



STATE OF DELAWARE
EXECUTIVE DEPARTMENT
OFFICE OF MANAGEMENT AND BUDGET

February 25, 2015

TO: ALL OFFERORS

FROM: MICHAEL BACU
STATE CONTRACT PROCUREMENT SUPERVISOR

SUBJECT: **ADDENDUM TO REQUEST FOR PROPOSAL
CONTRACT NO. OMB15101-VIDEO_PROD
Video Production Development for Teachers**

ADDENDUM #1

This Addendum is issued to answer vendor questions and provide greater contract detail regarding the referenced Request for Proposals. All other terms and conditions remain the same.

Q1. Section IV, B7, page 6. The Agency will conduct a public opening of proposals and complete a public log of the names of all vendor organizations that submitted proposals. The contents of any proposal shall not be disclosed in accordance with [Executive Order # 31](#) and Title 29, Delaware Code, [Chapter 100](#).

QUESTION: Will this public log be distributed to vendors upon request? If so, how soon after opening can the request be made?

ANSWER: A list of vendors that submitted proposals will be made available at with the RFP at http://bids.delaware.gov/closed_bids.asp after the public bid opening date.

Q2. Section IV, 12a, page 7. Any contract that may result from this RFP shall specify that the prime vendor is solely responsible for fulfillment of any contract with the State as a result of this procurement. The State will make contract payments only to the awarded vendor. Payments to any-subcontractors are the sole responsibility of the prime vendor (awarded vendor).

QUESTION: Are there any basic budget guidelines to help develop the scope of this production?

ANSWER: There is no pre-defined budget. This is being competitively bid.

Q3. Section IV, 14a, page 8. The State of Delaware will allow written requests for clarification of the RFP. All questions will be consolidated into a single set of responses and posted on the State's website at www.bids.delaware.gov by the date of February 26, 2015. Vendor names will be removed from questions in the responses released. Questions should be submitted in the following format. Deviations from this format will not be accepted.

QUESTION: Please provide the number of companies that have submitted questions.

ANSWER: 42 companies submitted questions

- Q4. Section IV, D7, page 16. Prior to receiving an award, the successful vendor shall either furnish the State of Delaware with proof of State of Delaware Business Licensure or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, P.O. Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to one of the following numbers: (302) 577-8200—Public Service, (302) 577-8205—Licensing Department.

QUESTION: Will the State accept proposals from agencies outside of Delaware? If so, will they be evaluated any differently?

ANSWER: Yes, the State will accept proposals from agencies outside of Delaware. All proposals will be thoroughly and fairly evaluated.

- Q5. Appendix B, section 1, page 39. The vendor will acknowledge the locations and educators that have been identified for each video since the Attorney General's Office will identify the teachers and subject matter to be filmed, and the locations where filming will occur. All filming will occur within or on the grounds of educational or healthcare facilities located within the State of Delaware, and will not be limited to one location.

QUESTION: Please identify all possible shoot locations. If addresses can't be provided, the city is sufficient.

QUESTION: What is the initial target shoot date?

ANSWER: Mostly New Castle County, DE; could be one school in Kent or Sussex Counties. The initial shoot date is flexible but would likely be September 2015 to accommodate school schedules. Previously collected B-roll could be used to start the process of editing new videos prior to September, but not before May 2015.

- Q6. Appendix B, section I, page 40. ESTIMATED VIDEO QUANTITIES. It is anticipated that the selected vendor will film approximately ten (10) videos, but final discretion for the number of videos and the content will remain with the Attorney General's Office. There are no quantities guaranteed.

QUESTION: How frequently will videos be produced?

ANSWER: That will be developed with the chosen vendor, as frequency will vary.

- Q7. Appendix B, section II, 1a, page 42. The applicant must include with their proposal a minimum of two (2) sample videos, provided in .wmw, .mp4 or other current standard format. Should video samples be provided that are NOT accessible by the evaluation team, the State will reserve the right to request an alternative format. FAILURE TO PROVIDE SAMPLE VIDEOS WITH THE ORIGINAL BID SUBMISSION RESPONSE MAY RESULT IN A NON-RESPONSIVE DETERMINATION, and FURTHER REMOVE THE VENDOR FROM FURTHER CONSIDERATION.

QUESTION: Will Delaware accept .mov files?

ANSWER: Yes.

Q8. Appendix B, section II, 2c & 3a, page 43. The vendor must provide a list of previous clients. Also, the vendor must supply references relevant within the past three years, including reference name, title, organization, address, telephone number, email address, the dates of service and a brief summary of services provided. The vendor should ensure that contact information is current and accurate. OMB and Lt. Governor's staff may not be used as references.

QUESTION: Both sections are the same. Should this list only be included in part 3?

ANSWER: References will be a factor in evaluating both sections as identified in the RFP.

Q9. **QUESTION:** Have you produced any videos similar to the ones in the RFP in the past?

ANSWER: Yes.

Q10. **QUESTION:** If so, can you please send viewing links of the previous videos?

ANSWER: www.frontoftheclassde.com

Q11. **QUESTION:** What company produced these videos?

ANSWER: HNH Multimedia Productions

Q12. **QUESTION:** What did and didn't you like about these videos?

ANSWER: We provide no comment on this type of question.

Q13. **QUESTION:** Does our company have to reside in your state to qualify?

ANSWER: No.

Q14. **QUESTION:** My LLC is out of Florida, created along with another fellow military veteran, and we haven't done work in Delaware before. For video production, do you have a specific license or certification required for this project (as mentioned in the RFP)?

ANSWER: A Delaware Business license is required to conduct business in the state. Additional information is available from the Delaware Division of Revenue at http://revenue.delaware.gov/information/faqs_lic.shtml

Q15. **QUESTION:** Will preference be given to vendors based in DE for the Video Production for Teachers RFP? The licensing and form requirements are clearly stated within the RFP though preference is not addressed. Is there an incumbent vendor for this project? What is the budgetary allowance?

ANSWER: No. HNH Productions created the initial set of videos. This project is being competitively bid.

Q16. Section 1, paragraph 4, page 40, 14. Edit to final production professional grade copy and upload to the video hosting site that the Attorney General's Office specifies, including but not limited to the Attorney General's Office account(s) on YouTube;

QUESTION: Will the final production professional grade videos require the vendor to provide 2D graphics of any kind? If so, will the Attorney General's Office provide vector-based logos/art files as needed?

ANSWER: Unknown; depends on vendor.

