

## Responses to Questions

RFP-EM-006-2017

### Request for Qualifications to Provide Video Production Services

**1. Is there an incumbent firm bidding?**

The Trust has primarily procured Video support through program delivery contracts. For example, the Consumer Products Program delivery contract included marketing support for consumer product marketing activities. There have been a number of video professionals supporting those activities over the years. In addition to program delivery contracts, in 2013 the Trust awarded a contract for video services as part of a request for proposals to Nomad Pictures. Contractors or firms selected through this RFQ will be working directly with Efficiency Maine Trust staff and may be asked to collaborate with firms providing program delivery services.

**2. Will the trust be working with various production firms simultaneously?**

Each project will be executed through a specific Statement of Work (SOW) on either a time-and-materials or fixed price basis with a not-to-exceed maximum value for each individual SOW. For a given SOW, the Trust shall have the right to request the services of specific individuals within the consultant's firm and shall have the right to seek services of other consultants if the requested individual is not available. SOWs for larger projects will be sent to the prequalified list of consultants for estimates and assigned based on experience, expertise, capacity/availability, approach, and cost. Smaller projects may be assigned directly to prequalified firms or contractors based on experience, cost, and availability. Selected consultants have no guarantee of receiving any SOWs during the term of the contract; there is no obligation of the Trust to provide any equitable distribution of work.

**3. Will there be a formal RFP issued to the selected RFQ firms?**

Each project will be executed through a specific Statement of Work (SOW) on either a time-and-materials or fixed-rate basis with a not-to-exceed maximum value for each individual SOW. For a given SOW, the Trust shall have the right to request the services of specific individuals within the consultant's firm and shall have the right to seek services of other consultants if the requested individual is not available. SOWs for larger projects will be sent to the prequalified list of consultants for estimates and assigned based on experience, expertise, capacity/availability, approach, and cost. Smaller projects may be assigned directly to prequalified firms or contractors based on experience, cost, and availability. Selected consultants have no guarantee of receiving any SOWs during the term of the contract; there is no obligation of the Trust to provide any equitable distribution of work.

**4. How many winners will the Trust select for the RFQ?**

This is the first RFQ for video services the Trust has requested. The Trust may prequalify several professionals or firms can be prequalified under each specialty area.

5. **Can you please clarify what type of documentation is required in reference to “All bidders will be required to provide self- service documentation and technical support as part of the SOW” as listed in Section 3?**

Please provide information, as a part of the SOW, detailing how you will provide technical support if EMT software will not read provided files, how large files will be sent, and what technical support plan is in place if there is equipment failure.

6. **“Qualifications package must adhere to prescribed page limits specified in section 6.4. Please note that each printed side counts as one (1) page.” I do not see a section 6.4. Can you clarify formatting?**

Please see section 5.4 for the prescribed page limits.

7. **Section 3 – Potential Services and Assignments of the RFQ lists five services that selected firms will be asked to provide (Video Production, Filming, Film Editing, Animation, Audio Production), and line 5 of the budget template provided in the RFQ lists “Tasks”. Are the five services listed in Section 3 of the RFQ the same as the Tasks that bidders are asked to break down in line 5 of the budget?**

The provided excel file is a template. If the firms rates differ per person, per tasks, you may use the columns to indicate different costs or billing rates. Some firms providing services at one rate or for one service area may not need to use the whole template