



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: February 23, 2022

TO: All Prospective Proposers

FROM: Nena Charity, Procurement Manager
Prince George's Community College
Office of Procurement, Suite 264
Largo, MD 20774-2199
charitnl@pgcc.edu
Telephone No.: 301-546-0025

RE: **Addendum 1 to RFP 22-16 Video Production Services**

The following amends the above referenced RFP documents. Receipt of this addendum two is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. Questions and Responses.

Attached to this Addendum 1 is the Questions and Response Log. The Questions and Response Log contains all of the questions received. The last day for questions was February 14, 2022 at 10:00 AM ET

End of Addendum 1 dated 2-23-22

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: RFP 22-16

PROPOSAL DUE DATE:

March 9, 2022 at 10:00 AM ET

RFP FOR: Video Production Services - Updated

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 2-23-22

Addendum No. dated

Addendum No. dated

Addendum No. dated

Addendum No. dated

As stated in the RFP documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

RFP 22-16 Video Production

Q#	RFP Section	Questions	Responses
1		Whether companies from Outside USA can apply for this? (like, from India or Canada)	At this present time, the College is only working with vendors that have headquarters located in the United States of America.
2		Whether we need to come over there for meetings?	Due to the rise in COVID cases within the region that the College is located, all meeting will be held virtually
3		Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	No
4		Can we submit the proposals via email?	Per instructions listed within the RFP, proposals are to be submitted electronically to Issuing Office Contacts noted in this RFP
5		How long is the contract for?	The initial contract term is one (1) year; with four (4) – 1 year renewal options
6		Will the chosen contractor be supplying all services (key positions) 1-8 for the entire schedule M-F (7am-10 pm), Sat. & Sun (7am-11 pm)?	The specific services needed and hours required vary by project. Typically PGCC-TV operates Monday to Friday 8:00 AM to 5:00 PM, but special evening projects may require longer hours from 7:00 AM to 11:00PM on rare occasions.
7		The MBE participation goal is 15% for this project. If my company is owned & operating already as an MBE would I need to put 100% on the MBE Utilization Affidavit or 15%?	You will need to put 100%
8		Also, if the Prime contractor hired is already an MBE would they need to hire other MBE's as subcontractors or does that company already meet the 15% goal?	No, the Prime company meets the 15% goal.

9		On the MBE Participation Schedule, what are Project Description & Project # referring to?	Based on your proposal, what percentage and dollar amount will be performed by MBE Prime and/or Subcontract to meet the 15% goal.
10		Is there an incumbent agency? If so, who are they?	No, there is not an incumbent agency.
11		Are out of state vendors at a disadvantage if we can do pre-production meetings virtually?	No, they are not at a disadvantage.
12		Can we bid strictly on the public facing content i.e. student recruitment ads? We are a creative agency and do not handle studio production.	You must bid on a role that's included in the original RFP (not a task).
13		What is the total allocated budget per year for public facing content?	The amount varies by FY, by college area and by project. This is yet to be determined.
14		Should travel costs be included in the budget?	No, we cannot pay travel costs.
15		How many deliverables are expected per year? Please include runtime.	Video projects vary each year, but typically PGCC-TV produces between 30 and 40 videos per academic year. We do not expect to use the same vendors for all projects.
16		Is there an internal marketing team that will lead creative and	Yes, PGCC-TV has a communications and marketing team and producers to develop

		identify on-screen talent for public facing ads?	creative briefs, scripts and to identify college talent.
17		Regarding Section II Scope of Work (Videographer), is the contractor providing its own cameras, or does the videographer only use PGCC cameras, or is it case-by-case basis?	It will be on a case-by-case basis, however, the videographer can use PGCC-TV cameras. We currently have two Canon C300's; four Canon XF705 ENG cameras and four Hitachi 4K studio cameras.
18		Regarding Section II Scope of Work (Video Editor), is the contractor providing its own video editing equipment, or does the editor use PGCC editing equipment or is it case-by-case basis?	PGCC-TV has three MacPro editing workstations with Davinci Resolve, Adobe Premiere and Final Cut Pro. The editor could choose to work remotely on a case-by-case basis.
19		Is there an estimated or proposed budget for the referenced RFP? Not to exceed a certain amount?	No, there is not an estimated budget at this time. The final budget will be determined by the responses of this RFP.
20		Could we review a sample contract? Are there any documents we should review to gain a fuller understanding of what the contract will entail?	The sample contract is included on-line as an Appendix to the RFP (Appendix C)
21		Could you provide some additional detail regarding the payment terms? For example, how will the prime contractor receive payment? What are the payment terms	Payment Terms are Net 30. Invoices must be sent to Accounting@pgcc.edu

		(i.e., invoices due net 30 day	
22		Re: Section I. General Information-The RPF calls for “independent video contractors”; will contractors receive a 1099?	Yes, independent contractors will receive a 1099
23		Re: Section I. General Information-Is anticipated multi-awarded contract similar to a Blanket Purchase Order (BPA)?	Yes, the college reserves the right for a multi award contract for this RFP. Blanket Orders and/or Purchase Orders will be provided to the contract vendor to reference on invoices for services provided.
24		Re: Section II. Scope of Work-For clarification purposes, can you provide an assignment of expected daily or weekly duties?	Daily or weekly duties will vary by project. Videographers may only be needed for scheduled shoots on specific days. Editors may be needed for consecutive days or weeks to complete a project.
25		Although PGCC’s main campus is located in Largo, will the contractor be asked to work at any of the other sites?	Yes, some video shoots may be located at PGCC extension centers or at other partner locations around the Washington, DC and Baltimore area. The majority of shoots will be on the PGCC Largo campus, with five to 10 shoots off campus on average per year.
26		Is travel and lodging included in contractor’s pricing?	No.
27		Re: Section I. General Information – PGCC-TV operated between Monday-Friday (7:00am-10pm and Saturday and Sunday activities are scheduled between 7:00 am and 11:00 pm-Will contractor be given access to any of the PGCC sites before or after these specified hours?	No, there will no need for contractor to have access to PGCC-TV or any of PGCC sites outside of these times.
28		Can you provide more information regarding	Subcontractors, vendors and firms are required to provide their W9 and complete

		subcontracting policies? (For example, what information are the subcontractors required to submit (e.g., bank letter, credit references, certification statement, etc)?)	and return a New Vendor intake form (if awarded a contract).
29		Are proposed sub-consultants or sub-contractors required to a business registered/licensed in the state of Maryland?	No – this is not a requirement. However, the college urges State and County-based vendors to submit proposals.
30		If sub-consultants or sub-contractors are required to be registered with the State of Maryland, when in the project’s schedule will that requirement need to be fulfilled? Prior to submittal? Prior to contract signing? Soon after the signing of a contract?	No – this is not a requirement. However, the college urges State and County-based vendors to submit proposals.
31		What role will pricing play in the decision to reward the contract? Are there any particular issues of concern regarding pricing? (i.e., cost reduction)	Varies criteria of your proposals will be reviewed and scored. Pricing will be compared and scored against other vendors.
32		Is this an open competition? How many other firms are competing?	This RFP is open for competition.
33		Will the Client be using a scale or other tool to grade each proposal? What	We internally score proposals based on the criteria the proposals must meet (which are included in the RFP).

		criteria will you consider most important?	