



VIDEO PRODUCTION SERVICES RFP
Solicitation Number: R-20-005-JP

ADDENDUM 1
October 30, 2020

RESPONSES TO QUESTIONS

1. **Question:** Is there an incumbent firm for this contract? If so, who is/are the incumbent firm(s)?

Response: Yes, the incumbent firms are as follows:

DEBERRY GROUP
ESD ASSOCIATES
THE IMG STUDIO
KEY IDEAS INC
SHOOTZ PROD

2. **Question:** There are several files we will need to upload. Will you please confirm how you would like them named/titled?

- Section IV B 3 says they should be named R-20-005-JP – Video Production Services Project - <COMPANY NAME>
- Section IV B 4 says there are two files—the pricing doc and then the second with the remainder of the proposal.
- Section C 7 says the price schedule should be named Price Schedule Video Production, which is inconsistent with the direction in section IV B 3.
- Section C5 states videos should be uploaded to the FTP site as well, how should they be named?

Response: See #1-5 of Changes to the RFP section of this Addendum.

3. **Question:** I know videos will be uploaded to the FTP, but they also need to be referenced in the proposal. Would you like us to include thumbnails and links to the videos used as example videos as referenced in the response package. Section IV C 5 for Attachment B. If not, how would you like that information presented?

Response: It is acceptable to provide either one (1) pdf document with links and/or thumbnails to the videos or provide one (1) zip file containing all of the requested video files. Please also see Response to Question #2 and #3 of Changes to the RFP.

4. **Question:** We noticed most of the businesses listed on the “Interested Firm List” have “SMWVB certified” behind their names. We qualify for that, but don’t have the designation on your list. What do we need to do to clarify that with you?

Response: Please update your SAWS vendor profile to indicate that you are certified as an SMWB with either the South Central Texas Regional Certification Agency, or the Texas Historically Underutilized Business (HUB) Program.

5. **Question:** Is there an addendum for this solicitation? How do we check for that; and if we submit early, how should we handle an addendum that might come up after we’ve already submitted?

Response: All Addenda will be posted on the SAWS solicitation website in the Download section for this project.

https://apps.saws.org/business_center/contractsol/Drill.cfm?id=3901&View=Yes/

It is the responsibility of the Respondent to check the website frequently and prior to submitting a proposal. If an Addendum is not acknowledge it may result in the Respondent being found non-responsive.

6. **Question:** We are not sure how to quote “animation” since we have done enough animation to know that there are many variables in every project that will affect the price. We have quoted “Basic – Simple 2D animation,” but would prefer to leave quotes for more complex projects open until after each project is defined. What do you recommend?

Response: This is a good approach and in line with the intent of the contract in which each job (work order) is negotiated based on the scope of work. However, if Respondent is selected, the hourly rates provided to SAWS as part of the Respondent’s proposal may not change during the term of the contract. See I.C.3.

7. **Question:** How do we get access to submit to the ftp site; and for the examples of our work, is it acceptable to submit links or do you need the videos downloaded to your site?

Response: Please submit a request for FTP access via email to Janie.Powell@saws.org. The video submission will now be a stand-alone submission as noted in #1-5 of Changes to the RFP section of this Addendum.

8. **Question:** Section ‘IV - C. Response Format #5, mentions that a “minimum of 3 samples of work for each item listed below” and then there is a “Preferred examples for videos.” Are the designated “Preferred examples for Videos” the same as “items listed below” as it states what is required?

Response: Yes, the “preferred examples of videos” is the same as the “items listed below.”

9. **Question:** Section ‘IV - C. Response Format #5, mentions that a “minimum of 3 samples of work for each item listed below” and then there is a “Preferred examples for videos” where it is indicates:

- “Two (2) minute video of segment of nature and/or wildlife subject matter”.
- “Two (2) minute video of segment of corporate and/or industrial subject matter.”

Can you please clarify how many video samples need to be submitted? Is it 3 x 2 x 2 minute? Or 3x2 minute?

Response: SAWS is requesting a minimum of six (6) videos to be submitted; each two minutes long. Three (3) videos will be for nature and/or wildlife subject matter and three (3) videos will be for corporate and/or industrial subject matter.

10. **Question:** Section ‘IV - C. Response Format #5, mentioned that “Samples to be provided via FTP site.”

- Tab as Attachment B)

Can Attachment B include a link to a submitted “Sample Work Portfolio on a 3rd party video viewing platform, like VIMEO or Frame.IO? Works in this portfolio will only include assets pertinent to this RFP.

Response: Yes, links to online videos are an acceptable method of sample submission. Please see response to Question 3 and #2 of Changes to the RFP of this Addendum.

11. **Question:** *IF answer to question above is 'NO,' then is the bidder required to upload videos to same FTP site designated for bid submittal (Section IV - B. Submission, 3).*

How will works be "linked to in Attachment B of RFP?