- Q17. **QUESTION:** We do not have a Delaware Business License. If you were willing to choose a business outside of Delaware, we would certainly apply.
- ANSWER:** We will consider businesses outside of Delaware. Reference Q14 above.
- Q18. **QUESTION:** Can we do all in one city/area?
- ANSWER:** Mostly, yes. Any travel would be limited to Delaware, however.
- Q19. **QUESTION:** Are we required to use an actual classroom or can a classroom be set up in a studio or greenscreen be used for more flexibility?
- ANSWER:** Actual classroom for footage; interviews might use greenscreen.
- Q20. **QUESTION:** Is humor OK when it comes to the video scripting, i.e., Delta Airlines?
- ANSWER:** No.
- Q21. **QUESTION:** How many videos total?
- ANSWER:** Unknown; projecting 10.
- Q22. **QUESTION:** Is there any interest in making generic versions of some material for sale to other states/school systems?
- ANSWER:** Unknown.
- Q23. **QUESTION:** After reading through the documents, I'm still uncertain if I can bid on this project or not due to the residency requirements listed for crew members. Forgive me, but is there a certain percentage of crew that must be residents of Delaware or is it the entire crew?
- ANSWER:** There are no residency requirements.
- Q24. **QUESTION:** We are located in Las Vegas. Does this exclude us?
We have done similar projects with Clark County School district and the department of employment training and rehabilitation.
- ANSWER:** No.
- Q25. **QUESTION:** In Appendix B, Scope of Work and Technical Requirements, Section I, Attorney General's Office Role (pg 40), In support of this project the Attorney General's Office will provide a project manager or point of contract to oversee the project and serve as a liaison with the vendor.
- QUESTION:** Will this project manager or point of contract be on site during video taping day to facilitate speed of decision making?
- ANSWER:** Yes to both.
- Q26. **QUESTION:** In Appendix B, Scope of Work and Technical Requirements, Section II, Evaluation Criteria, Scoring, (pg 42) 1d. Ability to create material in a timely fashion, Videos should be ready for review one week from time of the video shoot with reasonable changes corrected within 48 hours.

QUESTION: Since closed captioning would not be added until all revisions are completed, what is the time frame to have the final version completed including closed captioning?

ANSWER: Whatever vendor and AG's office mutually decide is reasonable.

Q27. **QUESTION:** Are there any examples of similar video projects from the past we can reference?

ANSWER: www.frontoftheclassde.com

Q28. **QUESTION:** Is there a specified budget or budget-range for this project? Video production varies based on budget allotted (i.e. which camera packages, lighting packages, crew quantities are used). In completing similar projects, we've worked backwards from a budget range to maximize use of funds and not detract from the quality of the project.

ANSWER: There is no pre-defined budget. This will be competitively bid.

Q29. **QUESTION:** Are these videos intended only for use on YouTube or Vimeo? If not, is there another platform we should be prepared to deliver compatible video files for?

ANSWER: Videos will be hosted on a website; different platforms would be considered.

Q30. **QUESTION:** The RFP calls for Closed Captioning, there is a substantial cost difference between a broadcast Closed Captioning service and DVD subtitles. If DVD subtitles are what is inferred, please let me know so we can price accordingly.

ANSWER: Closed Captioning.

Q31. **QUESTION:** More Videos are requested- do you have samples of the existing videos- what do you want to change, improve etc? Or do you want the same type?

ANSWER: Similar type that can be used on the same website.

Q32. **QUESTION:** "Create a condensed video library" - Typically we produce the videos and deliver them to the Client via FTP client or our business account at box.com. Once the Client downloads them, they post/display them wherever they want. Does this involve a similar arrangement? If not, please describe.

ANSWER: This is a similar arrangement.

Q33. **QUESTION:** Please detail the Closed Captioning attribute- do you need each video transcribed in English and then translated into other languages? If so, what are the other languages? Typically clients use the CC feature on Youtube which requires a ___ file for each video and each language for that video. Will something along those lines work for you?

ANSWER: Spanish would be the other language. Yes.

Q34. **QUESTION:** Delivery on "3 separate media disks or USB memory sticks for each video" Typically we deliver digitally to a shared folder and burn a Data DVD Backup if needed- depending upon the length of the video multiple DVD's may be involved. If memory sticks are preferred, are you supplying them or are we? Please describe how you want this to work from a media management, workflow and archiving perspective.

ANSWER: Use of a shared folder would require acceptance of Delaware Department of Technology & Information (DTI) standards and policies as applicable, and can be negotiated prior to award. Details can be provided in the proposal response and identified

as an exception in Attachment 3 for consideration. Vendor would provide all materials to include USB memory sticks. DTI standards and policies are available for reference at <http://dti.delaware.gov/information/standards-policies.shtml>

Q35. **QUESTION:** Invoice as we go - that's fine. Is Electronic payment possible?

ANSWER: Yes.

Q36. **QUESTION:** Is professional voiceover required or we're using the voices of the instructors? If professional voiceover is required please give me a sense of how many videos will require it and whether it will consist of a) quick introductory and closing tags or b) narrative voiceover that will be heard throughout each video minutes at a time.

ANSWER: No professional voiceover.

Q37. **QUESTION:** For our sample videos, can we send you links?

ANSWER: Links can be considered, provide details in the proposal response. Refer to Q34 for additional information regarding data sharing.

Q38. **QUESTION:** What budget does the State of Delaware have in mind for this? A range is fine.

ANSWER: There is no pre-defined budget. This will be competitively bid.

Q39. **QUESTION:** For Appendix C- do you want the estimated per video cost or the entire cost for the 10 videos?

ANSWER: Entire cost.

Q40. **QUESTION:** Throughout the proposal, there is reference to "existing videos". Can you provide any sample links so we can see these videos? Are you looking to produce similar videos or more robust videos with the same general structure? Please provide some insight as to why you created the RFP for a service you already seem to have already received.

ANSWER: www.frontoftheclassde.com. We have more material we'd like to cover – both already recorded and not – to create more videos.

Q41. **QUESTION:** Is there anything my company has to do to be further registered in your system?

ANSWER: There is no pre-registration required to submit a proposal and be considered for award.

Q42. **QUESTION:** In regards to the Request for Proposals for "Video Production Development for Teachers" we just wanted to confirm that you are accepting bids from companies outside of Delaware (we are a Colorado based company).

ANSWER: Yes.

Q43. **QUESTION:** Section III, paragraph A1, page 2. "Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure"

QUESTION: Can out-of-state companies submit proposals? If so, does a State of Delaware Business Licensure have to be obtained before proposal submission?

ANSWER: Yes, out of state companies can submit proposals. A Delaware Business License is not required to submit a proposal. If selected for award, the successful vendor shall either provide their Delaware Business License or initiate the application process. Refer to Q14 for additional details.

Q44. **QUESTION:** Appendix B, Section II, paragraph 4c, page 42. The submitted budget will be awarded points pursuant to a formula which awards the highest score of 30 points to the budget that reflects the lowest overall cost.”

