

ADDENDUM 1

(please sign and return with the submittal)

QUESTIONS AND ANSWERS:

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

No.	Question	Answer
1.	When submitting the formal Bid, beside from the forms you provided, is there a certain format or outline that we need us to submit the Bid to you? We couldn't really find any specific layouts or outline for submittals. And for the examples of our portfolio ? Just wanted to make sure we did or did not need to standardize our submissions.	Please refer to Section 2.4, Preparation of Offer, for details regarding submitting an Offer. The Offeror's Portfolio must include the six work samples in Section 4, Evaluation Process, Evaluation Criteria No. 1, Work Samples. Please refer to Section 9.2 Solicitation Response Check List for Offer format details including table of contents and use of tabs. The layout of the portfolio is up to the Offeror's discretion.
2.	We saw that there is an estimated 120 hours or so of photography services, when it comes to scheduling notices for these projects how much time will be provided before said scheduled assignments? Will it be 24hour notice or 2 weeks notice?? Is this something that we should include in the bid?	As addressed in Section 3.4 General Requirements paragraph D. item 1., most jobs will be planned with a minimum of one week's notice, but some jobs may have a 24-hour notice. Aviation Staff typically request photography services with plenty of advance notice, however some events or situations may arise with shorter notice. Please submit your offer per the format listed in Exhibit B-Pricing proposal. Any modification to the Pricing Proposal document may result in your offer being deemed non-responsive.
3.	Also, we saw that there is a link for a per-submittal meeting, but there is no scheduled date or time? Will this be scheduled later? How does that work?	There is no pre-submittal meeting for this solicitation. The meeting link provided in Section 2.15 Offer Results, is for the Offer Opening scheduled on August 2, 2024 at 3:15 p.m..

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: _____