

## **ADDENDUM No. 1**

*(please sign and return with the submittal)*

### **CHANGES**

Please make the following changes to the above-referenced solicitation:

- (1) Section 2, Instructions, Subsection 2.16. Qualification Criteria is amended to add the following:

**Minimum qualifications:** This RFQu is open to any professional photographers and videographers who reside in Arizona with the demonstrated ability to meet the evaluation criteria.

- (2) Section 3, Scope of Work, Subsection 3.2. is amended to add the following:

Photographs produced under this contract will be owned by the City of Phoenix and not available for sale by the photographer. However the photographer will be able to use the photographs for promotional purposes (ie: website, portfolio, etc). The photographer will grant a non-exclusive license that authorizes the City to make, and to authorize the making of, reproductions of the work for educational, promotional, and other non-commercial purposes. Should the City, or the photographer, desire to sell reproductions of the photograph, the City and the photographer will enter into a separate agreement that outlines those terms. The photographer will retain all rights accruing under the Copyright Act of 1976, 17 U.S.C. § 106A, the Visual Artist Rights Act of 1990.

- (3) Section 4, Evaluation Criteria No. 4 “Pricing Schedule”, is deleted and replaced with the following:

**Pricing Proposal** – Include pricing proposals for Item Nos. 1-8 using the table provided in the revised Pricing Proposal below.

- (4) The Pricing Proposal Example page is deleted in its entirety and replaced with the **PRICING PROPOSAL** - Revised page attached to this Addendum.

### **VENDOR’S INQUIRIES AND CITY’S RESPONSES**

#### **QUESTIONS AND ANSWERS:**

Note: Spelling, grammar, and punctuation of the questions are shown exactly as submitted by the potential respondents.

No.	Question	Answer
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1.	I don't do events, video, or drone photography. Can I put in for just the still documentation of artworks?	Yes
2.	I'm not quite sure how to approach the pricing form -- photographing a couple of small 2-D works is way different than photographing a major infrastructural work, but I don't see a way to differentiate or put in a range with how this is currently laid out. Any info on how to approach this?	The Pricing Proposal has been revised to address this issue. Please review the revised Pricing Proposal at the end of this Addendum.
3.	<b>Item #1: Photographs for Artwork</b> Will these shoots always be at a Phoenix owned property or do we need to consider location fees, permits, etc.?	Requests for photography for this RFQu will always be at a City of Phoenix owned property.
4.	<b>Item#1: Photographs for Artwork</b> Is this artwork photography for archival purposes or to be used within a museum's website?	Yes, they are for archival purposes and will be used on the City of Phoenix – Arts and Culture Department's website.
5.	<b>Item#1: Photographs for Artwork</b> Do we ever need to consider hiring talent for these shoots?	No
6.	<b>Item#2: Photographs for Live Event</b> Are these photos only of art or are they more lifestyle shots of people and art at an event?	People and art at an event
7.	<b>Item#2: Photographs for Live Event</b> How many hours on average are these events?	A typical event may be 2-4 hours, however it could be shorter or longer.
8.	<b>Item#2: Photographs for Live Event</b> Approximately how many photos are expected per event?	5 - 10 finished photos.
9.	<b>Item#3: Videography per Hour</b> Is the 'videography per hour' about the amount of raw footage captured or the time spent capturing the footage? In other words, are you asking for the price of 10 hours of raw footage captured or the cost for a film crew for 10 hours regardless of how much footage was captured?	It's about the amount of time required to produce the final, edited video.