QUESTION: Are there limits on the budget? Is there any specific recommended budget?

ANSWER: There is no pre-defined budget. This will be competitively bid.

Q45. **QUESTION:** Appendix C, paragraph 2, page 45. "The price provided will be payment for each accepted video. The price paid shall include, but is not limited to: Video production and editing, Transcripts, Transportation to and from assigned locations, All documentation fees, including acquisition of the model release forms, and Any and all other fees associated with the production, delivery and posting of the videos per the identified Scope of Work (Appendix B)."

QUESTION: Is Delaware the only location where video production can be done? If not, can travel to Delaware be included in the budget for out-of-state companies?

ANSWER: Filming must occur in Delaware; production may occur elsewhere. Your bid should include travel expenses.

Q46. Appendix B, paragraph 5, page 39. "The designated production assistant shall:
a. Prepare and review with selected educators the identified lesson plans;
b. Provide content and instructional vision, including script assistance where necessary, for all videos; c. Provide scripts for film participants where applicable;"

QUESTION: Who has primary responsibility for script development?

ANSWER: The AG's office and selected vendor will share that responsibility.

Q47. Appendix C, paragraph 2, page 45. "The price provided will be payment for each accepted video. The price paid shall include, but is not limited to:

- _Video production and editing,
- _Transcripts,
- _Transportation to and from assigned locations,
- _All documentation fees, including acquisition of the model release forms, and
- _Any and all other fees associated with the production, delivery and posting of the videos per the identified Scope of Work (Appendix B)."

QUESTION: Are vendors allowed to budget a contingency fee of 10%?

ANSWER: The proposal pricing structure is a fixed fee for 10 videos. All expenses shall be included in the fixed fee. Pricing will be evaluated using the weighted criteria on page 11 of the RFP.

Q48. Section 1, paragraph 5, page 40. "ATTORNEY GENERAL'S OFFICE ROLE
In support of this project the Attorney General's Office will:

- _Provide a project manager or point of contact to oversee the project and serve as a liaison with the vendor;
- _Generate a list of educators selected and agreeable for participation;

- Identify the locations that each educator will be filmed at and provide a location point of contact for coordinating activities; “

QUESTION: We understand that it seems as though the Attorney General’s Office will be identifying the locations that each educator will be filmed at. Will all of these videos be filmed in Delaware or will other locations be selected?

ANSWER: Delaware only.

- Q49. Section 4, paragraph B.12.b., page 8. b. Sub-contracting
The vendor selected shall be solely responsible for contractual performance and management of all subcontract relationships. This contract allows subcontracting assignments; however, vendors assume all responsibility for work quality, delivery, installation, maintenance, and any supporting services required by a subcontractor. Use of subcontractors must be clearly explained in the proposal, and major subcontractors must be identified by name. **The prime vendor shall be wholly responsible for the entire contract performance whether or not subcontractors are used.** Any sub-contractors must be approved by State of Delaware. “

QUESTION: Our company does all of our work in house. We have an in house photographer/director and in house editors, but for the shoot days we often hire personnel that are freelance. Are freelance workers considered to be a subcontract?

ANSWER: Yes. They would need to be identified in Attachment 6 with the proposal response and approved by the State.

- Q50. Appendix A, paragraph 3, page 37. “Vendors shall provide proposal packages in the following formats: 1. One (1) paper copy of the vendor proposal paperwork with ORIGINAL SIGNATURES. The vendor proposal package shall identify how the vendor proposes meeting the contract requirements and shall include pricing.

2. One (1) electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. Each electronic copy must be on a separate computer disk or media

QUESTION: We understand that when we provide our proposal package, there is a specific procedure to follow. What is the procedure for providing our minimum of two sample videos? Should we include them on a separate DVD media disk or USB memory stick?

ANSWER: Provide the video samples on a separate media distinct from the proposal documents. On DVD or USB memory stick is acceptable.

- Q51. Section III A, Paragraph 1, Page 2: Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work.

QUESTION: How will we go about fulfilling this requirement if we are from the NJ/NY area? Would we need to file for film permits in the state of DE?

ANSWER: See Q14 regarding Delaware business License. Schools will give permission to film, no film permits needed.

- Q52. Section I, Paragraph 1, Page 1: The State of Delaware Office of Management and Budget and Attorney General’s Office, is seeking proposals for the continued production of a video library that will serve as a professional development resource for educators across the State.

QUESTION: Can we see what already exists in this library? How long is each video and how many do they anticipate on producing? In what amount of time? How do they want these new videos the same/different than what they already have in their library?

ANSWER: www.frontoftheclassde.com; see Q40.

- Q53. Section IV aa, Paragraph 6, Page 24: Regulations – All equipment, software and services must meet all applicable local, State and Federal regulations in effect on the date of the contract.

QUESTION: What are the requirements? Will we need to provide a COI for all the equipment used?

ANSWER: A COI is required if selected and after contract award as defined in the RFP, page 17. Deviations such as an umbrella policy may be considered if presented in the proposal response and identified in Attachment 3 as an exception.

- Q54. **QUESTION:** In the RFP it states the vendor must have a State of Delaware Business Licensure. Our company is located in Florida. Would this be an issue?

ANSWER: No. See Q14.

- Q55. **QUESTION:** Home Front Communications is an LLC registered in Delaware, is this an acceptable form of licensing?

ANSWER: See Q14 for licensing information including a Nexus Questionnaire.

- Q56. **QUESTION:** Home Front Communications has no employees residing in Delaware, is residence a criteria for submitting a proposal and bid?

ANSWER: There is no residency requirement.

- Q57. Section D-7, item J on Page 19: Costs and Payment Schedules: “All contract costs must be as detailed specifically in the Vendor’s cost proposal. ...The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).”

QUESTION: Should vendor assume that some type of progressive payment will be provided while each video deliverable is produced while State of Delaware may hold back up to 25% of money until the final video is accepted?

ANSWER: If there is a preferred invoicing or payment schedule, please present it in your proposal response, taking exception in Attachment 3 to the section referenced above.

- Q58. Item aa-8 on Page 24: Purchase Orders – Agencies that are part of the First State Financial (FSF) system are required to identify the contract number OMB15101-VIDEO_PROD on all Purchase Orders (P.O.) and shall complete the same when entering P.O. information in the state’s financial reporting system.

QUESTION: Please clarify the meaning of this paragraph. What is vendor’s responsibility about this paragraph?

ANSWER: State Agencies using the contract will reference this contract when obligating funds. Vendors are advised of this and can assist by referencing the contract number on invoices or through communication during the contract term.

