

**PERFORMANCE WORK STATEMENT  
FOR  
JAZZ AUDIO POST-PRODUCTION**

**1. DESCRIPTION OF SERVICES**

- 2. SCOPE OF WORK:** The vendor shall provide all personnel, equipment, tools, materials, supervision, and services necessary for product editing. The vendor shall produce three one-hour, ready-for-broadcast Airmen of Note Jazz Heritage Series radio programs, using vendor's Pro Tools digital audio workstation (DAW) platform, and multitrack audio .wav files provided by the US Air Force Band, derived from the USAF Band's Pro Tools DAW, or from a third-party vendor recording facility.

**3. PERIOD OF PERFORMANCE: March 8, 2023-April 30, 2024**

**4. PREPARE PRO TOOLS FOR EDITING**

1. The vendor shall copy session(s) to working drive and backup drive
2. The vendor shall rename tracks and order them according to AF Band requirements
3. The vendor shall duplicate all playlists and rename tracks (.ed for extension resulting in .01 .02 .03 .ed)
4. The vendor shall cut and paste rehearsal takes and segments of takes into alternate playlists in timeline
5. The vendor shall mute unnecessary regions as directed by the USAF Band producer
6. The vendor shall review applause tracks and unmute all segments where applause occurs
7. The vendor shall identify different types and lengths of clean applause for use later either to enhance naturally occurring applause or to replace applause where unusable – create and paste regions into designated area in session

## **5. PRE-EDITING**

1. The vendor shall separate live channel two mix from rehearsal/taping and live performance into separate mp3's for reference listening by AF Band personnel
2. The vendor shall burn CD's for reference listening by AF Band personnel
3. The vendor shall compile a list of macro edits that need to be addressed based on guidance and direction of vendor's review of material

## **6. EDITING**

1. The vendor shall edit all recorded audio per the guidance of a USAF producer or representative, using best commercial practices. The final edited product shall be ready for mixing. Edits shall be subject to final approval by a representative of the USAF Band
2. The vendor shall review and listen to each performance song by song, section by section within each song, solo-by-solo within each song, and address any musical edits that need to be made that shall help speed up the mixing process. These concerns shall be brought to the attention of a USAF Band representative before any edits are made \_

## **7. POST EDITING**

1. The vendor shall assemble audio files of "dry" (not over music) script readings and identify best takes
2. The vendor shall mark edited script narratives in Pro Tools session timeline
3. The vendor shall prepare 30 second commercial spots for delivery to broadcasters:
  1. The vendor shall identify a 30 second clip from each show to use under narration
  2. The vendor shall assemble narration and music for spots – leaving 10-seconds at the end for local voiceover
  3. The vendor shall assemble narration and music for opener and closing credits
4. All post editing elements in 1.5.1 through 1.5.3.3 shall be subject to final approval by a representative of the USAF Band

## **8. RECORDING AND MIXING:**

1. The vendor shall be present for recording/tracking at Schlesinger Concert Hall March 8-9 and April 5-6. Five-hour recording session on the first day (March 8 and April 5) and two-hour concerts on the second days (March 9 and April 6). The vendor shall be present for mixing sessions on dates and location yet to be determined, for 6 days mixing. These 10 days shall be included in vendor's quote of 30 days, i.e., twenty days of editing and assembly, and 10 days of recording consultation and mixing, for a total of 30 days. All editing is accomplished at a location of the vendor's choosing.
2. The vendor shall deliver all edited musical and program materials for all three Jazz Heritage Series projects to the mixing studio, in the form of Pro Tools session files, on external hard drive(s) formatted per mixing location's specification.
3. The vendor shall assist the mixing engineer(s) and representatives of the USAF Band in mixing and balancing all audio feeds of the recording, and provide assistance as needed with setup and navigation through the Pro Tools session files to make mixing workflow most efficient.
4. The vendor shall be present for all recording, mixing and mastering days (currently 14) to facilitate navigation of the sessions and production consultation.

## **9. FINAL ASSEMBLY PREPARATION**

1. The vendor shall build a rough assembly and shall create stereo audio stem tracks for music, applause, narration, interviews, and automation tones.
2. The vendor shall ensure all stems are assembled for exact timing in the show, with empty space left where the interview segments will go. Once assembly (minus interview tracks) is complete, an exact time left over for interview segments shall be determined
3. The tracks in the final mastering assembly shall include:
  1. Stereo track with final mixes
  2. Stereo applause stems
  3. Mono interview dialog tracks – one for each interview participant
  4. Automation Tone tracks, per latest National Public Radio broadcast standards, which are currently:
    1. Reference Tone – 1 khz at -12 dBFS
    2. Cutaway automation tones – 25 Hz at -17dBFS (right channel only)
    3. End of program automation tone – 25 Hz at -17dBFS (both channels)

