



MORIN BUILDING
8570 EXECUTIVE PARK AVENUE
FAIRFAX, VIRGINIA 22116-0815

Date Issued: August 15, 2019

To: All Prospective Offerors

Issued by: Tammy L. Spinks, CPPB

Subject: Addendum #1 to RFP 19-78 Videography Services

The purpose of this addendum is to revise the Request for Proposal (RFP) document and to answer questions submitted by the specified deadline.

I. General

The deadline for submitting proposals has not changed.

II. Additions, Deletions, Corrections, and Revisions to the RFP

1. **ADD** the following paragraphs to Section 2.2.A.:
 4. Contractor shall provide a written quote to FW based on the hourly rate(s) as provided for under the awarded contract. All quotes shall include the following:
 - a. Line item cost detailing the number of hours to complete the project by each labor category and contracted rate.
 - b. Per Diem travel costs, if applicable (see #5 below).
 - c. Total cost.
 - d. If requested by the FW Project Manager, Contractor shall include a current resume for all proposed staff to work on the project.
 5. All travel costs shall be limited to the current GSA published per diem rates for the District of Columbia and supported by receipts that shall be included with the invoice. All air travel shall be reimbursed at coach rates and supported by receipts that shall be included with the invoice.
2. **DELETE** the last sentence of Section 2.2.B.2.
3. **ADD** the following paragraphs to Section 2.2.B.
 4. Contractor shall provide a written quote to FW based on the hourly rate(s) as provided for under the awarded contract. All quotes shall include the following:

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- a. Line item cost detailing the number of hours to complete the project by each labor category and contracted rate.
 - b. Per Diem travel costs, if applicable (see #5 below).
 - c. Total cost.
 - d. If requested by the FW Project Manager, Contractor shall include a current resume for all proposed staff to work on the project.
5. All travel costs shall be limited to the current GSA published per diem rates for the District of Columbia and supported by receipts that shall be included with the invoice. All air travel shall be reimbursed at coach rates and supported by receipts that shall be included with the invoice.
4. **DELETE** Section 3.6.C and **REPLACE** with the following:
- 3.6.C: Submit one (1) clearly labeled original and **four (4) clearly labeled copies** of your Proposal in two separate, sealed packages. Package 1 shall contain the technical portion of your proposal. Package 2 shall contain the cost portion of your proposal. Offerors shall ensure that technical and price information is not comingled. The set of original signed documents must be uniquely identified on the cover of each package. Costs are not to be included in the Technical Proposal (Package 1).

III. Questions and Answers

1. **Question:** “Page 4 under Section 2.2 - For the pricing proposal, do you need the bidder submit a cost for each type of video identified in this section of the RFP?”

Answer: The video links referenced in Section 2 are provided as examples only. Cost Proposal instructions are defined in Section 3.9 of the RFP document.

2. **Question:** “Page 10, Section 3.9-5: Our company has a sizeable fulltime staff. Any number of producers, directors, editors, and videographers could work on the project. Please advise if it is acceptable to submit abridged resumes or information biographical sketches on all of our staff members?”

Answer: Offerors are instructed to submit resumes of “proposed” directors, cameramen, film editors, etc., to perform under any resulting contract. Offerors shall use their own best judgement on the appropriateness of staff and the level of detail to include that will allow FW to fully evaluate their proposal.

3. **Question:** “Identify an anticipated contract award date and if any services could commence in the Fall of 2019.”

Answer: Fairfax Water will award a contract(s) to the Offerors whose proposals are determined to be the most advantageous to FW as soon as practical after the evaluation phase. Various sections of the RFP, including but not limited to Section 1.1 and

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Section 2 in its entirety, discuss that services shall be performed on an as needed basis, but that FW does not guarantee any amount of work to any awarded provider.

4. **Question:** “Advise if travel outside of Fairfax County, Virginia is anticipated.”

Answer: The majority, if not all, of the work will be in Fairfax County. There is the potential for some work being performed just outside of the County but still within the Washington Metropolitan Area.

5. **Question:** “We notice there is a requirement to be authorized to do business in the state of Virginia. We are located and incorporated in the state of [REDACTED]. Do I understand correctly that if [COMPANY NAME REDACTED] registers with Virginia as an out of state entity, that that would satisfy the requirement?”

Answer: Any offeror not registered with the Virginia State Corporation Commission (SCC) may submit a proposal but must obtain the SCC license prior to any award unless it is determined that they are not required to register based on one of the exemptions allowed under the Virginia SCC code. Fairfax Water advises all prospective Offerors to consult with their own legal counsel.

