



Finance Department
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November 12, 2024

Addendum No. 2

To: Potential Bidders
Reference: Pathways Program Modular A/V Introduction, Training and Promotional Video Series
Agency: Augusta County
Solicitation: RFQ # 11221-25-01
Bids Due: 2 pm Monday, November 18th, 2024

Due to high volume of questions, and a holiday this week, we are moving the deadline for bids to be due to MONDAY, NOVEMBER 18TH, 2024, AT 2PM TO ALLOW TIME FOR RESPONSES.

The following information is made to the original referenced solicitation. Bid Due Date and time remains the same. Bidders shall acknowledge receipt of this Addendum by signing and returning the bottom of this Addendum with your bid. Notice is hereby given that this addendum has been posted in full on the project's solicitation page of the Augusta County website and eVA.

Questions

Question 1: The RFQ mentions a "modular" design for the videos. Does this mean each of the three videos (Introductory, Training, Promotional) is a separate module, or should each video contain segments that can be used independently?

Response: We would like each video to contain segments that can be used independently.

Question 2: Voiceover Timing: We typically record voiceovers during the pre-production phase, immediately after script approval. Is this timeline acceptable for this project?

Response: Yes, that is fine.

Question 3: Are the specified runtimes (10-15 minutes per segment and up to 30 minutes total) flexible based on content and audience engagement feedback?

Response: Flexible based on content and engagement feedback

Question 4: Are there specific technical specifications for final deliverables (e.g., resolution, aspect ratio, formats)?

Response: No, just whatever is most flexible and widely deployable.

Question 5: Are there specific motion graphics styles or examples you prefer?

Response: No, we are open to suggestions.

Question 6: How many rounds of revisions will be included for each phase (script, filming, and editing)?

Response: As few as possible.

Question 7: Can you provide more details about the expected budget range and allocation priorities (e.g., production vs. post-production)

Response: No, other than the \$50k. I'm anticipating more allocation in post-production.

Question 8: Will there be a designated point of contact for project coordination? How often will progress meetings or check-ins be held?

Response: Yes. Weekly check-ins.

Question 9: Are there any additional deliverables not listed (e.g., usage rights documentation, backup storage of footage)?

Response: No.

Question 10: Please clarify the meaning of "modular" in this Quick Quote.

Response: Smaller segments of video which can be used independently.

Question 11: If all three videos are expected to total no more than 30 minutes, but each video should be between 10-15 minutes in length, can you confirm that producing one or more of these videos with a runtime of less than 10 minutes is expected? If not, is there a particular reason there is a NTE runtime of 30 minutes?

Response: The NTE is in place based on my understanding of the per minute cost of finished video. We will make priority cuts to one of the segments if warranted to keep costs down. If the bidder is able to spec out over 30 minutes while remaining in budget, that is fine.

Question 12: How big is the government's project team for this and how many stakeholders are there within the Commonwealth's Attorney's Office working on this initiative?

Response: We have 7 people on the team. One primary POC within the CWA office.

Question 13: Is this the website related to this program/project?

<https://www.co.augusta.va.us/government/departments-and-offices/commonwealth-s-attorney-s-office/pathways-program>

Response: Yes.

Name of Firm: _____

Signature: _____

Date: _____