

Questions and Answers to RFP No. AOC Ed Tech 7, Video Production Services

Question #1: Will a Certified Small Business receive any preference or additional consideration during the evaluation process? If so, how and where would you like that information identified in the proposal?

Answer #1: Certified Small Businesses will not receive any preference or additional consideration during the evaluation process. Please complete and submit RFP Attachment D, DVBE Participation Form, in order to be responsive to the solicitation.

Question #2: RFP Section 4.2 requires our bid/Fee Proposal be signed by an authorized representative. Is there a specific signature form you would like us to use, or is an original signature, including the company information requested, at the bottom of the fee proposal acceptable?

Answer #2: RFP Section 4.2 requires submittal of the proposal, including the Fee Proposal, signed by an authorized representative of the service provider, including name, title, address, and telephone number of an individual who is the responder's designated representative. We do not require use of any specific signature block form.

Question #3: RFP Section 3.4, under scope of services, and RFP Section 5.0 state that "...service costs in the fee proposal must be inclusive of ... travel, lodging, per diem ..." however, RFP Attachment A, Master Agreement Terms and Conditions, Payment Provisions section, Subparagraph 2.B indicates that the State shall reimburse the Contractor for travel based on the state's costs, rules and regulations, etc. Since we are not submitting a bid for any specific work order and don't have any estimates on time and place of travel, can we assume that travel costs will be paid in accordance with Subparagraph 2.B in Attachment A, during the work order processes? If not, please clarify how you would like the travel costs included (i.e. location, number days, personnel required).

Answer #3: Per RFP Addendum No. 2, the requirements set forth in RFP Section 5.0, Fee Proposal, have been revised to exclude "...travel, lodging, per diem." RFP Section 5 does advise potential proposers that "[t]he method of payment to the service provider will be by cost reimbursement in most cases, and by firm fixed price in others." In accordance with the first sentence under Paragraph 2, under the Payment Provisions section of RFP Attachment A, Master Agreement Terms and Conditions: "[u]nless otherwise set forth in a Work Order as inclusive in fixed price(s) or lump sum amount, the State shall reimburse the Contractor" for allowable travel expenses in accordance with the provisions set forth in Subparagraph 2.B, under Payment Provisions section of Attachment A.

Question #4: Can we bid on part of the specific services and deliverables, but not on everything? For example, can we apply to complete your video productions (including

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project management, scripting, producing, directing, shooting and editing), but not on TV broadcast work?

Answer #4: We are searching for contractors that can handle all of the production roles. Proposers that can only provide or only propose part of the production scope of the project would be at a disadvantage in the evaluation process. Please see the evaluation criteria set forth in RFP Section 8.0, Evaluation of Proposals.

Question #5: To how many companies do you envision awarding Master Agreements? How many have been in your stable in the past two years?

Answer #5: We envision multiple awards, ideally, to three or four proposers. We have not had any video production companies under Master Agreements in the last two years.

Question #6: Approximately how much production work was awarded to various vendors under this project in the past two years? How much of it was for broadcast products? How much for other video projects?

Answer #6: The project, as solicited by this RFP, did not exist in the past two years. We worked with one company in the past year on a separate and unrelated project for one broadcast.

Question #7: Are we correct in assuming that the inventory listed on page 5 (RFP Section 3.5) includes equipment currently held by the AOC and that we could use this gear during productions?

Answer #7: The AOC currently owns the equipment listed in RFP Section 3.5, Inventory of Current Equipment and Systems. A contractor may possibly use this equipment during some productions, although the AOC makes no guarantee that the equipment will always be available, compatible, or in working condition for any given production.

Question #8: Deadline: Is it Monday, July 25, 2005? Website states "Friday, July 25, 2005". July 25 is a Monday.

Answer #8: Per RFP Addendum No. 1, the deadline for submittal of proposals has been changed to 5:00 pm, Monday, September 12, 2005. If the deadline for submittal of proposals is changed again, it will be set forth in a subsequent addendum.

