



## THE COUNTY OF GALVESTON

RUFUS CROWDER, CPPO CPPB  
PURCHASING AGENT

ERIN QUIROGA, MBA, CPPB  
ASSISTANT PURCHASING AGENT

COUNTY COURTHOUSE  
722 Moody (21<sup>st</sup> Street)  
Fifth (5<sup>th</sup>) Floor  
Galveston, Texas 77550  
(409) 770-5371

July 23, 2024

**PROJECT NAME:** Video Production  
**SOLICITATION NO:** RFP 24-003  
**RE:** ADDENDUM #1

To All Prospective Proposers:

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

**Revised Timeline:**

The bid opening for RFP 24-003 originally scheduled for Thursday, July 25, 2024 at 2:30 PM has been revised. The revised date is listed below:

- *RFP Submission Deadline/Proposal Opening* **Thursday, August 1, 2024 at 2:00 PM CST**

**Question #1:** *I'm emailing to see if RFP-24-003 for Video Production is open to companies outside of Texas?*

Response: Yes.

**Question #2:** *If we submit the final proposal online, can you clarify whether we also have to submit physical copies along with a USB to the County of Galveston physical address too?*

Response: You do not have to submit a physical copy if you are submitting an online submittal but you will have to submit a USB.

**Question #3:** *If we do need to submit physical copies, do we need to submit the final proposal online at all?*

Response: No.

**Question #4:** *If we do have to submit physical proposal copies and USB, can you clarify whether it is the amount of copies listed on Page 3 (One (1) unbound-single side original, two (2) single-sided copies and one (1) USB) or the amount of copies listed on Page 8 (Eight (8) printed copies and one (one) digital copy on USB)?*

Response: One (1) unbound-single sided original and two (2) single-sided copies, and one (1) USB.

**Question #5:** *The registration portal is requiring the submission of Form CIQ, Conflict of Interest Questionnaire. Our company does not have a business relationship with a local government entity and no conflict of interest. Do I just write N/A for all the questions on the form including questions #1 which is asking for the name of vendor who has a business relationship with local government entity? The registration portal requires the form to be complete, but there is no place on the form to say that it does not apply to us.*

Response: Yes. Use N/A in the spaces provided and return to the County Clerk's office as stated in the instructions.

**Question #6:** *If we are to submit physical proposal copies in both the amounts listed on Page 3 and Page 8, should we package the copies requested on Page 3 in separate envelope than copies requested on page 8?*

Response: The one (1) original and two (2) copies can be submitted in the same envelope.

**Question #7:** *Do the videos need to be 508-compliant?*

Response: No

**Question #8:** *Do the videos need to be Closed Captioned?*

Response: No

**Question #9:** *Do the videos need to be submitted in a language other than English? If so, will Galveston County be providing translation services?*

Response: No

**Question #10:** *If the selected company is located outside of the Galveston County area, how will travel costs be handled by the county?*

Response: County will not reimburse travel.

**Question #11:** *Will the videos be distributed on broadcast TV or the Internet or Both?*

Response: Mainly internet, possible TV at times

**Question #12:** *Will the videos produced need to be formatted in different aspect sizes other than a 16 x 9 aspect ratio?*

Response: This is possible, however most videos will be standard aspect ratio (16x9)

**Question #13:** *Will the county provide all talent (on screen, VO, etc.) or will talent need to be provided for some projects? How will compensation for the talent be handled?*

Response: Talent will be needed for some project, cost will be included on invoice.

**Question #14:** *Are there radio projects?*

Response: No.

**Question #15:** *Will the production company be responsible for archiving/backing up all digital media associated with each project?*

Response: Yes.

**Question #16:** *Can you confirm submission instructions i.e. how many printed copies need to be supplied, etc?*

Response: One (1) original and two (2) copies.

**Question #17:** *Per the RFP, filming and production rate per hour should include cost of two-man crew, drone, jib, tripod, monopod, teleprompter, light kit. Can we propose a cost for a crew of more than two?*

Response: Yes, but please include the cost for the two-man crew.

**Question #18:** *What would you improve, if any, from the work of the previous incumbent?*

Response: N/A

**Question #19:** *Are you open to tactics not listed in this solicitation?*

Response: Yes.

**Question #20:** *Are you open to a company outside of the Galveston County area?*

Response: Yes

**Question #21:** *Would you consider accepting electronic proposals in an effort to be more sustainable?*

Response: Requirements for proposals outlined in RFP

**Question #22:** *Will the County's standard contract be used or are we required to submit a draft of our own proposed contract with the proposal?*

Response: Please submit a draft of your own proposed contract with your proposal.

