



**THE COUNTY OF GALVESTON**

**RUFUS G. CROWDER, CPPO, CPPB**  
PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
GALVESTON, TEXAS 77550

September 1, 2021

**PROJECT NAME:** Video Production Services

**SOLICITATION NO:** RFP #B212035

**RE:** ADDENDUM #1

To All Prospective Proposers:

The following information is being provided to aid in preparation of your bid submittal(s):

**Question #1:** *Do you have more details on what type of videos: IE, number of videos, live-action videos, animated videos, or videos with graphics and stock imagery?*

**Response:** The number of videos varies each year depending on what is going on. For example, last year we had an increased number of videos due to the COVID-19 pandemic.

Videos are usually a combination of live action and interviews but that's not to say that some projects won't require animation or graphics. Stock imagery is used at times but prefer to capture as much our own content for videos.

Our YouTube channel has most of the videos we've done the past couple of years and should help give an idea of what kind of video projects we're completing each year. The link is <https://www.youtube.com/channel/UCpdu3O0hGCCwiCjh5TIVA7Q>

Video lengths vary from project to project. For example, our budget review video last year was 5 minutes long and one of our hurricane videos was 5 seconds long.

**Question #2:** *In hiring the production company would you need them to write the content or would you all be providing that?*

**Response:** The County will write all the content such as scripts, interview questions, etc. The County will also be responsible for scheduling the shoots and shooting locations. When it comes to putting it all together in editing, it will be a collaborative team effort between the vendor and the County.

**Question #3:** *When would the contract start and end?*

Response: The contract would start later this month after the bid is awarded. The length of the contract will be 2 years with a 1 year extension option.

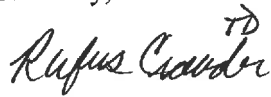
**Question #4:** *To help create the best proposal would need more details on what these videos are to look like-what do they contain? Filming on location? Filming at your Offices, Graphics, Drone footage, and lengths.*

Response: We do video shooting on location (at our facilities or around the county) and is often a mix of drone shots, interviews, and other up-close shots.

If you have any further questions regarding this bid, please address them to Rufus Crowder, CPPO CPPB, Purchasing Agent, via e-mail at [purchasing.bids@co.galveston.tx.us](mailto:purchasing.bids@co.galveston.tx.us), or contact the Purchasing Department at (409) 770-5371.

Please excuse us for any inconvenience that this may have caused.

Sincerely,

A handwritten signature in cursive script that reads "Rufus Crowder". There is a small mark above the "d" in "Crowder" that looks like a stylized "TD" or a similar mark.

Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County