- Q59. Appendix B, Page 39, item #4. "The vendor will acknowledge the locations and educators that have been identified for each video since the Attorney General's Office will identify the teachers and subject matter to be filmed, and the locations where filming will occur. All filming will occur within or on the grounds of educational or healthcare facilities located within the State of Delaware, and will not be limited to one location."

QUESTION: The RFP is clear on the kind of materials that need to be shot (teachers, students, etc) but not necessarily the variety and amount. Is there any estimate on how much shooting will need to be done for each video? Is there any estimate established by OMB on how many days of work are needed for each location and each educator? Is there a list of identified locations of each educator or healthcare facilities requiring video production from this contract? We really need more guidance from OMB and Attorney General's Office on what is expected in order to more accurately arrive at a reasonable price to propose and support the State of Delaware.

ANSWER: Amount of shooting per video per day will vary. Most shooting would be on location for 1-2 full days. We have identified locations.

- Q60. Appendix B, Section I, Page 39, items 10 Provide transcripts/notes of capture footage; item 11: Provide subtitles for any speaker who cannot be heard distinctly on audio.

QUESTION: We need clarification on transcripts and subtitles.

It is our understanding that a transcript is a written document containing literally all the words spoken in a video. A log is a list mentioning which topics are being discussed on a minute-to-minute basis. A subtitle is precise wording, but placed on screen and synced to the audio on a second-by-second basis.

We believe that the RFP is asking for a transcript of the raw shoot footage and subtitles on the finished edited video.

Please clarify if this interpretation of ours is correct and that the RFP did not intend to ask for a log of the RAW footage. The difference in pricing between a log and a transcript is substantial and we want to make sure we're providing what the OMB actually wants.

We also want assurance that the OMB does not want subtitles on the RAW footage. That would be unusual and we don't think the OMB wants it but the wording on page 39 could technically require it.

ANSWER: Correct.

- Q61. Appendix B, page 40, immediately after list item #17 it is written: "Payment for each video will not be released until the above referenced criteria have been satisfactorily met, and the final video production media has been received by the Attorney General's Office point of contact."

QUESTION: For small business, will State of Delaware consider progressive payment to the vendor? Will State of Delaware consider payment for up-front Other Direct Cost (ODC) such as travel expenses acceptable?

ANSWER: The State may consider alternate payment options if specified in the proposal response. Refer to Q57 and Q47.

- Q62. Appendix B, Section II, 1, d page 42: "Videos should be ready for review one week from the time of the video shoot with reasonable changes corrected within 48 hours."

QUESTION: It is our experience that the only reasonable changes possible in the amount of time of 48 hours are minor editing changes. If OMB should require additional shooting or major graphics changes for a video will that be exempt from the 48 hour rule?

ANSWER: Yes; the AG's office and vendor would mutually decide on that time.

Q63. Attachment 9, EMPLOYING DELAWAREANS REPORT, Page 35.

QUESTION: If a vendor has existing team of staff with technical capability and professional experience deemed sufficient to deliver and meet 100% of the support required by OMB and Attorney General's Office as specified in the RFP, will an Attachment 9, Employing Delawareans Report that is filled with all "0's" necessarily disqualifies the vendor from being awarded the contract? What weight, if any, does this Attachment 9 carry in the evaluation criteria of the submitted vendor proposal?

ANSWER: The Employing Delawareans Report is a legislative requirement. The report and the responses provided are not a part of the weighted consideration for award.

Q64. Appendix C- Pricing, Page 45: Estimated number of videos to be made is 10; Section 3. Page 13: General Information a. The term of the contract between the successful bidder and the State shall be for two (2) years with three (3) optional extensions for a period of one (1) year for each extension.

QUESTION: Is it OMB and Attorney General's Office plan to have these estimated 10 videos to be made by the awarded vendor contiguously? Will there be sufficient number of videos estimated to be produced contiguously cover the period of two (2) years of the contract term? This continuous flow of video production work from the State of Delaware will be an important factor in the vendor's ability to retain high caliber experience engineer for the continuous success of the OMB video production contract.

ANSWER: There is no guaranteed quantity, estimate is 10 videos. Timing will vary throughout the initial 2 year contract term. If interested in proposing a project schedule, do so in the proposal response.

Q65. Section IV | Paragraph 4 | Page 4 or Section IV.B.2 Page 4
RFP Submissions/Proposals

"To be considered, all proposals must be submitted in writing and respond to the items outlined in this RFP. The State reserves the right to reject any non-responsive or non-conforming proposals. Each proposal must be submitted with one (1) paper copy and one (1) electronic copy on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses"

QUESTION: Would the State allow vendors to submit proposals in *only* electronic copies?

ANSWER: No. We require one paper copy to account for certain documents that require original signatures.

Q66. Section IV | Paragraph 8 | Page 6 or Section IV.B.8 Page 6
Concise Proposals

The State of Delaware discourages overly lengthy and costly proposals. It is the desire that proposals be prepared in a straightforward and concise manner. Unnecessarily elaborate brochures or other promotional materials beyond those sufficient to present a complete and effective proposal are not desired. The State of Delaware's interest is in the quality and responsiveness of the proposal.

QUESTION: Would the State be willing to set page limits for the proposal response?

ANSWER: No.

Q67. Section IV.C. 4 Page 12
References

The Evaluation Team may contact any customer of the vendor, whether or not included in the vendor's reference list and use such information in the evaluation process.

QUESTION: Has the state opened procurement in the past to other vendors? If so, would we be able to view past project performance?

ANSWER: www.frontoftheclassde.com

Q68. Appendix B | Paragraph 5 | Page 38
Video Production Services

OMB seeks a video production partner that will produce a condensed video library that will serve as a professional development tool for educators and leaders across the state.

QUESTION: Is this a new procurement, or have these services been rendered by a vendor in the past. If so, who is the incumbent? Are there any past examples works that we can view?

ANSWER: www.frontoftheclassde.com

Q69. Appendix B Paragraph 4 | Page 39

4. [...] Attorney General's Office will identify the teachers and subject matter to be filmed, and the locations where filming will occur. All filming will occur within or on the grounds of educational or healthcare facilities located within the State of Delaware, and will not be limited to one location.

QUESTION 1: Will filming take place during the school day? If so, how much time will the contractor be allowed for set-up and take-down of all equipment?

QUESTION 2: It is stated that filming could occur at healthcare facilities located in the State of Delaware. Could the CO specify what types of healthcare facilities would be involved? Also, would the CO specify the grade-level(s) of the classrooms which the contractor would be filming in?

QUESTION 3: When will the contractor receive the list of educational and/or healthcare facilities and their locations?

ANSWER: Yes, filming will take place during the school day. There will be ample time for set-up and take-down of equipment.

Grade levels vary K-12.

Contractor would receive list after being selected for the project.