**Question #23:** *Will proposals from our state companies be accepted? More specifically, could a successful proposer be located in California?*

Response: Yes

**Question #24:** *Our animation rates are quoted on a per second basis not an hourly rate. Will that be considered responsive if we detail those costs?*

Response: Requirements for proposals outlined in RFP

**Question #25:** *Are you looking for 2d animation, 3D animation, white board animation or a mix of the three?*

Response: Mix of three.

**Question #26:** *What is the proposed budget for video production under this contract?*

Response: Depends on the budget year and what is approved by the Galveston County Commissioners Court

**Question #27:** *Is there an incumbent video production company you are currently (or recently) worked with?*

Response: Yes

**Question #28:** *If there is an incumbent, who is that firm, what is the contract number and contract award amount?*

Response: This information will not be released at this stage of the process.

**Question #29:** *Will reference contract information like email addresses and phone numbers be considered confidential?*

Response: The provisions stated in the General Provisions, page 12, Item 20, PUBLIC INFORMATION ACT (F/K/A Open records Act) apply in this solicitation.

**Question #30:** *Could you please provide the YouTube link again? We weren't able to open the link in the RFP document, it took us to an error message.*

Response: [www.youtube.com/@galvestoncountytx](http://www.youtube.com/@galvestoncountytx)

**Question #31:** *Is there an incumbent?*

Response: Yes

**Question #32:** *What is the estimated budget for this solicitation?*

Response: Depends on the budget year and what is approved by the Galveston County Commissioners Court

**Question #33:** *What are the primary objectives in the project?*

Response: Requirements for proposals outlined in RFP

**Question #34:** *Should Spanish or other languages need to be considered as part of their external audiences?*

Response: Requirements for proposals outlined in RFP

**Question #35:** *Do you have any external audiences already pinpointed or will there need to be research included?*

Response: The audience will be mainly the residents of Galveston County.

**Question #36:** *How does Galveston County evaluate pricing to ensure both cost-effectiveness and high-quality creative work?*

Response: Through a thorough RFP process and review committee.

**Question #37:** *How does Galveston County evaluate hourly rates to ensure overall cost-effectiveness? For example, how do you compare a lower hourly rate that may take more time to complete a task versus a higher hourly rate that may complete the same task in less time?*

Response: The weighted averages of the submission are outline in the RFP

**Question #38:** *What is an example of a challenge from the past year that is similar to a scenario this RFP is envisioned for?*

Response: N/A

**Question #39:** *What problem area or pain are you trying to resolve with this contract?*

Response: N/A

**Question #40:** *Can you clarify how many copies of the proposal should be sent to the Purchasing Agent? Page 3 requires one printed original, two printed copies, and a digital copy on a USB, while on page 8 the RFP stipulates eight printed copies and a digital copy on a USB drive.*

Response: Please refer to the response to Question #4.

**Question #41:** *How much advance notice will the County provide before expecting the selected company to be available on location for production services?*

Response: Dates and times will be coordinated according to the availability of both parties.

**Question #42:** *What type/level of animation work is needed? For example, does it involve character development/movement or is it moving text and icon graphics?*

Response: Simple animations to enhance final products if necessary, not be the focus of.

**Question #43:** *Does the County prefer professional voiceover talent or will voiceovers be provided by other (e.g., County staff or stakeholders involved locally in departments or programs)?*

Response: Depends on the video request.

**Question #44:** *Should rental fees for studio space be estimated separately or included in our overall price quote?*

Response: Separate line item should you feel it necessary to include.

**Question #45:** *The scope of work describes primarily videography work, but the Production Services Requested includes photography. Can you give a more detailed description of the types of photography services the County will require? For example, will photography be needed for event coverage, for staged shots, or in other contexts?*

Response: Headshots and Drone shots for still photography among other possible requests.

**Question #46:** *Can you estimate approximately how many videos per year the County anticipates needing?*

Response: Depends on the cost and budget.

**Question #47:** *Does the County have a preference for local vendors? Is there any preference for certified small businesses, women-owned business, or minority-owned businesses?*

Response: There is no local preference in Galveston County's Purchasing Policies. The County strongly encourages the participation of all of the aforementioned business entities.

If you have any further questions regarding this solicitation, please address them to the following representative or contact the Purchasing Department at (409) 770-5371:

**Rufus G. Crowder, CPPO CPPB**  
**Galveston County Purchasing Agent**  
**722 Moody, Fifth (5<sup>th</sup>) Floor**  
**Galveston, Texas 77550**  
**E-mail: [rufus.crowder@co.galveston.tx.us](mailto:rufus.crowder@co.galveston.tx.us)**

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

Sincerely,



Rufus G. Crowder, CPPO CPPB  
Purchasing Agent  
Galveston County