

Q & A Related to RFP 20-000000001

Q: You provide a sample contract with the RFP. Does this need to be filled out and included or may we simply state that we would agree to the terms in a completed document?

A: Per our legal team, you do not need to fill that out. We ask that a proposer let us know if they will have an issue with or not agree to those terms.

Q: Do these project require the vendor to provide the photographer and videographer?

A: Yes.

Q: If the vendor is not required to provide the photographer and videographer, are they providing support for the videographer/photographer that is hired by the communications team?

A: Not applicable.

Q: How many projects include photography and videography? What does the project entail? Does that require the vendor to hire a crew or is this a one man job? How many photo shoots would the vendor have? Are these headshots or landscape shots? How much retouching is required?

A: There are at minimum two sessions each year in December for headshots of our two Boards of Control. There may be additional shoots required of people and/or landscapes as needed for other projects. Retouching would be required for all photographs. Other photography and videography projects are organic in nature and on an as need basis.

Q: Related to the additional documentation listed in the RFP, how much of this documentation is required prior to submitting a proposal? Would it be acceptable to acquire this documentation after the contract is awarded?

A: The Additional Required Documentation must be completed and accompany all other RFP documents submitted to the RSA. PDFs for items 1, 3, 4, and 5 are available on our website at <https://www.rsa-al.gov/about-rsa/itb-rfp/>.