Question #9: Is there an incumbent for this contract and if so, what is the name and location of the company? Was the Judicial Council of California happy or not with their work and why? How do we obtain a copy of their proposal for the current contract?

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Answer #9: There is no incumbent under contract.

Question #10: Place of service: Will San Francisco be the exclusive place of service for performing production services or, if not, could you please provide a list of the other locations from which production services will be required.

Answer #10: We anticipate that most productions will be in the San Francisco bay area, but there may be a need to travel throughout California. Per RFP Addendum No. 2, the proposal submitted in response to this RFP is not required to include travel costs. Travel requirements will be addressed during the work order process.

Question #11: Given answer to question [#10], above, is there a local preference for vendors within a certain mile radius of said location(s)?

Answer #11: Proposals will be evaluated by the criteria set forth in RFP Section 8.0, Evaluation of Proposals (see item c), which has been revised per RFP Addendum No. 2.

Question #12: Considering that the current deadline of 7/25 allows less than 10 business days to prepare what is anticipated as lengthy proposal based on the requirements listed, can the deadline be extended to allow for more time to prepare a comprehensive proposal?

Answer #12: Per RFP Addendum No. 1, the deadline for submittal of proposals has been changed to 5:00 pm, Monday, September 12, 2005. If the deadline for submittal of proposals is changed again, it will be set forth in a subsequent addendum.

Question #13: We would like to obtain samples of past providers fee proposals for similar services.

Answer #13: As addressed by Answer #9, above, there is no incumbent under contract for similar services. To obtain access to any proposal submitted to the AOC, however, request a specific proposal in writing, pursuant to the California Public Records Act. Please contact James Carroll in the Administrative Office of the Courts' Office of Communications for further information concerning such requests for information. Such requests would be a separate process from this RFP, however. The Administrative Office of the Courts will not guarantee a response to such a request in time to meet the proposal submittal deadline set forth in this RFP.

Question #14: Re: Section 3.4 of the RFP: Some categories of services indicated are job/project specific. How do we handle these?

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Answer #14: We expect to see pricing set forth in the Fee Proposal; in addition, it may be necessary to negotiate pricing for some requirements for some projects during the work order process.

Question #15: Also Re: Section 3.4 of the RFP: How do we include travel, lodging and per diem expenses when these are job/project specific. How will travel, lodging and per diem be indicated in our costs - should we just indicate "governmental rates"?

Answer #15: Proposals submitted in response to this RFP are no longer required to include travel, lodging, and per diem expenses, per changes to the RFP as set forth in Addendum No. 2.

Question #16: Re: RFP Section 4.3: RFP calls for a VHS copy of our sample work. May we include a DVD instead? How strict is the 10 minute limit...our VHS sample reel is a couple of minutes longer. Re-editing our reel would be both costly and time consuming.

Answer #16: Please submit demo tape in VHS format only, not in DVD format. The AOC may only review the first 10 minutes of any demo tape submitted.

Question #17: Re: RFP Section 4.6.4: "List a few of your previously created video productions in areas other than sales, application or products training." Please define, clarify what "application" means in this sentence.

Answer #17: Application in this context means a "computer program."

Question #18: Re: RFP Section 4.7.2: Electronic format - does this mean you want our resumes on a CD as well as in the printed proposal?

Answer #18: In accordance with RFP Section 4.7.1, please submit resumes of key staff in written proposals as well as in an electronic format.

Question #19: Re: RFP Section 4.7.4: If we outsource crew and equipment, will that count against us in our point evaluation?

Answer #19: No.

Question #20: Some categories in the Sample Cost Breakdown in RFP Attachment C, Fee Proposal, would be project specific, rather than per hour or per unit and these

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categories would necessarily be based upon the parameters and scope of work of the individual jobs in question. In what manner would the AOC like to have these categories answered?

