Questions and Response
UAPB A232 Multimedia Production Artist

UAPB may request clarification of a question(s) or reserves the right not to respond to that question(s).

Q. Section 1.2(A), both RFPs: May one contractor submit separate proposals for, and receive awards under, both solicitations?

A. Yes

Q. Section 2.2, both RFPs: Please identify existing projection, lighting, sound, playback, rigging, computer, and software resources, and the specialized equipment the contractor must furnish. Are there minimum specifications, quantities, ownership/retention requirements, or a required equipment budget?

A. A list has not been developed. No.

Q. Section 2.3 and Technical Proposal Packet costing section: Should the firm year-one total include all travel, lodging, freight, setup/deinstallation labor, insurance, equipment maintenance/replacement, and software licensing?

A. No

Q. Section 2.1, both RFPs: Is there an anticipated performance/exhibit calendar or list of venues and participant counts for staffing and travel estimates?

A. N/A

Q. Sections 1.6(A)(1)(b)(iii) and 3.1, both RFPs: Please confirm the required price-validity period, as these sections state 120 days and 90 days respectively.

A. 90 Days – Addendum

Q. Section 2.2(2) requires monthly campus and on-site training sessions, while Section 3.1(B)(2) refers to bi-weekly training. Please confirm the minimum required frequency and the expected split between in-person and remote sessions.

A. Bi-weekly sessions are planned. Other visits as needed for specific productions. - Addendum

Q. Section 2.3 and Technical Proposal Packet costing section: Should the firm year-one total include all travel, lodging, freight, setup/deinstallation labor, insurance, equipment maintenance/replacement, and software licensing?

A. Vendors will have to provide for their own travel, lodging, etc.

Q. Section 2.2(3) states that the contractor must provide all specialized multimedia equipment unless otherwise approved. What equipment and software does UAPB currently own and expect to make available? Should equipment rental or usage, transportation, setup, and removal be included in the total year-one price?

A. UAPB owns projectors and software for the project. Production equipment will be provided by the vendor contracted for production.

Q. Approximately how many live production events does UAPB anticipate during the initial contract year? If available, please provide the expected event duration, venue or audience scale, staffing expectations, and typical load-in/load-out requirements.

A. One large event per year.

Q. Should travel, lodging, mileage, and per diem associated with the monthly on-site services and event production be included in the fixed year-one price, or may those costs be invoiced separately with prior approval?

A. The contracted price includes everything.

Q. Does UAPB have preferred milestones for the first 90 days, such as a technical needs assessment, equipment plan, training curriculum, pilot installation, or first production event?

A. The initial assessment of equipment, knowledge and skills was completed during the first year of the project.

Q. Section 1.13(5) references performance security. Please confirm whether a performance bond or another form of security is required and, if so, specify the amount, form, and timing.

A. No