

November 19, 2021

TO: All Bidders Under Solicitation, RFP 21-500591 Media Services (Multi-year)
FROM: Department of Purchasing and Contracting, DeKalb County, Georgia

ADDENDUM NO. # 1

RFP 21-500591 Media Services, is hereby amended as follows:

1. **One (1) additional Mandatory DeKalb First LSBE Meeting date has been added to include Wednesday, November 24, 2021. Meetings are held at 10:00 a.m. or 2:00 p.m. via Video Conference:** Utilize the link below that launches to our webpage to access attendance at the “DeKalb First LSBE Video Meetings”:
<https://www.dekalbcountyga.gov/purchasing-contracting/dekalb-first-lsbe-program>
2. **One (1) additional Mandatory Pre-Proposal Conference date has been added to include Tuesday, November 30, 2021. Conference will be held at 10:30 A.M. via Video Conference – Zoom** <https://dekalbcountyga.zoom.us/j/86111037375>
3. **The Questions deadline is extended to December 6, 2021 by 5:00 P.M. (Eastern Time)**
4. **The Response Due Date is extended to December 17, 2021 by 3:00 P.M. (Eastern Time)**
5. **We have received questions pertaining to this RFP. The questions and their resulting answers (in *italics*) appear below:**
 - A. Are you able to share your ballpark budget for this project?
Answer: \$100,000.00 per year.
 - B. What is the allocated or an approximated budget the County has given for these services?
Answer: Please refer to the Answer for Question A. above.
 - C. What is the expected frequency of Task Orders during the lifetime of this contract?
Answer: Most likely 2 to 5 projects per year.
 - D. How many media related projects has the County completed in 2018, 2019, and 2020?
Answer: There were 2 projects completed in 2019. None in 2020.

- E. How much has the County spent in projects of similar scope to this RFP in 2018, 2019, and 2020?

Answer: Please refer to the Answers for Question D. and Question N.

- F. Among the various services outlined in the Scope of Work section, which ones are the top priority of the County?

Answer: All that are required to produce a 3 to 5 minute promotional or educational video.

- G. Which services does the County anticipate having needs for early in the agreement term?

Answer: Production of 3 to 5 minute videos centered around fire safety, employment recruiting, community risk reduction activities.

- H. What are some past projects that have been a result of the prior version of this contract that the County is most proud of? Can the County provide examples of those projects?

Answer: Please reference the following links -
<https://www.youtube.com/watch?v=DrhiXyb8vpY&t=114s> ; and
<https://www.youtube.com/watch?v=M6wOMicrbjs&t=173s>

- I. Whether companies from Outside Canada can apply for this? (like, from India or USA)

Answer: Companies outside Canada may submit proposals. All production work will be completed in DeKalb County utilizing local resources when possible. Any required travel expenses for companies not in the metro-Atlanta area will be the responsibility of the contractor and will not be billable to DeKalb County Government, GA.

- J. Whether we need to come over there for meetings?

Answer: Yes, the awarded bidder will have to report to DeKalb County for all project meetings, shooting, production etc. Any required travel expenses for companies not in the metro-Atlanta area will be the responsibility of the contractor and will not be billable to DeKalb County Government, GA.

- K. Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

Answer: Please refer to the Answers for Questions I. and Question J. above.

- L. Can we submit the proposals via email?

Answer: No.

M. Can you please tell me the budget for Media Services Bid Number 21-500591?; and

Answer: Please refer to the Answer for Question A. above.

N. and who the incumbent is.

Answer: There is currently no company on contract with DeKalb County Fire Rescue for this purpose.

O. We build Cycloramas, but we are not a contractor. Would I be able to quote you for just the studio/ cyclorama for this project?

Answer: No

P. Or would I need to work with a contractor to get spec-ed in?

Answer: Regularly check the Purchasing and Contracting Department's Website for the Pre-Proposal Conference Sign-In Sheet attachment that lists prospective responders you may contact for possible subcontracting opportunity for this solicitation.

Q. Is there any path for our agency to be included in this RFP without having attended the LSBE and Pre-Proposal calls?

Answer: No.

6. It is the responsibility of each responder to ensure that he is aware of all addenda issued under this RFP. Please sign and return this addendum. You may contact Michele L. Smith, Procurement Agent (mlsmith1@dekalbcountyga.gov) before the bids are due to confirm the number of addenda issued.

7. All other conditions remain in full force and effect.



Michele L. Smith
Procurement Agent
Department of Purchasing and Contracting

MLS:dr

ACKNOWLEDGMENT

Date: _____

The above Addendum No. 1 is hereby acknowledged:

(NAME OF BIDDER)

(Signature)

(Title)