Q70. Appendix B Paragraph 6 | Page 39

6. Manage all activities relating to, and enforce 100% compliance with, all participating adults and students completing appropriate media releases (the form of which are subject to Attorney General's Office prior review and approval), and submitting releases to the Attorney General's Office prior to any scheduled video filming.

QUESTION: How much time will the contractor be allowed to collect appropriate media release forms and submit to the Attorney General's Office for review and approval prior to scheduled video filming?

ANSWER: Ample time will be given.

Q71. Appendix B Paragraph 1 | Page 39
1. *The selected video production vendor will provide an executive producer to oversee production.*

QUESTION: How many sets of reviews of the production? We normally assume two at script stage, one rough cut, one fine cut and one picture look.

ANSWER: Varies.

Q72. **QUESTION:** Can housing and travel costs be included in expenses for companies outside of Delaware?

ANSWER: They should be. See Q47.

Q73. **QUESTION:** Is there a formula, ratio or minimum number used to determine the amount of Delaware residents to non-residents hired for this project?

ANSWER: No. There is no residency requirement or preference.

Q74. **QUESTION:** Will there be a need to create a box cover or thumbnail image for this Video Library or each individual video?

ANSWER: No.

Q75. **QUESTION:** My company is not from Delaware. I would like to submit a proposal and if awarded I would then set up shop in Dover. Can I "win" the award if I'm not a resident of Delaware?

ANSWER: Yes.

Q76. **QUESTION:** Do we have to register our business to the Delaware state before the bid submitted?

ANSWER: There is no pre-registration required to submit a proposal and be considered for award.

Q77. **QUESTION:** After bid approved how many days to register as legal business at the state?

ANSWER: Refer to Q43.

Q78. **QUESTION:** Can the employees with legal residence in Delaware can be contracted after bid approval?

ANSWER: There is no residency requirement. Please see the Prime Vendor and Subcontractor terms on pages 7-8 in the RFP.

Q79. **QUESTION:** Is there an incumbent video company?

ANSWER: Prior contract information is available at the following link:
http://contracts.delaware.gov/contract_archive_detail.asp?i=2050

- Q80. **QUESTION:** Will the teachers write the scripts or be available as content experts?
- ANSWER:** Yes.
- Q81. **QUESTION:** Do you need to attend edit sessions?
- ANSWER:** No.
- Q82. **QUESTION:** Where can I see a sample of previous productions?
- ANSWER:** www.frontoftheclassde.com
- Q83. **QUESTION:** What is the production time frame desired for each project (start to finish)?
- ANSWER:** Varies.
- Q84. **QUESTION:** Do we need office space on at your facility?
- ANSWER:** No.
- Q85. **QUESTION:** Reviewing the Bid Attachment documents; Attachment 2 asked for a State of Delaware License Number. Is this a requirement for eligibility to provide these services or would our State of Virginia business license allow us to qualify as an out of state provider?
- ANSWER:** Refer to Q43.
- Q86. **QUESTION:** Included as part of the proposal package is the OSD form and qualification from *State minority status. In our state we do not have such certification, we have completed work in the State of California, and are designated by the US Government as a Minority Business, what else does the State of Delaware require to qualify under the Delaware OSD?*
- ANSWER:** Submission of a completed Office of Supplier Diversity (OSD) application is not a requirement in your proposal. The criteria to make the document applicable, but still not required, is if the bidding firm is at least 51% owned and actively managed by a person or persons who are eligible: minorities, women, veterans, and/or service disabled veterans. Any one or all of these categories may apply to a 51% owner. This document is provided within the solicitation as a convenience to a bidder as well as to make the certification opportunities known to the community at the time of bid submission.
- Q87. **QUESTION:** Reference the number of production locations, knowing the Delaware Attorney Generals Office will approve all sites, do you have any idea to how many they are currently targeting? This would help us better propose an accurate budget including, time, pre-production setup, pre-production training, script rehearsals, etc?
- ANSWER:** Likely 3-4.
- Q88. **QUESTION:** Do we need State of Delaware license to participate?
- ANSWER:** See Q43 and Q55.
- Q89. **QUESTION:** Company's statement needs to be notarized by our State notary?
- ANSWER:** The only document requiring a notary is Attachment 2, Non-Collusion Statement.

Q90. **QUESTION:** We are definitely subcontracting in your state. How many employees or percentage of employees need to be residents of the state of Delaware?

ANSWER: There is no residency requirement.

Q91. **QUESTION:** In case our subcontractor hires professional free-lancers, do they qualify as our Delaware subcontractor's personnel?

ANSWER: See Q49. Please also see the Prime Vendor and Subcontractor terms on pages 7-8 in the RFP.

Q92. **QUESTION:** Although we are WOSB company, we don't have at the present time our certificate, would that be an issue if we don't have it by the time you are selecting the vendor?

ANSWER: Refer to Q86.

Q93. **QUESTION:** What is the time frame estimated for pre-production before the shooting day/ Production?

ANSWER: Varies.

Q94. **QUESTION:** How many languages are considered in closed captioning?

ANSWER: English and possibly Spanish.

Q95. **QUESTION:** Are you considering casting talent, or use 100% of school's personnel/students/teachers/parents?

ANSWER: No casting talent.

Q96. **QUESTION:** How long does the state take to proceed with payment once an invoice is submitted?

ANSWER: Payment will be processed within 30 days of invoice acceptance. See RFP page 40.

Q97. **QUESTION:** Is there a budget for miscellaneous expenses like, Furniture-wardrobe-uniforms-catering-props-lodging etc.?

ANSWER: No. Reference Q47.

Q98. **QUESTION:** What is the general scope of the consulting expertise required and needed to satisfy the focus of the proposal?

ANSWER: As defined in the RFP.

Q99. **QUESTION:** What does excellence look like as we intended to exceed the desired level of expected performance?

ANSWER: Submit proposal responses to the requirements in the RFP to effectively evaluate your bid. If offering increased levels of performance, identify as value added services in the proposal response for consideration. Note paragraph 21.a. "Award of Contract" on page 10 of the RFP.

