

ADDENDUM ONE

(please sign and return with the submittal)

CHANGES:

Change 1 – Section 1, Timeline, Subsection 1.4, Schedule of Events, is amended as follows:

The Offer Due Date is extended to March 15, 2024, at 2:00 p.m.

Change 2 - Section 2, Instructions, Subsection 2.16, Qualification Criteria, is replaced with the following:

2.16 Pre-Award Qualifications

- A. Offeror must have been in operation a minimum of five years.
- B. Indicate if your firm has been providing these types of services for a minimum of three years (within the last five years).
- C. Upon notification of an award the Offeror will have ten calendar days to submit a complete certificate of insurance in the minimum amounts and the coverages as required in the Insurance Requirements of this solicitation. Insurance requirements are non-negotiable.

Change 3 - Section 2, Instructions, Subsection 2.17, Minimum Qualifications, is amended as follows:

Delete subsection 2.17 in its entirety.

Change 4 - Section 4, Evaluation Process, is amended as follows:

Replace the table with following one:

Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	Business History Offerors must 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.	Pass/Fail	1 (25% of Total)
2.	Years of Experience Offerors have a minimum of three (3) years' experience, within the last five (5) consecutive years, providing all the Services listed in this Solicitation for private and public entities comparable in size to the City of Phoenix.	Pass/Fail	1 (25% of Total)

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.	Pass/Fail	1 (25% of Total)
4.	Capability Offerors must be able to fully provide the Services as defined in Section 3 – Scope of Work.	Pass/Fail	1 (25% of Total)

Change 5 - Delete the “Service Completion Date” page.

QUESTIONS AND ANSWERS:

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
1.	On page 18 under "Other Services" it states: "Participate in and provide guidance in trade partnership negotiations". Can you please elaborate on what this means?	If media outlets, such as television or radio, have availability or opportunity to provide advertising in kind or as an added value, the agency selected would capitalize on that opportunity on behalf of the City, with the approval of the City.
2.	On page 18 under "Other Services" it states: "Place advertising in selected mediums." Does this include TV and Social Media?	Yes, it includes traditional and non-traditional media spaces.
3.	How many videos are expected to be created on average in a year?	The expected number of videos from the City of Phoenix departments varies and is estimated to range from one to six for each department, per year.
4.	What are the estimated lengths for each video (:15; :30; :60, 3-10 minutes, etc.?)	The video lengths will vary depending on the needs of the City of Phoenix departments, the estimated range is 30 seconds to approximately five minutes.
5.	How many videos that include licensed stock footage are needed per year?	Licensed stock footage may be required, and it will vary depending on the department's projects. Stock footage may be required on limited number of projects.
6.	How many videos will require filming with actors and extras needed per year?	Most videos will not require actors or extras. However, a department's special project may require the need.
7.	Do you need for the videos to have closed captions (CC) or translation in other languages (e.g., Spanish)?	The need for closed captioning services and translation services will vary



		depending on the department's goals and objectives of each project.
8.	You mentioned that the official position of the city can be found in the solicitation document and any written addendum. Could you please let me know where these documents can be accessed?	The addendum will be uploaded to the City's solicitations web page: Solicitations - Solicitations City of Phoenix .
9.	Are there any specific formats or templates that the city prefers for the proposal and attached documents?	The Offeror may submit their statement of qualifications in Microsoft Word or Adobe.
10.	How does the city handle situations where the scope of work for a specific project expands or changes after the project has begun?	The agency will submit any and all quote and requirement adjustments to reflect the revised scope of work. Once the City reviews the additional costs and/or needs requested, a decision will be made before production continues. It should not be a unilateral decision made by the agency or the City. Approved changes must be documented in writing and may result in edits to the Purchase Order (P.O.).
11.	Can you provide more information about the terms of the contract, such as payment terms, contract duration, and termination conditions?	Refer to paragraph 2.1 (Description – Statement of Need) for the term of the contract. Payment terms are submitted by the Offer on the Costs and Payments section of the solicitation. Refer to paragraph 5.8 (Contract Termination) for termination conditions.
12.	In the 2.17. Minimum Qualifications Section D & 4. Evaluation Process Section D, it says: "Offeror must be able to fully provide the services as defined in Section V - Statement of Work." Could you please locate and explain where Section V - Statement of Work is in the RFP?	Refer to the first section of this addendum (change 3 and change 4).
13.	Under the 6.39. Security Identification Display Area (SIDA) Badge Process, it says that the current badging procedures and fees are available for review at: www.skyharbor.com/security/BadgingInformation . However, the link page couldn't be found. Can you please update the link?	Please reference this URL: Security & Badging Phoenix Sky Harbor International Airport
14.	On the SERVICE COMPLETION DATE page, it says: "Contractor states that all services will be completed _____ days after	Refer to the first section of this addendum (change 5).

	receipt of order. This completion schedule shall include any time for shipping of needed materials and/or equipment." What should we put there if the project time differs from the department (for example, from the airport to Park and Rec)?	
15.	We are an out-of-state company for the OFFER page. Do we need to provide the following before being awarded the bid? If yes, what is the website we should go to get this information: Arizona Sales Tax No., Use Tax No. for Out-of-State Suppliers, City of Phoenix Sales Tax No., and Arizona Corporation Commission File No.?	Please refer to the Section 5, Standard Terms and Conditions, paragraph 5.10, State and Local Transaction Privilege Taxes and the Arizona Corporation Commission website, https://azcc.gov .
16.	For the 9. Submittals section, what information are we supposed to provide on the "ACCEPTANCE OF OFFER" page?	Offerors do not need to provide any information on the "Acceptance of Offer" page. The City of Phoenix will complete this section upon the awarding of a contract.

The balance of the specifications and instructions remain the same. Bidder must acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the bid or proposal submittal.

Name of Company: _____

Address: _____

Authorized Signature: _____

Print Name and Title: _____