Answer #20: Categories that were project specific in the Sample Cost Breakdown in RFP Attachment C, Fee Proposal, have been revised per RFP Addendum No. 2.

Question #21: We would like to request an extension of the RFP submission deadline for all proposers, not just for us.

Answer #21: Per RFP Addendum No. 1, the deadline for submittal of proposals has been changed to 5:00 pm, Monday, September 12, 2005. If the deadline for submittal of proposals is changed again, it will be set forth in a subsequent addendum.

Question #22: What percentage of the productions would require travel?

Answer #22: That information is unknown at this time. We estimate it may be approximately 10%.

Question #23: Where are the courts located (production locations) all over California or are they localized in Northern California?

Answer #23: Courts are located throughout California; production locations may be potentially anywhere in California.

Question #24: In the fee proposal when addressing rates for production crew and equipment, would you like for us to differentiate between large and small productions since a crew can involve from as little as 4 people and 1 camera to as many as 40 people and 4 cameras? Or how would you have us address that?

Answer #24: The categories in the Sample Cost Breakdown in RFP Attachment C, Fee Proposal, have been revised per RFP Addendum No. 2. The components of a crew are now listed to be priced as separate line items.

Question #25: Is the bid proposal offered statewide or is it local to northern California?

Answer #25: This is an open procurement. Please note that, per RFP Addendum No. 2, location is now part of the consideration of proposals, as set forth in RFP Section 8.0, Evaluation of Proposals, item c, and RFP Section 3.3, General Description of Work, has been revised to state “the AOC anticipates the majority of potential projects would be in the San Francisco bay area.”

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Question #26: Does the production company need to have a minimum number of staffed employees to be considered for the job?

Answer #26: No. Minimum number of staffed employees is not one of the evaluation criteria set forth in RFP Section 8.0, Evaluation of Proposals.

Question #27: In RFP Section 3.4, page 5 of 12: “Emergency service provided at short notice.” What is considered “short notice”?

Answer #27: The requirement for “emergency service provided at short notice” as set forth in RFP Section 3.4, Specific Services and Deliverables, and RFP Attachment A, Master Agreement Terms and Conditions, Work Order Administration section, Paragraph 2, General Description of Work, Subparagraph D.i, has been deleted per RFP Addendum No. 2.

Question #28: Is this RFP also for maintaining the gear at the Judicial Council’s studios?

Answer #28: No. The scope of this RFP concerns production, not maintenance.

Question #29: In RFP Attachment A, Master Agreement Terms and Conditions, Special Provisions section, Paragraph 18, Subparagraph B.v: RE: E&O insurance. Why do we need to provide E&O insurance if the content people are from the Judicial Council?

Answer #29: The requirement for Professional Liability, Errors and Omissions, which was set forth in RFP Attachment A, Master Agreement Terms and Conditions, Special Provisions section, Paragraph 18, Subparagraph B.v, has been deleted per RFP Addendum No. 2. However, if a particular project requires a professional standard of care to be covered by Professional Liability, the agreement would require modification to include the insurance requirement.

Question #30: Is payment in 30 days for all invoices and, if there is a large project with out-of-pocket costs, can we build half or one-third up front?

Answer #30: The State of California cannot make payments in advance and cannot guarantee payments will be made within 30 days of invoice. Please see RFP Attachment B, Administrative Rules Governing Requests for Proposals, Section P. 2. On a case-by-case basis, progress payments may be allowable if set forth in an applicable work order.

Question #31: What is the turnaround time for expense reimbursements?

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Answer #31: The AOC cannot commit to making payments in less than 60 days after receipt of invoice, as the AOC must process invoice claims through an entity in the State's Executive Branch in order to render payments. However, the AOC will endeavor to make payments more quickly than 60 days after receipt of invoice, and can often do so, but such a schedule is dependent upon factors such as whether or not an accurate and appropriate invoice was received, volume of processing activity (e.g. fiscal year-end tends to be hectic), and impacts to processing time that may be beyond our control.

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