- Q100. **QUESTION:** Will the buyers/users of this service be made available for introduction and requirements review and development?
- ANSWER: Yes.**
- Q101. **QUESTION:** How open is the solicitation pool for those who are not DE based businesses?
- ANSWER: All proposals will be fairly and thoroughly reviewed.**
- Q102. **QUESTION:** Is this the first time a solicitation has been published for these services?
- ANSWER: No. Reference Q79.**
- Q103. **QUESTION:** Is it appropriate to share the name of the incumbent service providers for this work?
- ANSWER: HNH Productions provided services.**
- Q104. **QUESTION:** Is there going to be a bidders' conference associated with this bid?
- ANSWER: No pre-bid conference is scheduled. Oral presentations may be scheduled as identified in the RFP, page 12.**
- Q105. **QUESTION:** As work locations have not been specified, will hotel and travel expenses associated with accomplishing the work be reimbursed separately from the contract negotiated price?
- ANSWER: No.**
- Q106. **QUESTION:** Is there an established library of curriculum video clips desired or targeted? If so, are they available for review before the solicitation closes?
- ANSWER: www.frontoftheclassde.com**
- Q107. **QUESTION:** What technical platform(s), other than YouTube, are being used to archive the video library?
- ANSWER: Vimeo has been used; open for other possibilities.**
- Q108. **QUESTION:** Is the State of Delaware interested in exploring new platforms to archive videos that are purpose built for learning?
- ANSWER: Yes.**
- Q109. **QUESTION:** Is the state willing to maximize the use of cloud technology, such as video conferencing and collaborative file updating, for script preparation, meetings and planning sessions?
- ANSWER: Yes. Refer to Q34.**
- Q110. **QUESTION:** Is there a minimum number of camera perspectives required?
- ANSWER: No.**

Q111. **QUESTION:** Can out of state video production companies be considered?

ANSWER: Yes.

Q112. **QUESTION:** Can an out-of-state company be considered, pending a State of Delaware business license if awarded the job?

ANSWER: Yes.

Q113. **QUESTION:** Will you reimburse for travel expenses?

ANSWER: No.

Q114. **QUESTION:** How many Delaware employees would be required to be hired for this project?

ANSWER: Existing employees will be used.

Q115. **QUESTION:** Do you have a budget range or allocation for this project?

ANSWER: There is no pre-defined budget. This project will be competitively bid.

Q116. **QUESTION:** Approximately how many filming days per video do you anticipate?

ANSWER: 1-2.

Q118. **QUESTION:** Appendix B.- Scope of work and Technical Requirements, Section 1 Description of Services to be Performed, Video Production Expectations, Page 41. "Interviews," "voice-over," and "Narration" are all referenced. Do you anticipate a Narrator voice-over in addition to interviews?

QUESTION: If so, who will provide the script for this voice over prior to the location shooting?

ANSWER: AG's office and vendor will work together. Don't expect voiceover.

Q119. Appendix B.- Scope of work and Technical Requirements, Section 1 Description of Services to be Performed, Video Production Services, Page 40. Attorney General's Office Role, Review and approve intended film content and key items to capture within 2 weeks...

QUESTION: Does this mean that the vendor will submit a shooting script for approval two weeks prior to the location shoot? Or will the narration script and shooting script be provided to the vendor?

ANSWER: The latter.

Q120. **QUESTION:** Is there a current vendor working on this project or a similar previous project?

ANSWER: www.frontoftheclassde.com

Q121. **QUESTION:** Is there a preferred vendor for this project?

ANSWER: No.

Q122. **QUESTION:** Are you able to provide the budget for this project?

ANSWER: There is no pre-defined budget. This will be competitively bid.

Q123. **QUESTION:** Section III A1, pg 2 — What licenses and certificates aside from the DE Business License would be required?

ANSWER: As referenced in the RFP, page 16, paragraph 7.c.

Q124. **QUESTION:** Appendix B, Video Production Services #4, pg 39

- a. Will each video be able to be recorded in one-day?
- b. Will on-screen participants (teachers, students, etc.) need to be compensated?

ANSWER: (a) Yes. (b) No.

Q125. **QUESTION:** Appendix B, Other Mandatory Requirements #3, pg 41

- c. Please give example of “footage obtained through pervious video shoots.” We are concerned about compliance with media release requirements mentioned in Video Production Services page 39, #6, if using previously recorded footage.
- d. Does Attorney Generals Office foresee the need to purchase stock footage for productions?

ANSWER: (c) www.frontoftheclassde.com
(d) No.

Q126. **QUESTION:** Appendix B, Other Mandatory Requirements, #7, pg 42 — Is YouTube closed captioning sufficient? If not, what other type of CC would you like?

ANSWER: Yes.

Q127. **QUESTION:** We would like to have the Bid Solicitation emails sent to our Director of Business Development

ANSWER: We do not send RFP documents directly to vendors, but rather make them publicly available online at the link below. To receive an email notification of a potential bid, the link below is to register with the State of Delaware as a potential vendor. If you've already registered, you can add or remove notification categories at any time. In doing so, you will receive email notifications when a possible contracting opportunity arises in the areas you specif. Click on the blackboard link and register for the Government Support Services notification service.

<http://bids.delaware.gov/>

Q128. III. A. 1. Pg 2 - Provide Delaware license(s) and/or certification(s) necessary to perform services as identified in the scope of work. Prior to the execution of an award document, the successful Vendor shall either furnish the Agency with proof of State of Delaware Business Licensure or initiate the process of application where required.

QUESTION: We are a Maryland based business. Do we need a special license from Delaware for this contract?

ANSWER: Refer to Q14.

Q129. IV. D. j. paragraph 2 – pg. 19 “The State of Delaware will require a payment schedule based on defined and measurable milestones. Payments for services will not be made in advance of work

performed. The State of Delaware may require holdback of contract monies until acceptable performance is demonstrated (as much as 25%).”

QUESTION: Our standard business practice is to invoice for a deposit in order to fund the pre-production work (scripting and project coordination). Is it possible to tie a deposit to contract signing and then tie other payments to milestones in the project?

ANSWER: Refer to Q57.

Q130. Bid Attachments – Attachment 6 - SUBCONTRACTOR INFORMATION FORM pg. 8

QUESTION: During the production days (on location) we do work with a set of sub-contractors as grips, gaffers, and make up artists where needed. Do we need to fill out the sub contractor form at proposal time? We do not know who will be available on the location days in advance, nor who would be needed. How best to proceed?

ANSWER: Complete subcontractor forms for known subcontractors when submitting proposal. Additional subcontractors may be considered during the contract term, but must be identified and approved by the state prior to utilizing.

Q131. Bid Attachments – Appendix B – Scope of Work Section 1: DESCRIPTION OF SERVICES TO BE PERFORMED –

pg. 15 item 5

The designated production assistant shall:

- a. Prepare and review with selected educators the identified lesson plans;

QUESTION: Will the lesson plans be delivered all at once or one at a time?

ANSWER: One at a time.

- b. Provide content and instructional vision, including script assistance where necessary, for all videos;
- c. Provide scripts for film participants where applicable;

QUESTION: Will you want the educator to teach the lesson in a normal fashion or follow a teleprompter and written script?

ANSWER: Teach the lesson in a normal fashion.