## **10. MASTERING**

1. Mastering the final product will take 2 days to accomplish on a date/location to be determined by the vendor. This is included in the vendor's quote. The vendor shall master the final edited, mixed and assembled product from each recording session into a product that meets best commercial practices for broadcast, and which shall comply with all current technical regulations governing audio for broadcast on National Public Radio. This includes the knowledge and ability to incorporate CD TEXT and other data into the master for an "Enhanced CD." Masters shall be subject to final approval by a representative of the USAF Band, and to approval by NPR representatives regarding technical compliance. Vendor shall make any corrections deemed necessary by broadcast authorities to make the final product compliant for broadcast.

## **11. INTERVIEW ASSEMBLY**

1. The vendor shall prepare CD's or mp3's for listening/review by AF Band representatives
2. The vendor shall separate the full interview recording into questions and/or topics of discussion
3. The vendor shall create mp3's for music director and/or BABN NCOIC to review, choose leading candidates for inclusion in final interview segments, and rank them in order per AF Band representative's guidance.
4. The vendor shall insert finale interview segments into final show assembly

## **1. GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

1. The Government shall provide to the vendor its existing multi-track audio Pro Tools recording sessions with raw audio takes, raw interview audio files, and raw applause tracks.
  1. The Government shall provide copies of set lists, and most current versions of scores available for each musical selection
  2. The Government shall provide a rough format/layout of the broadcast, with estimated timings and sequencing for all elements of broadcast: musical

selections, promotional cutaways, timed segments, applause segments, and interview segments.

3. Any and all Government-furnished property shall remain the property of the Government, and shall be returned to the Government by the vendor upon completion of the services in this PWS.
4. The vendor shall be solely responsible for the repair or replacement of any damaged or lost Government equipment.

### 3.0 GENERAL INFORMATION

3.1 Unless otherwise notified, all recordings shall take place at Hangar 2 on Joint Base Anacostia-Bolling in Washington, DC, or at the Rachel M. Schlesinger Concert Hall, on the campus of Northern Virginia Community College in Alexandria, VA. All editing shall take place at vendor's place of business

3.2 **Minimum Qualifications of Personnel:** The vendor shall meet the minimum qualifications as identified below.

3.2.1 The vendor shall have edited, assembled, and assisted in mixing no less than fifteen (15) nationally-broadcast, one-hour radio programs featuring an 18-piece traditional jazz ensemble, nationally-known guest artists, vocalists, an emcee personality, a live audience, and multiple interview segments on a Pro Tools DAW.

3.2.2 The vendor shall provide a minimum of three examples of their professional work, in the form of audio CDs, of their broadcast editing projects. These projects shall be one-hour, nationally-broadcast programs featuring an 18-piece traditional jazz ensemble, nationally-known guest artists, vocalists, an emcee personality, a live audience, and multiple interview segments. These examples shall be evaluated by members of the AF Band to determine the vendor's ability to accurately and seamlessly edit separate musical takes together into an acoustically seamless product.

3.2.3 The vendor shall provide a read-only copy of the Pro Tools session file and all associated audio files of their broadcasts which shall display the edits that were performed on music, audience, and spoken-word materials, if requested by a representative of the USAF Band, to illustrate and display their editing process.

3.2.4 The vendor shall demonstrate competent, artistic, and thorough knowledge of the recording process, to include pre-production, tracking, overdubbing, editing, mixing, and mastering, and competent and thorough knowledge of all acoustic, electrical, and mechanical equipment to be used. This knowledge shall be assessed by a phone interview of the vendor by a panel of AF Band personnel with musical and technical backgrounds.

4.0 **TRAVEL, MEALS, LODGING AND INCIDENTAL EXPENSES:** The contractor shall be responsible for making all travel and lodging arrangements, and shall be responsible for the cost of all travel, meals, lodging and incidentals they incur in completion of the tasks in this PWS.

## 1. HOURS OF OPERATION

5.1 **EDITING:** Mostly, editing sessions shall take place Monday through Friday at vendor's place of business, using the vendor's own equipment between the hours of 0800 and 1800. If required to complete the project, the vendor shall be available on Saturdays and Saturdays and hours earlier or later than the aforementioned example.

5.2 **MIXING SESSIONS:** Mixing sessions will take place at a studio yet to be determined. The vendor shall be available on Saturdays and Sundays and hours earlier or later than the aforementioned example, per the availability of the mixing engineer (TBD), representatives of the AF Band, and the vendor, in order assist with mixing, per paragraph 1.6 of this PWS.