

A large, stylized, light blue Phoenix logo is centered in the background of the slide. The logo is composed of several curved, overlapping shapes that form the bird's head and tail. The background is a solid dark blue.

RFQu 24-0154 Video Production and Video Graphic Design Services

February 23, 2024 – 10:00 a.m.
Via WebEx

City of Phoenix
Finance Department



Housekeeping

- Please mute your microphones, unless you are speaking, to mitigate background noise and potential electronic feedback for the other participants.
- We will be discussing and overview of each major section of the solicitation. Please ask your questions that are relevant to the section under discussion.
- Please utilize the Raise my Hand function when wanting to ask a question or type in into the chat.
- Please email your company name, first and last name, telephone number, and email address to the procurement officer: larry.jue@phoenix.gov



Legal Notice

The purpose of the Pre-Offer Conference is to provide a casual atmosphere to discuss the City's intent and to determine whether the City's requirements are clearly stated.

Although an exchange of information may take place, the official position of the City is that which is delivered in the solicitation document and in the form of a written Addendum. Therefore, nothing said here today should be construed as a change to the written requirements in the solicitation document.

Any changes will be in the form of a Solicitation Addendum. Vendors must acknowledge receipt of any/all addenda by signing and returning the document with their submittal, or the response may be considered non-responsive.

Please note that it is the responsibility of the Offeror to read the entire solicitation document. Offerors must contact the Procurement Officer if they have any questions – no other City employees per the Transparency Policy.



Key Dates

**IMPORTANT
INFORMATION**

Written Inquiries Due

March 1, 2024
at 12:00 p.m.

Offer Due Date

March 8, 2024
at 2:00 p.m.



Agenda

1. Solicitation Instructions
2. Scope of Work
3. Evaluation Process
4. Terms and Conditions (Standard and Special)
5. Indemnification and Insurance Requirements
6. Submittals and Pricing
7. Attachments
8. Additional Questions



Solicitation Instructions

- Transparency Policy in effect (from solicitation opening and ends at City Council award)
- All offerors must register at:
<https://www.phoenix.gov/financesite/Pages/EProc-help.aspx>
- All written inquiries are due **March 1, 2024 at 12:00 p.m. MST**
- The City will not be responsible for oral instructions made by employees or officers, any changes will be in the form of solicitation addenda
- Businesses ***must*** be registered with the Arizona Corporation Commission (this is checked)
- All offers shall be firm and fixed for a period of 200 calendar days from the Offer Due Date.



Solicitation Instructions

- Preparation Of Offer
 - All Forms in Submittal Section Must be Submitted
 - No Modifications to the Submittal Forms
- Exceptions to Solicitation Requirements
- Solicitation Inquiries/Questions
- Submission of Offer
 - Electronic Submittal
 - Late Offers will not be considered



Scope of Services

- The City of Phoenix invites sealed offers for providing video production and video graphic design services for various City departments.
- Through this RFQu process, a Qualified Vendor List (QVL) will be established. Departments have different needs depending on their objectives, goals and budget and will be able to reach out to those companies on the QVL and request a written proposal.
- Projects include public service announcements, special events, internal training, and creating social media content.
- These departments had the most activity:
 - Aviation (Sky Harbor International, Deer Valley and Goodyear airports)
 - Public Works
 - Communications Office (PHXTV)



Evaluation Process

- Minimum Qualifications (Pass/Fail); page 21
 1. Have been in operation for a minimum of five (5) consecutive years' providing similar services as set forth in the Scope of Work for video production and video graphic design services.
 2. Have a minimum of three (3) within the last five (5) consecutive years' experience providing all of the Services list in this Solicitation for private and public entities comparable in size to the City of Phoenix.
 3. Key Staff and Qualifications: Offerors must demonstrate that key staff have the knowledge, resources, skill, capacity and ability to provide full video production and video graphic design, and all other services as required in the solicitation.
 4. Offeror must be able to fully provide the services as defined in the Scope of Work



Terms and Conditions

- Standard
 - In all City of Phoenix contracts
 - Changes to the contract via a written contract amendment
- Special
 - Five-year contract term (through April 2029)
 - Firm and fixed pricing for the initial year; price adjustments must be submitted in writing; any increases granted are solely at the discretion of the City
 - Cooperative agreement
 - Background screening of all contract employees is required, and the City has set this contract at the maximum risk level



Indemnification and Insurance

- Please note the indemnification provisions
- Insurance requirements:
 - General liability
 - Automobile Liability
 - Worker's compensation
 - Professional liability (Errors and Omissions Liability)
- Upon award, certificates of insurance (ACORD form or equivalent) must be provided to the City within 5-days
- Send to the Procurement Division at procurement@phoenix.gov



Submittals

- Complete and send all required attachments by the Offer Due Date, March 8th, 2:00 p.m.:
 - Pricing Proposal (separate Excel document)
 - Service Completion Date
 - 24 Hour Emergency Contact
 - Debarment and Exclusion
 - References
 - Costs and Payments
 - Offer page
 - Acceptance Form
 - Conflict of Interest and Transparency



Submittals

- Your Statement of Qualifications must include:
 - Items A – H (page 9, 2.18 Contents of Response)
 - The response should also address the Minimum Qualifications listed in 2.17
- Addenda, if any were issued
- Email responses to procurement@phoenix.gov by the deadline



Additional Questions