- d. Prepare the room for filming, which may include making suggestions about furniture placement, decorations, lighting. The intent of the room preparation shall be to make the environment conducive for learning, and avoid visual distractions that could detract from the learning experience.
- e. Prepare students through a brief in-person training or video tutorial how to behave during filming;

QUESTION: Can this be conducted on the day of the shoot during a rehearsal time?

ANSWER: Yes.

Pg. 15 item 8

Film educators and students in classrooms or healthcare settings;

QUESTION: Do we shoot an actual class with the teacher giving the actual scripted lesson? Or do we "stage" the specific techniques that we hope to capture?

ANSWER: Actual class.

Pg. 15 item 10

Provide transcripts/notes of capture footage;

QUESTION: Is this referring to transcripts of final videos or logs of the raw footage that was shot?

ANSWER: Final videos.

Q132. Pg. 17 (Questions **bold**)

VIDEO PRODUCTION EXPECTATIONS

OMB expects all videos will have professional-grade production features including, but not limited to, the following components where appropriate:

- Wide and tight shots, including focus on details such as what the teacher is writing on the board, work and items posted on the walls around the classroom, and specific student work in the classroom;
- Narration through an entire scene or sequence;

QUESTION: Is this referring to the teacher's narration of his/her lesson as it is being taught and not narration by a narrator?

ANSWER: Teacher's narration.

- Voice-over at key moments;

QUESTION: Is this referring to voice over by a voice over narrator when needed beyond the teacher's narration?

ANSWER: No.

- Short interviews with teachers and students;
- Closed Captioning; and
- Screen cues.

QUESTION: Is this referring to on screen graphics?

ANSWER: Yes.

- Q133. **QUESTION:** When planning for travel between Maryland and Delaware, we are wondering if it would be possible to shoot two videos on two concurrent days. Would that be possible or do we need to assume we will only be able to shoot one lesson during one particular time period?

ANSWER: Possible.

- Q134. **QUESTION:** Is this opportunity open to vendors who are out of state? We are located in the Washington, DC Metropolitan area. If that will not be a problem (and of course, we can account for the travel needed for video production), then we would like to be considered.

ANSWER: Yes.

- Q135. **QUESTION:** How long is each class that we will be taping?

ANSWER: Varies.

- Q136. **QUESTION:** Should each class be recorded and put up on line in its entirety? Or, should we cut down the class and make a shorter version? If so, on average how long for each class?

ANSWER: Varies.

- Q137. **QUESTION:** Can the classes all be shot during the course of one week or will this involve multiple weeks/months?

ANSWER: Varies but could likely be shot in one week.

- Q138. **QUESTION:** Deliverable – an hour of streaming video (if that's how long a class is) is an enormous and unwieldy file – can we break this up into sections?

ANSWER: Yes.

- Q139. **QUESTION:** Will the teachers have PowerPoint presentations they'd like to cut away to – if so, we have to decide if we switch this live to a recording or edit in later. Switching live is a better option. Editing in the PowerPoints later is tedious and costly.

ANSWER: Unknown.

- Q140. **QUESTION:** Will there be class interaction where we need a second camera to focus on student's questions and participation (ie group breakouts where we need to get sound and substance?)

ANSWER: Yes.

- Q141. **QUESTION:** How big are the classrooms? What available lighting is there?

ANSWER: Varies.

- Q142. **QUESTION:** We know that each video must be completed one week from the time of the video shoot. What is the length of time that you expect all videos to be shot and produced?
- ANSWER: Within 12 months.**
- Q143. **QUESTION:** What is the review process? After we deliver the rough cut – what is the length of time before we receive requests for changes/corrections?
- ANSWER: Varies, but we will aim for 48 hours.**
- Q144. **QUESTION:** How many reviews do your staff get, before the project is deemed completed? Because we have to budget hard drives, etc., what is the maximum number of rough cuts that we will need to deliver?
- ANSWER: Varies.**
- Q145. **QUESTION:** Will the teachers need teleprompters and/or make up, or is this a straight class that we shoot documentary style?
- ANSWER: No.**
- Q146. **QUESTION:** Can my proposal be sent via email?
- ANSWER: No. Proposals may be submitted according to section IV.B.2., page 4-5 of the RFP.**
- Q147. **QUESTION:** Travel costs cannot be determined at time of proposal due to unknown travel dates and locations. Is it acceptable to bill travel at actual costs and not include them in the proposal?
- ANSWER: No. Reference Q47.**
- Q148. **QUESTION:** When will taping in classrooms/facilities occur? Will this project be conducted over a year's time? There is mention that upon award of the contract in June of 2015 that work will commence. However, schools are closed soon, teachers and students are potentially off for the summer. Will there be teachers and students available to actually commence taping in June? July? August? or will the taping begin in September with the beginning of the school year?
- ANSWER: During the 2015 – 2016 school year. Taping will not start before September 2015.**
- Q149. **QUESTION:** How many teachers and students are expected to appear in each video?
- ANSWER: Varies; class size less than 20, usually.**
- Q150. **QUESTION:** If a parent refuses to sign a release form for their child, is it acceptable to blur the child's face within the video?
- ANSWER: Yes, with permission to do so from parent.**
- Q151. **QUESTION:** If parents will not grant permission for their child to be interviewed, how should this be handled? Parents may grant permission for a child to be seen but may be uncomfortable with direct interviews. For example, permission may only be granted if parents are in attendance, and they may desire to have editorial review of the videos. We are prepared to pursue whatever avenues are required, but this could increase complexity of the project.

ANSWER: Parents will make the determination.

Q152. **QUESTION:** How would the client like to receive the raw digital footage? Will the cost of media be covered by client and will hard drives be provided to the vendor?

ANSWER: Uploading to a closed site is helpful; no cost will be incurred by client. Please see Q34 for reference to data sharing policies and potential approvals needed.

Q153. **QUESTION:** Are word-for-word transcripts desired? Is this instead of or in addition to notes (a key outline of the details)? If notes are required, what form should they take?

ANSWER: No.

Q154. **QUESTION:** Closed captioning has been requested. YouTube uses open captions which are automatically generated by YouTube upon upload. These can be edited for accuracy by the vendor. Is this acceptable to meet the client's requirements? Are there other captioning needs beyond this required? Each effects costs in different ways as there are no universal formats for broadcast or web use. Please note that while video can be uploaded to Vimeo as well, Vimeo offers no caption options.

ANSWER: We would consider YouTube CC.

Q155. **QUESTION:** Will the narration in the videos be conducted by a vetted member of the client's team, or by an outsourced professional narrator (and if so, is non-union or union talent desirable)?

ANSWER: Yes, if it is needed.

Q156. **QUESTION:** If video exceeds the expected duration of 15-30 minutes, would the client prefer a flat fee to cover additional editing costs (i.e., a per minute rate)?

ANSWER: No.

