

Kennewick Irrigation District
2015 S. Ely St
Kennewick, WA 99337

Addenda 01



**KENNEWICK IRRIGATION DISTRICT
REQUEST FOR PROPOSALS
VIDEO PRODUCTION APPLICATION**

Date: August 20, 2019

To: Prospective Respondents

Subject: Questions and Answers Request for Proposals, Video Production Application

KENNEWICK IRRIGATION DISTRICT
REQUEST FOR PROPOSALS - VIDEO PRODUCTION APPLICATION

Q & A

1. Do you have any budget maximum or budget range for this project you can share? It will help us scale our resources appropriately

The budget is not to exceed \$18,000

2. Would you want the vendor to provide a translator and someone who can provide a voiceover in Spanish?

Yes, the vendor would need to provide that.

3. Will the five-minute video be aired on TV?

The 5-minute video may air, but at the districts discretion. Price of doing so is not part of this process.

4. Is there any preference given to Washington-based firms?

We are open to all proposals, not only Washington based firms.

5. Do you require a USB with digital copies of our proposal/portfolio to be mailed as well as the hard-copy proposal?

Six hard copies of your proposal is required, we will accept a USB drive with examples of your work.

6. What kind of format do you want the content in? For instance, are you expecting interviews to be conducted? Are you open to partial or full-animation?

The format of the video will be interviews with staff, as well as footage of our facilities.

Can you clarify what you mean by animation?

7. Will the 30-second video be a shorter version of the 5-minute video, or do you have a different concept in mind for that piece?

Yes, the 30-second commercial will be same concept as the 5-minute video but scaled down to be able to run a commercial on local TV stations.

8. Will your team be responsible for translation to Spanish or should we budget that?

Spanish version is required in your proposal.

9. **Should we include licensing for TV distribution for the commercial in our budget?**

Please clarify what you mean.

10. **Do signatures need to be in ink, or can they be digital?**

Ink would be preferred.

11. **Would you like the client references to be connected to the sample videos?**

We would like references to be linked to the examples videos that you send and contracts you worked under.

12. **Should we include a tentative schedule, or is that only after award?**

A tentative schedule would be helpful in knowing your timeline and time it will take you to complete the project

13. **Are there any delivery constraints for this project, like hard deadlines?**

We have not set hard deadlines yet, but would like to have the video produced this year.

14. **Can you clarify what you mean by "additional editing fees"?**

We want to make sure that all fees are highlighted within the proposal. For instance, if you send us the video to review and we have changes to make, how many edits are we able to make and what would the fee would be if we go over our maximum amount of edits.

15. **Do you have any weighting associated to the evaluation criteria?**

No, we have not established a weighting in criteria.

16. **Will you send any addenda directly to me, or should we be checking the website?**

We will post the addenda on our website and re-send to all agencies.

17. **When do you think you could get back to us if we can call in for the pre-proposal conference? And to confirm, can we continue sending questions prior to the call, or should we save our questions to ask on the call?**

You are able to call in for the conference, you are welcome to send more questions if you have them.