

Addendum 1

RFP for Entertainment Services Contract Number 18-09-01-10

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ contract.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the answers are provided in red color font.

1. Attachment page 6 for Entertainment Proposals, most artist book with a flat fee. I see hourly charges but I'm not clear on how to handle the pricing on that when an artist gives a flat fee for his/her performance. **Answer: For artist fees, the hourly rate would be non-applicable.**
2. The RFP states all material developed under contract is property of Delaware State. If we have developed the material prior to the contract, it remains our property, correct? **Answer: Yes**
3. Section number - Appendix A, Paragraph number - Attachment 5, Page numbers – 38, Text of passage being questioned - Attachment 5. Does this page need to be entered for every potential rental that the vendor plans to make to complete the events? **Answer: Not with bid submission. However, this form must be provided to University's authorized personnel before the service is provided.**
4. Section number - Appendix A, Paragraph number - Attachment 6, Page numbers – 39, Text of passage being questioned - Attachment 6. Is this page a total dollar summary of every event to be addressed as outlined in the Scope of Work? If so, should a detailed budget be provided, in addition, by event? Where should this be submitted? **Answer: This page is required for every event and should be broken down according to the indicated categories. Each category should list the specific services or items that pertain to the respective categories. Therefore, a detailed budget will be warranted. It should be submitted before the services are provided.**
5. Section number - Appendix A, Paragraph number - Scope of Work, Page numbers 40-43, Text of passage being questioned - Scope of Work. During the tour it was mentioned that the proposal should begin with homecoming. Is that correct? **Answer: Yes, should the process flow accordingly, bidding will begin with the Homecoming student events**
6. During the tour it was mentioned that the vendor needs to be able to supply props such as the throne for Mr. Miss DSU. Is that correct? If so what other props are required as none are outlined in the proposal? **Answer: Props are based on the Coronation theme and vary from year to year**
7. When you say "Production Leads", what exactly are you looking for? **Answer: Production supervisors**
8. The events vary so that the following will not be needed regularly: Amp Services, Cable Ramps,

Staging (Smart), Sound Equipment, Backline, Lighting Equipment, Video Equipment, Lifts and Motors, Projectors, Floor Scale, Generator Services, Atmosphere Effects, Tents and Inflatables, Pipe and Drape, Dance Floors etc... Can these items be contracted by the vendor with quotes provided to justify the budget? **Answer: Yes, but it is preferred that vendors own these items and therefore will not have to contract**

9. What are you seeking to understand from the vendor's inventory control system if they contract services? **Answer: it is preferred that vendors own these items and therefore will not have to contract**
10. Is there a price point for the contracting of national artists, comedians, groups, presenters, speakers and other performers including riders, securing of flights, ground transportation, and hotel arrangements? **Answer: Not a set price point. The budget that pays for these items is determined by student enrollment and may change from year to year.**
11. Is "Talent scouting" a request to locate talent that might be similar in nature to a desired talent that may be out of reach per price? **Answer: Talent scouting could be both...exactly who the students want or a certain type of speaker they desire.**
12. Are Event Planning and Consultant Services considered one and the same? If not, what is the distinction? **Answer: Yes**
13. Section number - Appendix A, Paragraph number - Scope of Work, Page numbers – 42, Text of passage being questioned - Scope of Work. Are the following three events to be deleted from the scope since that occur prior to the contract award date meaning that the first event is Student Government Elections (OSLA Signature Program – April and September)?

Welcome Days (August)

o Annual welcome back program for freshmen to get accustomed to the university and campus life

• Student Organization Fair (August or September)

o An opportunity for all Student Organizations to showcase themselves to gain membership from the entire student body. Students will interact with student organizations in a fair like setting

• I Love DSU Week (August)

o Annual welcome back program for all students to infuse school spirit and pride for the upcoming year

Answer: Yes

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