



Procurement and Contracting Services

Request for Proposals for Production Services for the Washington DC Center

Addendum 1

**Sealed RFP # L192327
Due on July 11, 2023 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on June 27, 2023 at 12:00 PM MST:

1. Will you send out answers before the deadline for additional questions?

No, the University will respond to all questions after the close of the technical question period.

2. On 4-28 you talk about insurance requirements. For this job we are asking you about Commercial Automobile Liability insurance. We ran into this same situation with the State of Maryland and the contract office waived the provision because all the work was being done in 1 place. Our company does not own a company vehicle per say. We use subcontractors who bring equipment in their vehicles. This would be onerous to add this policy for a job that isn't pertinent. We understand that most of this contract is boilerplate language. We ask you to review this and get back to us immediately. We have all the other insurance CGL and Workman's comp with the appropriate limits.

The University would not initially require Auto Insurance, however, if the scope changes which would require the inclusion of Auto Liability, the University reserves the right to add at a later date.

3. As you know these proposals take time. Can you share how many companies this has gone out to?

The RFP went out to 13 companies; however, it is also posted at the University RFP website, and it was advertised.

4. On page 9 you talk about insufficient proposals, how many proposals do you need to get to deem that it's in the University's best interest to move forward.

The University does not have a predetermined number.

5. We reviewed the 3D of the room. Has there been any improvement to the base set up since January of 2022. If so, please explain in detail. This affects how we write the bid in terms of what is needed for the basic tasks that you will need.

The conference room has had no additional hardware added to it since January of 2022. The room consists of 4 dropdown projector screens that can be connected to via HDMI and is also a Zoom room with 4 ceiling-mounted cameras and 1 removable tripod camera. Additionally, we have 4 handheld and 4 lav mics built into the room, as well as ceiling microphones for use on Zoom calls. All of this is controlled from a Crestron touch panel on the wall. For less technically involved events we have no issue using the hardware in the room to run things. Production teams usually are only involved when our customers want higher

quality recordings/multi camera livestreams/picture in picture capabilities etc. that would require extra hardware to be brought in.

6. In the 37-page rfp, we do not see spaces to put pricing, should this be in separate word document as part of our response.

This was intentional to allow potential respondents to add as many lines as needed. You may submit via a separate document.

7. On page 12 you write about the Evaluation procedure, you speak about finalist criteria if a vendor is not submitted, it's a little confusing it sounds like there is a 2nd opportunity to be considered, please clarify.

The RFP will potentially consist of 2 rounds. If the committee does not make a selection based on the proposals alone, they may elect to bring back the highest scoring finalists for a presentation which will then be scored on the same criteria.

8. Are we allowed to budget for parking for the crew for each event?

You may budget for parking if you would like, but please provide the rate that you will be charging for parking if you choose to do so.

9. On 5.0 scope of work. Are we allowed to put in for Cost of Business price increases from year 1 to year 2 etc?

You may include year-over-year price increases if you have that data available. This RFP will be a multiple award, so if certain companies change prices dramatically during the duration of the contract, we may choose to start working with one of the other awardees more frequently.

10. How many events did the venue support in 2022, and 2023, please breakout.

Our venue has supported 10 events requiring outside production services in the last year, in addition to the many events that we are able to run in-house. The expectation is for the number of events requiring production teams to increase in the next couple of years as we build out our programming schedule.

11. How many events and b roll recording?

I assume this question is asking what percentage of events that require production also require b roll. The majority of produced events that we hold do not require b roll footage. Typically, customers that request b roll also request photography, so usually there will be a photographer that operates separately from the main production team to collect b roll and photos.

12. How many live recordings with audio of single cam?

If we have customers request a livestream in our conference room with audio and a single, static camera, we typically will be able to handle that level of production ourselves with the hardware already in the space. It is more likely that if we are looking for a production team it will involve at a minimum a multi cam recording or livestream with switching, picture in picture, and potentially lower thirds.

