

ADDENDUM ONE, QUESTIONS and ANSWERS

Date: October 16, 2019

To: All Bidders

From: Holly Glasgow/Keith Roland, Buyers
Department of Health and Human Services

RE: Addendum for Request for Proposal Number 6156 Z1
to be opened October 28, 2019 at 2:00 p.m. Central Time

Questions and Answers

Following are the questions submitted and answers provided for the above mentioned Request for Proposal. The questions and answers are to be considered as part of the Request for Proposal. It is the Bidder's responsibility to check the State Purchasing Bureau website for all addenda or amendments.

<u>Question Number</u>	<u>Question</u>	<u>State Response</u>
1.	On-camera spokesperson: Do you have an on-camera spokesperson already selected?	No, this would be someone that is provided by the contractor.
2.	On-camera spokesperson: Is the female spokesperson from your example videos still available for this?	This is unknown, this individual was provided by the previous contractor.
3.	On-camera spokesperson: Are you looking for someone new?	Not necessarily, we do not have any objections to retaining the current individual or a new individual.
4.	On-camera spokesperson: Would you consider voice only narration, without on-camera talent?	Yes.
5.	Proposal Submission Deadline: What is the final date proposals are due? Is it the same date as Opening Date of 10/28/19?	Proposals are due October 28, 2019 by 2:00 PM CST.

6.	<p>Cost Proposal document:</p> <p>Where it is indicated “Estimated Number of Minutes (entire initial term)”:</p> <p>Am I reading this correctly? There will be approximately 40 minutes of under ten-minute videos, 35 minutes of ten to twenty-minute videos, and 60 minutes of twenty minute to one-hour videos. For a total of 135 minutes of finished videos?</p> <p>Is this the number of anticipated videos produced during the three-year term of your contract?</p> <p>How many videos and minutes of finished video do you anticipate will be produced during the term of the three-year contract?</p>	<p>There could be up to these time amounts. This amount could possibly change (reduction). These are estimates based on previous work and stakeholder requests for additional trainings.</p> <p>The first year would hold the majority of the videos with the remaining two years seeing additional work but not as much as the first year.</p> <p>The maximum number of minutes for the entire 3-year contract would be 335 minutes. The final number of finished videos and minutes will be determined by the Department in collaboration with stakeholders to determine the needs of the user and meet statutory requirements.</p>
7.	<p>The RFP states that the following should be included in the proposal:</p> <ol style="list-style-type: none"> 1) Original Request for Proposal for Contractual Services form signed using an indelible method; [SEP] 2) Completed Corporate Overview; [SEP] 3) Completed Sections II through IV; and [SEP] 4) Completed State Cost Proposal Template. [SEP] <p>However, Section V - Project Description and Scope of Work, suggests the contractor should provide the following information: Project Overview, Project Environment, Scope of Work, etc.)</p> <p>V. PROJECT DESCRIPTION AND SCOPE OF WORK</p> <p>The contractor should provide the following information in response to this solicitation.</p> <p>Is Section V required in addition to Section II through IV? If so, what is the preferred format of contractor's response in regards to subsections A through G? For example, should we provide information in paragraph form that encompasses all sections or respond in-kind to each subsection?</p>	<p>Bidders may provide a narrative to Section V, but it is not required.</p> <p>Section I. M. states the required documents that need to be submitted.</p>

This addendum will become part of the proposal and should be acknowledged with the Request for Proposal.