

 **FB NO: RFP16-041 DATE: October 9, 2015**

 **BUYER: Kelly Sloan, Purchasing Manager PHONE: (816) 271-4465**

**ADDENDUM #1**

FUNDING DEPARTMENT: COLLEGE RELATIONS

EQUIPMENT/SERVICES REQUESTED: PHOTO SHOOT

**PLEASE NOTE: SEE BELOW FOR CLARIFICATIONS AND ADDITIONAL INFORMATION: PLEASE SUBMIT THIS INITIALED ADDENDUM WITH YOUR BID RESPONSE.**

1. **Question submitted:**

The project timeline on RFP16-041 states "the photoshoot must be completed by November 6, 2015." By "completed," do you mean you want the edited take delivered to you by that date or the shooting must be completed by then and delivery can come later?

Regarding the Project Timeline: The proposal indicates the need for the photoshoot to be completed by November 6, 2015. Is this the deadline for the completion of just the photography portion, or is this the deadline for the completion of both the photography and the final delivery of images? I’ll be in the midwest for another project around that time, which could save on travel expenses, but I have a relatively tight window to be in Missouri, and complete the image delivery by November 6, 2015.

**Answer:**

That date is just so we make sure the leaves are still on the trees for our "fall shoot". Only the photo session needs to be complete by the Nov. 6 date. The photo delivery can come later. This deadline for the completion of just the photography portion the photos may be submitted at a later date. This deadline is to ensure campus still has a “fall look” and there are still leaves on the trees.

1. **Question submitted:**

Regarding Section 2 (Editing): Is Missouri Western looking for a final delivery of 100 images, or are the 100 requested images part of the bid process / portfolio review?

**Answer:**

The 100 images are part of the portfolio review. Missouri Western will talk about final number of photos once a photographer has been selected.

1. **Question submitted:**

Regarding Section 4: The description of this section seems to indicate that Missouri Western will not pay for travel expenses

The photographer is responsible for mileage, transportation, hotel and breakfast and dinner while on site for the photoshoot.

For the shoot, but the spreadsheet requests those expenses to be listed. Could you clarify what Missouri Western will pay for, or whether I should factor those costs into the overall photoshoot pricing?

**Answer:**

The photographer is responsible for including travel expenses into the RFP. The total amount the photographer indicates on the RFP is the final budget number. For example the photographer cannot quote Missouri Western $8,000 for the shoot and then charge Missouri Western for travel expenses separately. The travel expenses need to be built into the final cost.

1. **Question submitted:**

Regarding Image Delivery: Does Missouri Western have a preferred file format for final delivery? Selecting that file format will help determine whether the files can be delivered via FTP or Dropbox (free) or whether a hard drive will need to be sent.

**Answer:**

Missouri Western would prefer to have the photos delivered via DVD or a flash drive that can be mailed to campus. Missouri Western has DVDs and/or a flash drive that can be supplied to the photographer by Missouri Western.

1. **Question submitted:**

Are you comfortable with me making notations on the RFP regarding Photo rights: Missouri Western will have full usage rights of the images provided by the photographer, edited and unedited. Missouri Western will be granted the rights of reproducing the images via any production (website, publications, social media, advertisements, etc…).  So it reads:

Photo rights: Missouri Western will have usage rights of 100 final edited images provided by the photographer for 2 years (24 consecutive months) for use in local print advertisements(no out of home, no billboards, no off campus banners), printed collateral pieces, email distribution, website. Missouri Western will be granted the rights of reproducing the images via any Missouri Western production (website, publications, social media,)

**Answer:** Yes

1. **Question submitted:**

Are you comfortable with me making notations on the RFP regarding Travel/accommodations: All travel accommodations should be included in the RFP. Missouri Western will pay for lunch during the work day but the photographer is responsible for mileage, transportation, hotel and breakfast and dinner while on site for the photoshoot. So it reads:

Travel/accommodations: All travel accommodations should be included in the RFP. Missouri Western will pay for lunch for photographer and assistant during the work day and will reimburse photographer for fuel, car rental, flights, hotel and breakfast and dinner for scout and shoot days and local assistant travel expenses for mileage.

**Answer:** Yes

1. **Question submitted:**

I would prefer to submit my estimate in my usual format, but am happy to make note on the excel doc indicating such.

**Answer:**

It is easiest for tabulation purposes to have our excel spreadsheet completed, however, you are able to create your own document and then complete the provided spreadsheet by hand and submit with your document as well. We understand that everyone has their own ideas on how to present the data and we appreciate you working with us to standardize for bid tabulation purposes.

1. **Question submitted:**

Looking at air fares, there is quite a difference between booking a flight one week ahead and two weeks. How should I address this in the spreadsheet? I indicated that information in the response portion but not sure what to do on the excel side.

**Answer:**

You can just note it on the information portion of the RFP so it is understandable to us when we review the bid information.

THIS ADDENDUM IS HEREBY CONSIDERED TO BE A PART OF THE ORIGINAL BID SPECIFICATIONS AND NEEDS TO BE INITIALED AND RETURNED WITH YOUR BID IN ORDER TO BE CONSIDERED.