Q157. **QUESTION:** The requirements state that Videos should be ready for review one week from the time of the video shoot" Transcription typically takes two to three days per interview unless heavy rush charges are incurred. Additionally this would leave little time for script and other feedback. Vendor will provide a reasonable schedule and move with haste, but this requirement could lead to additional expenses such as express shipping from field locations and potential overtime charges. What is the impetus for the one week turnaround?

ANSWER: That is what we require for a timely process.

Q158. Appendix B, p. 38, Purpose "The purpose of the Professional Development Video Production for Teachers RFP is to create more videos and continue building a high-quality video resource library"

QUESTION: Is this the continuation of a previous contract? Are there existing similar video examples we can view?

ANSWER: Yes; www.frontoftheclassde.com

Q159. Section I, p. 39, line 4 "The vendor will acknowledge the locations and educators that have been identified for each video since the Attorney General's Office will identify the teachers and subject matter to be filmed, and the locations where filming will occur. All filming will occur within or on

the grounds of educational or healthcare facilities located within the State of Delaware, and will not be limited to one location."

QUESTION: How many filming locations are anticipated for each video? How many filming days are anticipated for each video?

ANSWER: 3-4 locations in total (not per video) and 5-6 total filming days anticipated.

Q160. Section I, p. 39, line 5.b. "Provide content and instructional vision, including script assistance where necessary, for all videos"

QUESTION: How much scriptwriting and research is anticipated to be provided by the vendor? Will the selected educators provide the majority of the specific lesson plan content?

ANSWER: Some scriptwriting; educators will provide lesson plan content.

Q161. Section I, p.39, line 10. "Provide transcripts/notes of capture footage"

QUESTION: Will time be needed for customer review of footage transcripts prior to vendor beginning editing?

ANSWER: No.

Q162. Section I, p.39, line 12. "Create video platform during production and editing that Attorney General's Office can access for review and approval of videos produced"

QUESTION: Is an existing platform such as Vimeo or YouTube acceptable for posting private/unlisted review cuts of videos?

ANSWER: Yes.

Q163. Section I, p. 40 (bottom) Estimated video duration "Each video produced shall run for fifteen to thirty (15–30) minutes in length"

QUESTION: Is there a Not-To-Exceed budget amount for each video?

ANSWER: No.

Q164. Section I, p. 41 (top) Video Production Expectations "Screen cues"

QUESTIONS: What is your definition of "screen cues?" Will any graphics be needed to illustrate concepts?

ANSWER: Simple graphics.

Q165. Section II, p.42, line 1.d. "Videos should be ready for review one week from the time of the video shoot with reasonable changes corrected within 48 hours."

QUESTION: Is delivery of a complete 30 minute edited video required within one week of shooting? Is this a first rough cut for review (not including all final elements such as graphics, captioning, audio mixing)? Is delivery of the final video expected within 48 hours of receipt of customer comments? How many rounds of customer changes/comments are anticipated?

ANSWER: Yes; could vary.

Q166. **QUESTION:** I was interested in finding out if the 2-year contract limits the vendors ability to work on outside projects during the same 2-year timeframe? For instance, we have worked with the U.S. Department of Education on a couple of videos and they are interested in doing more work with us - would we have the ability to work with them at the same time? I'm not asking permission per se, just if the time commitment would allow it?

ANSWER: Yes.

Q167. **QUESTION:** How did you find us?

ANSWER: A vendor outreach was accomplished prior to the solicitation posting. Email addresses were gathered from numerous sources including the Small Business Association website, GSA, Delaware's certified diversity vendors, and other local sources.

Q168. **QUESTION:** I looked through the RFP document and was not able to find mention of how many separate videos are included in this project? I saw that they would be between 15-30 minutes each, but did not see how many you were planning on producing. Also, what is the projected period of time this project would go on for.

ANSWER: Approximately 10. Likely 12 months; not to exceed 24 months.

Q169. **QUESTION:** When would the 2 year contract commence?

ANSWER: Shooting would not begin before September 2015. Please see Estimated Notification of Award date in page 1 of the RFP.

Q170. **QUESTION:** Do you know how much funding is available for this particular program. I didn't see in the packet the available funding for this program.

ANSWER: There is no pre-defined budget. This project will be competitively bid.

Q171.

- Section number: III.A.5
- Paragraph number: 1
- Page number: 2
- Text of passage being questioned: "Provide response to Employing Delawareans Report (Attachment 9)"

QUESTION: For award of the contract, is it mandatory that the vendor employs one or more legal residents of Delaware?

ANSWER: There is no residency requirement.

Q172.

- Section number: II
- Paragraph number: 1
- Page number: 1
- Text of passage being questioned: "The State of Delaware Office of Management and Budget (OMB), in conjunction with the Attorney General's Office, is seeking proposals for the continued production of a video library that will serve as a professional development resource for educators across the State."

QUESTION: Were existing videos in the video library contracted out to a vendor? If so, what was the budgeted price per video for the most recent contract?

ANSWER: Prior contract information is available at the following link:
http://contracts.delaware.gov/contract_archive_detail.asp?i=2050

Q173.

- Section number: Appendix B, Section II
- Paragraph number: 2c–3b
- Page number: 43
- Text of passage being questioned:
 - “2. Organizational Capacity (20 points)
 - c. The vendor must provide a list of previous clients. Also, the vendor must supply references relevant within the past three years, including reference name, title, organization, address, telephone number, email address, the dates of service and a brief summary of services provided. The vendor should ensure that contact information is current and accurate. OMB and Lt. Governor’s staff may not be used as references.
 - 3. References (10 points)
 - a. The vendor must provide a list of previous clients. Also, the vendor must supply references relevant within the past three years, including reference name, title, organization, address, telephone number, email address, the dates of service and a brief summary of services provided. The vendor should ensure that contact information is current and accurate. OMB and Lt. Governor’s staff may not be used as references.
 - b. Vendors must also complete the business reference form for three (3) contacts. The references shall be for similar type contracts, and will be contacted for confirmation of ability.”

QUESTION: Can you please clarify how many references are being requested, and in what format? Is the RFP asking for a client list in the proposal, three references in the body of the proposal, and three references on the Business References form? If so, should the references in the proposal and Business References form match, or should they be different. That is, are three references being requested, or six?

ANSWER: Providing 3 references in Attachment 3, Business References, will meet the requirements. Note that the references can be utilized for more than one evaluation criteria as detailed in Appendix B, section II.

All other terms and conditions remain the same.



GOVERNMENT SUPPORT SERVICES – CONTRACTING
100 ENTERPRISE PLACE – SUITE 4 – DOVER, DE 19904-8202
PHONE: (302) 857-4550 – FAX: (302) 739-3779 – GSS.OMB.DELAWARE.GOV