Response: *Yes, please see response to question 2 of this Addendum.*

12. **Question:** CONFLICT OF INTEREST QUESTIONNAIRE: Our Company does not have any business relationship with a local government entity. How do we fill out the form when we **do not have any** business relationship with a government entity?

Response: *As noted in the last paragraph of Section V.C, Exhibit C - Conflict of Interest Questionnaire; "If there aren't any conflicts, Respondent may indicate not applicable (N/A) and sign the form."*

13. **Question:** EXHIBIT A - 2 - i "Certificate Holder" address and contact information on page 20 of the RFP does not match the address in the sample instructions on how to prepare the certificate of insurance - page 6 - Section V - "A. Exhibit A – Insurance Requirements and Proof of Insurability / 1. Respondent should review the SAWS website at the following link: http://www.saws.org/business_center/contractsol/forms.cfm for instructions on how to prepare the certificate of insurance."

Can you please verify correct certificate holder address information?

Response: *Please see item 6 in the Changes to the RFP section of this Addendum.*

CHANGES TO THE RFP

1. **SECTION IV.B.4:** Section IV B.4 is hereby deleted in its entirety and replaced with the following:

"4. If any hard copy proposals are submitted in error, they will not be evaluated for consideration. Only **three (3)** files with all required response information shall be submitted. The first file shall only be the Price Schedule, **as Part 1 of the submittal**. The second file shall be the **Sample Work Portfolio as Part 2 of the submittal**. The third file will consist of the remaining required response information **as listed in the revised Submittal Response Checklist and will be Part 3 of the submittal**. Pages requiring signatures shall be scanned or electronically signed. The submission shall be tabbed and 'bookmarked' in PDF to match the response format indicated further in this solicitation. The entire submission shall be in searchable PDF format. "

2. **SECTION IV.C.5:** The last sentence of Section IV.C.5 is hereby deleted in its entirety and replaced with the following:

"This information shall be provided as **Part 2 of Respondent's submittal as indicated on the revised Submittal Response Checklist. Part 2, the Sample Work Portfolio may be provided in one of two ways: as a pdf that includes thumbnails or links to a third party hosting service (i.e. Vimeo, etc.) or as one (1) zip file.**"

3. **SECTION IV.C.6:** The last sentence of Section IV.C.6 is hereby deleted in its entirety and replaced with the following:

"This information shall be provided as an attachment to the Proposal. (Tab as Attachment **B** – Previous Work References)."

4. **SECTION IV.C.7:** The last sentence of Section IV.C.7 is hereby deleted in its entirety and replaced with the following:

“The Price Schedule shall be provided **as Part 1 of Respondent’s submittal as indicated on the revised Submittal Response Checklist.**”

5. SUBMITTAL RESPONSE CHECKLIST: The Submittal Response Checklist is hereby deleted in its entirety and replaced with the revised Submittal Response Checklist attached to this Addendum. Respondents shall use this version when submitting a submittal to this RFP.

6. EXHIBIT A, SAWS STANDARD INSURANCE REQUIREMENTS: Section 2.i. Certificate Holder is hereby deleted in its entirety and replaced with the following:

“**Certificate Holder** - SAWS shall be shown as the Certificate Holder in the Certificate Holder section located in the bottom half of the standard ACORD Certificate forms and formatted as follows:

**San Antonio Water System
c/o Ebix BPO
PO Box 100085-ZD
Ref. # (SAWS Contract ID/Project #)*
Duluth, GA 30096**

The remainder of the section shall remain unchanged.

END OF ADDENDUM

This Addendum, including these four (4) page, is five (5) pages with attachments in its entirety.

ATTACHMENT:
Submittal Response Checklist

SUBMITTAL RESPONSE CHECKLIST

Project Name: Video Production Services RFP (R-20-005-JP)

Respondent Name: _____

Use the checklist to ensure that the proposal is complete by checking off each item included with your response. Sign and date this form and include this page with each Part 3 of the proposal.

Part 1

Price Schedule

(Submitted as **one (1)** pdf file **titled: R-20-005-JP_Video Production Services_COMPANY NAME_Part 1**)

Part 2

Sample Work Portfolio

(Submitted as **one (1)** file **titled: R-20-005-JP_Video Production Services_COMPANY NAME_Part 2**)

Part 3

Proposal Packet: (Submitted as **one (1)** pdf file **titled: R-20-005-JP_Video Production Services_COMPANY NAME_Part 3**)

- Respondent Questionnaire
- Completed and signed W-9 Form, and include email address or fax number
- Attachment Tab A – Experience and Qualifications
- Attachment Tab B – Previous Work References
- Copy of Current Certificate of Liability Insurance
- Exhibit B – Good Faith Effort Plan
- Exhibit C – Conflict of Interest Questionnaire

I certify that the proposal submitted includes the items as indicated above.

Signature

Date

Printed Name

Title