

RFP 2014-003 Air Quality Video Production Questions and Answers

1. *Is there a delivery date for the video? There is a portion that says in "total time allowed", but we don't see a deadline mentioned.*

The video is expected to be complete by September 2014.

2. *How many locations do you anticipate the interviews to take place?*

The production company should make a recommendation as to the number of interviews and the location. Interviews could occur in different regions such as Northern and Southern California and include urban and rural venues.

3. *Approximately how many interviews do you expect are needed?*

The number of interviews may vary depending on the script proposed by the video production company.

4. *Will there be a liaison to help build a framework of the script and to ensure that Bay Area Air Quality Management District objectives are met?*

Jennifer Cooper of E4 Strategic Solutions, Inc. (E4) will serve as the liaison to help build the framework of the script and ensure that objectives are met. E4 has been retained by the Bay Area Air Quality Management District to serve as the lead for developing a video and coordinating the involvement of the California Air Pollution Control Officers Association (CAPCOA) members via the Ad Hoc Video Production Committee.

5. *Will the production company be responsible for gathering the existing B-roll from various sources or is that readily available from the Bay Area Air Quality Management District?*

The available B-roll has already been compiled and is readily available for the production company to review.

6. *On Page 7 of the RFP, there's a statement about providing the availability of staff in any **local** office. Can you define local?*

Local office refers to an office in the Bay Area region.

7. *Are there any videos that the Bay Area Air Quality Management District would like to model their work after for look and feel? If so, can you provide links?*

There are no available models.

8. *Should we include pricing for ancillary production services that will enhance the overall video, such as: make-up, teleprompter, jibs, dollies, SteadiCam, craft services, etc.?*

All pricing should be included in the proposal.

9. *Do we need to have an office in the Bay area region in order to compete for this project?*

Any firm applying to the RFP does not need to have an office in the Bay Area region to compete for this project.

10. *I see that the RFP is calling for producers with previous government experience. This will be my first state-level bid and I would love to put my best foot forward. Do you have any advice - or should I find other government opportunities before I bid on something like this?*

While previous government experience is preferable, all bids will be considered.

11. *When do you anticipate the work/contract to begin?*

The contractor is expected to be selected at the end of June depending on the total number of bids submitted for consideration. The work should begin immediately once the contractor is officially selected and the contract for services is executed.

12. *Can a firm outside of California respond to the RFP?*

Yes, a company outside of California can respond to the RFP.

13. *In the proposal, there is a section that asks for benchmarks for completing the project within the total time allowed. I do not see a due date for the project on the RFP. Does a due date for the video exist? If so, what is it? Also, the total budget cannot exceed \$50,000. Does that include expenses such as crew meals and transportation costs, tolls, etc.?*

Due date - The video is expected to be complete by September 2014.

Budget - All pricing should be included in the proposal.

14. *What is the intended start and completion dates for this video project?*

The contractor is expected to be selected at the end of June depending on the total number of bids submitted for consideration. The work should begin immediately once the contractor is officially selected and the contract for services is executed. The video is expected to be complete by September 2014.

15. *Will there be assigned point person who can respond promptly to inquiries that may be time sensitive?*

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16. *When will you make your selection?*

May 22, 2014

The contractor is expected to be selected at the end of June depending on the total number of bids submitted for consideration. The work should begin immediately once the contractor is officially selected and the contract for services is executed.