirements
 - a. Script in English
 - b. Finished video of specified duration (not included opening and closing titles)
 - c. No embedded logo(s) except as approved by Tooling TSG
 - d. 1080p 60fps video in MP4 format encoded with H.264 and AAC
 - e. High-quality audio separable from the video
3. Document items have these additional requirements
 - a. All copy in English
 - b. Finished document of specified length
 - c. No embedded logo(s) except as approved by Tooling TSG
 - d. Delivered in HTML format
 - e. Editable source of delivered copy in either Markdown or AsciiDoc format, or other formats as approved by Tooling TSG
 - f. Large format images (on the order of 4x display size) for all images used in the display version

5. Schedule and Budget

There is a total budget of \$35K USD for this project (both Phases). Preliminary estimates for Phase 1 is \$5K and one month with \$30K and up to 3 months available for Phase 2. The bidders are responsible for the budget allocation between Phase 1 and 2, but the allocation must clearly be stated in the proposal. Justification should be provided for how the money would be split between the phases. The bidders should allow up to one month between the completion and Phase 1 and the start of Phase 2 for Tooling TSG to review, modify, and approve the list of items created during Phase 2. Any modifications to the list are subject to negotiation.

The payment schedule is as follows:

1. Payment for Phase 1 at completion and acceptance of work (assuming approximately one month duration)
2. Payments for Phase 2 at monthly intervals after acceptance and approval of work
3. All reviews and approvals are by Tooling TSG.

6. Selection Process

Khronos shall designate a Khronos RFP Manager and will use an RFP email list (gltf_tutorials_rfp@lists.khronos.org) that can be used to contact the RFP Manager and all other 3D Formats Working Group members involved in the bid selection process. No member making a bid shall be on the RFP list. Any company considering making a bid in response to the RFP should notify the RFP list as soon as possible. Any potential bidder may request additional information and submit questions directly to the RFP manager or on the RFP email list. Any additional Khronos information and RFP clarifications will be distributed equally to all potential bidders.

All bidders should provide the following information in the format of their choice:

- Proposed schedule, assuming work starts in September 2022.
- Confirmation that if your bid is accepted, you are willing to work under the terms of the Khronos Contractor Agreement^[1].
- Any issues or risk factors that they wish to highlight.
- Supporting materials, including background materials about their company, highlighting experience and expertise relevant to this project.

RFP responses are requested by **6:00AM PT on 22 August 2022** and should be sent to the RFP list. Bidders may update their bid as they wish before the submission deadline. In exceptional circumstances a requested submission deadline extension may be issued to all bidders at Khronos' discretion.

Khronos will evaluate all bids and select the winning bid based on timescales, and relevant experience and expertise.

Khronos expects to announce the selected bid within two weeks after the submission deadline and will immediately notify all bidders and enter into contract negotiations with the selected bidder to finalize deliverables and payment schedule. Khronos will immediately notify all other bidders once contract negotiations are complete. In the case contractual agreement cannot be reached, Khronos may select an alternative bidder and re-enter negotiations.

Work can start immediately when the contract is negotiated and executed by both parties.

7. Contractor's Agreement

The selected contractor will be required to execute the Khronos Contractors Agreement with Milestones and Costs entered into Exhibit B and Contractor Disclosures entered into Exhibit C..

No work shall begin, and Khronos shall be liable for no costs or expenses, until the selected contractor is in receipt of a mutually executed Contractor's Agreement.

It is important that contractors understand that, under the terms of the Contractors Agreement, Khronos will assess progress on a regular basis and reserves the right to terminate or renegotiate the contract in the event of insufficient progress or other issues.

8. Project Continuation

At this time there is no planned continuation of this project. If a continuation project is approved and this project is completed satisfactorily, the selected bidder will be invited to bid on executing the full project plan.

9. References

[1] Khronos Contractors Agreement template - <https://members.khronos.org/document/dl/23303>