

Responses to Questions for RFP# 2018-23
Audio-Visual Studio and Production Services

Q1	<p>I believe our team would be a great fit for this work, but I was wondering how strict the location policy is (Bidders must maintain a fully equipped audio/video production studio within a 20-mile radius of the OCFS Human Services Training Center at 164 Columbia Turnpike, Rensselaer, NY 12144 over the term of the contract.)</p> <p>We are located in NYC and though we do often travel for film shoots, we have access to and prefer to use the YouTube NYC space as the production quality and shooting spaces are beautiful. Would that be something that would be of interest?</p>
A1	<p>No. This is a <u>minimum qualification to propose</u> as noted in RFP Section 3.1 Minimum Qualifications. Bidders must maintain a fully equipped audio/video production studio within a 20-mile radius of the OCFS Human Services Training Center (HSTC) at 164 Columbia Turnpike, Rensselaer, NY 12144 over the term of the contract. OCFS staff based in Rensselaer County will regularly need to be present at the studio for webcasts, appearances in long form video projects and to monitor ongoing work.</p>
Q2	<p>Section 1.1 Paragraph 5 and Section 3.1 Paragraph 1 Bullet 2: Is it permissible to contact OCFS program staff to request permission to use as references under this RFP?</p>
A2	<p>No, you may not directly contact individuals from OCFS regarding this procurement due to restrictions on communication stated in RFP Section 1.1 Procurement Integrity/Restrictions on Communication. However, you may provide contact information for OCFS staff and list them a reference in your proposal. Please be advised that OCFS staff cannot be a reference if they are involved with the evaluation or award process for this specific procurement due to conflict of interest and procurement integrity requirements. If applicants provide an OCFS employee as a reference, they should provide a backup reference in the event the OCFS staff reference provided is involved with the evaluation and award process for this procurement.</p>
Q3	<p>Section 1.5 Paragraph 1: Will the successful bidder be guaranteed a minimum level of funding under this contract?</p>
A3	<p>No. As stated in RFP Section 2.3 Term of Contract and Section 4.0 Scope of Work: There is no guaranteed level of utilization for the deliverables. These deliverables will be utilized by OCFS on an as-needed basis. All quantities are based on the anticipated needs of OCFS.</p>
Q	<p>Section 4.0 Paragraph 4, 7: What are the minimum specifications OCFS has established as to “a format suitable for posting” on an e-learning platform?</p>
A	<p>MP4 is the format used for OCFS’ e-learning platforms. The use of other formats will require prior approval in writing from the OCFS Bureau of Training and Development (BTD).</p>
Q	<p>Section 4.0 Paragraph 9: Under Deliverable 3: Emerging Needs: Can OCFS clarify the number of products under each activity?</p>
A	<p>No. The requirements for deliverables under Emerging Needs will vary from year to year. As stated in RFP Section 2.3 Term of Contract and Section 4.0 Scope of Work: There is no guaranteed level of utilization for the deliverables. These deliverables will be utilized by OCFS on an as-needed basis.</p>