13. How many live streaming events in partnership with Univ. of Arizona live stream team?

The University's marketing/livestream team is only involved if the event is an official U of A event, and it is high profile. Otherwise, you would be working solely with our team that is based out of the D.C. office. Going forward I would expect the U of A's official marketing team to be involved in 5 or less events per year.

14. In detail can you tell us what type of events and also if you reached out to vendors, if so, how many.

The RFP went out to 13 companies; however, it is also posted at the University RFP website, and it was advertised.

15. Is there a current incumbent vendor or vendors?

We do not have a contract with any vendors currently, we have hired various companies for single events as needed.

16. Are any other improvements slated for the Catalina conference room in 2023, 2024 etc?

Not at this time.

17. On 5.25 capabilities can we get clarification on the type of photography services that you expect

Photography expectations would typically be a single dedicated photographer that would take high quality photos of the event taken throughout the day and be able to execute a shot list if one is provided.

18. On area 5.4 ability to support varied productions:

- a. Do you consider these events to be just 1 camera or multi cam, please advise,

Typically, the simple recording in 5.4.1 would be a single camera recording, and 5.4.2 would involve multiple cameras and the technology

required to switch video inside a Zoom webinar or another streaming service.

- b. The difference between 5.4.2 and 5.4.3 appears to be 4 cameras, multiple days and that there are no remote participants, that it's just a 1-way stream, please clarify.

5.4.3 would also potentially include remote participants. 5.4.3 would essentially be a more involved version of 5.4.2 that would involve more camera angles during the stream, as well as the implementation of more advanced/detailed graphics, lower thirds, PIP etc in order to make the stream look as professional as possible. 5.4.3 also includes a fair amount of assistance with post-production, such as editing the stream into individual videos by event/panel and making those available to the necessary people in a timely manner after the event is over.

- 19.5.5 Detailed pricing for each job is different, are we allowed to say, for a 2 camera webcast the equipment is this, this and this, and we charge that amount. Do we need to break out labor costs individually?

We would like to have an idea of the cost of labor and the cost of equipment for the different scenarios, yes.

- 20. **on your 1st scenario, you talk about at least 1 tech, does this mean that you prefer robotic cameras, and also please clarify in detail about the "press plate" In rooms that have systems that are built for the room and not for contractors coming in, adjustments need to be made

Every event that we have used a production team for in the office so far has used robotic cameras instead of manually operated ones, so robotic cameras would be preferred if possible. This mostly has to do with the Catalina conference room being relatively small, so we would like to keep the production equipment footprint to a minimum. Our press plate has 2 XLR ports, a line level in and a line level out. If production teams want to use the audio coming from the 8 mics that we have in the room, they typically plug from our XLR out into their mixer and send that audio to the livestream. Typically, when a production company has not worked in our space before we invite them to come in a couple weeks prior to their first event in order to do any audio testing with the press plate. We have an AV contractor that can make changes to the press plate as needed if there are any issues.

- 21. For all of these scenarios it is really dependent on the amount of people and the amount of equipment. This is very general, as stated at the top, this proposal deadline is on a short runway. We are very interested in working with you on this, but we don't want to be disqualified for not following the scenarios as you have them laid out.

At a minimum, please provide expected labor and equipment costs for each scenario as you understand them. We asked for rates of various labor and equipment to supplement the cost of these scenarios so that we can transparently add or subtract labor and equipment depending on the specifications of what is needed.

22. In 6.1 are we downgraded if we are not a small businesswomen owned, women owned disadvantaged veteran owned etc. We are a small business currently registered with the SBA.

No, for the type of business selection, the University uses this simply for tracking.

23. Because there are a lot of unknowns in this RFP, can we budget a separate amount for a "Project Officer". Please clarify.

If you foresee a project officer being a part of your staff for potential events you may include them in your costs. If you could please provide more information about what a project officer does and what those rates would be that would be helpful.

End of addendum, all else remains the same.