6. **Question:** “I recently reviewed your RFP for Videography Services for Fairfax Water. I'm reaching out with the hope that you would share a budget range you had in mind for this work. Typically, video work can be quite expensive, and before investing in a proposal I wanted to confirm we would fall within your budget constraints.”

Answer: Fairfax Water does not have a firm budget for these services. Historically we have spent approximately \$60,000 per year over the last three years.

7. **Question:** “How many vendors does FW anticipate awarding a contract to? If multiple vendors are awarded, will each Task Order award be based on lowest price?”

Answer: See Answer #3.

8. **Question:** “How far in advance will a TASK ORDER/SOW be delivered to a vendor for a project? Will any task orders require next day video shoot/crew requirements?”

Answer: Fairfax Water will work with the successful Offeror(s) to develop a deliverables timeline as projects are identified.

9. **Question:** “Is this an “IDIQ” in which line item costs are estimated per project?”

Answer: No. This will be an indefinite quantity contract with firm fixed pricing per labor category for each contract term.

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10. **Question:** “Will all project and location information be provided in advance so that we can Cost proposal section requests to include costs such as travel, housing, food, etc.”

Answer: Yes. See Section 2 of the RFP as amended by Section II of this Addendum, and Section 3.9 of the RFP.

11. **Question:** “Can vendors provide a “package” day rate for the crew which would be a two-person crew (Videographer and Audio Engineer) versus hourly rates for labor and equipment?”

Answer: All Offerors shall adhere to the Proposal Organization submittal requirements of the RFP, in particular Section 3.9.B.

12. **Question:** The RFP requires firm fixed pricing. What occurs if the scope of work changes after a Task Order/SOW is awarded? Will price adjustments be allowed?

Answer: See Section 3.9.B of the RFP.

13. **Question:** “If any member of the KEY assigned team is not available for a project, are we able to use other available production support?”

Answer: See Section II of this Addendum.

14. **Question:** “How many projects (events, videos) are anticipated for the coming year?”

Answer: Fairfax Water does not have an estimate for the number of videos to be produced annually and cannot guarantee any amount of work throughout the course of the applicable contract year(s).

15. **Question:** “What is the typical length of time for a video?”

Answer: See Section 2.2.C for sample video’s and representative length.

16. **Question:** “Is this RFP subject to GSA?”

Answer: The RFP is subject to GSA per diem rates only. The terms and conditions of the RFP shall govern any awarded contract(s).

17. **Question:** “Will other production labor requirements such as makeup artists, writers, grips, gaffers, teleprompter equipment, etc. be provided by FW or will the vendor be required to provide as needed?”

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Answer: See Section 2 of the RFP as amended by Section II of this Addendum. Project scope and staffing requirements will be a collaborative effort between FW and the successful Offeror as projects are identified.

18. **Question:** “Will the FW provide scripts, storyboards and subject matter experts?”

Answer: See Section 2 of the RFP.

19. **Question:** “What is the expected turnaround time for a video one notified of an award?”

Answer: Other than the Annual Employee Banquet Awards video, turn-around time will be determined based on the project scope and in coordination with the successful Offeror(s).

20. **Question:** “Can you tell us the historical price range for a short video or event?”

Answer: The average video cost in the Miscellaneous category is \$9,232 and the average video cost for the Awards Banquet is \$29,606.

21. **Question:** “Is this a new requirement for FW or are services currently being provided under an expiring agreement?”

Answer: This is a re-solicitation of RFP 16-07. Contracts are located on our website at the following address:

<https://www.fairfaxwater.org/do-business-with-us/procurement/contracts-solicitations-award/provide-corporate-themed-videographer>

NO OTHER QUESTIONS WERE RECEIVED BY THE DEADLINE

IV. Acknowledgement

Acknowledge your receipt of, and compliance with, this Addendum by either signing the attached acknowledgement, or referencing its receipt and your compliance, in your Proposal.

[SIGNATURE PAGE FOLLOWS ON NEXT PAGE]

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ACKNOWLEDGEMENT OF RECEIPT OF ADDENDUM #1

I certify that the information contained in the proposal submitted on behalf of the below named firm incorporates any and all changes to the original specification. I further certify by my signature below, that I am fully authorized to acknowledge receipt of the above addendum and also bind the below named firm to the terms, conditions and specifications of the RFP and any changes thereto made by this addendum.

ACKNOWLEDGED BY:

FOR: _____
Company Name Date

Signature of Authorized Agent

Printed/typed name

Title