10.	<b>Item#3: Videography per Hour</b> How long do the final edited videos need to be, or how long are they typically?	Typically 1-5 minutes. However, it could range from 30 seconds (social media content) to 15 minutes or longer.
11.	<b>Item#4: Drone images for Artwork</b> Are the drone shots still photos or video?	It could be either depending on the request.
12.	<b>Item#4: Drone images for Artwork</b> If still images, how many images are desired per artwork?	It varies based on the artwork. Typically 2- 5 images.
13.	<b>Item#4: Drone images for Artwork</b> If video, how long is each video and how many videos are desired per artwork?.	Typically 30 seconds to 1 minute per video. Typically 1-2 video(s) per artwork. For events, more than one video could be requested
14.	<b>Item#4: Drone images for Artwork</b> Will people be near these artworks during drone operation?	There is a possibility, yes. Depends on date, time and location of artwork.
15.	I was curious to know if an applicant must have experience with all 3: photography, videography and drone photography as well to be considered?	Offerors must submit for at least one of the required services. If you don't provide a price for a service, that will indicate you do not provide that particular service.
16.	Our Production company is registered with the State of New York. Are we eligible, or is this RFP strictly for Arizona businesses?	Offerors must reside in the state of Arizona.
17.	<b>2.17 Content of Response - Pg. 9</b>  What is the quantity of Business References required OR preferred? What Contact Information is initially required in the Offeror's Proposal (e.g. Email, Phone, Address), if any, or will Reference's Contact Information be requested in follow-up communication to Offeror by the Evaluation Committee?	3 Reference are required.  Name, Title, Company Name, Email address, telephone #  References will be contacted by the Procurement Officer.
18.	<b>2.18 Evaluation and Selection - Pg. 10</b> Is there a Total Page Limit to our RFQu Response? Please clarify the following:  <i>"RFQu responses should be concise, well-organized per the requested information, clearly written and limited to</i>	There is no page limit, but please be as concise as possible.

	<i>no more than n/a pages including resumes."</i>	
19.	I was curious if you had any information to share about the overall projected annual work needed as part of this contract.	See revised Pricing Proposal at the end of this Addendum
20.	I'd like to confirm that there isn't an actual form to fill out and send in through the procurePhx portal for the Intent To Apply? I did not find one in the RFQ packet	There is no form to fill out.
21.	It asks for 10 work/image samples- can this be a link to my website/ portfolio?	Yes, links can be provided.
22.	What is the copyright usage for the photos? Can I use the images in my digital portfolio/ website?	Please see (2) in this Addendum under Changes.  Yes, you can use photos in your portfolio, as long as credit includes ACD.
23.	Do I have the right to resell photos?	See answer to Q 22. ( <i>"Should the City, or the photographer, desire to sell reproductions of the photograph, the City and the photographer will enter into a separate agreement that outlines those terms"</i> )
24.	Can I subcontract out to other photographers who regularly work with me? For example, if I am already booked on a certain date or if I get sick the day of an event. My company would still do the editing and invoicing	Yes.
25.	Could you please provide guidance on the application process and any specific qualifications or portfolio requirements needed for consideration?	Please read Section 2.16 "Qualification Criteria"
26.	Is the person(s) required to be in Arizona? Would this be a situation in which we could travel down for events or will we need to be down in the area, available at all times?	Yes. Respondents must be residents of Arizona.
27.	On page 9 it is requested that offerors provide up to ten digital assets in either .jpg or .mp4 format. Are these assets to be included in the Statement of	Attached separately.

	Qualifications or attached separately in the email submission?	
28.	Is there a page limit?	No, but please keep your offer concise.
29.	I sent my Affidavit and copies of my IDs to become a vendor this morning;  Please let me know if you need anything else from me or if I'm going about applying completely wrong.	Yes, you are applying the correct way.
30.	I have attached my RFQ packet to be considered as a Videography vendor for Arts and Culture. Please let me know if you need anything else from me to be considered.	All Offerors need to sign this Addendum and include it in their submittal.

The balance of the specifications and instructions remain the same. Vendor **must** acknowledge receipt and acceptance of this addendum by signing below and returning the entire addendum with the proposal submittal.

Name of Company: \_\_\_\_\_

Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name and Title: \_\_\_\_\_

## PRICING PROPOSAL - Revised

PRICING PROPOSAL (ESTIMATED QUANTITIES)					
Item	Description	Annual Quantity	Unit of Measure	Cost Per Unit	Total Cost
1	Interior portable work 2D or 3D - small-scale photography ( <i>i.e tabletop scale</i> )	5 artworks	Per artwork	\$	\$
2	Interior site-specific 2D or 3D artwork photography ( <i>i.e terrazzo floors, murals, and sculpture, etc.</i> )	5 artworks	Per artwork	\$	\$
3	Exterior site-specific 2D or 3D artwork photography - <b>daytime only</b> ( <i>may be large or small scale</i> )	3 artworks	Per artwork	\$	\$
4	Exterior site-specific 2D or 3D artwork photography - <b>daytime and night time</b> ( <i>large or small scale</i> )	3 artworks	Per artwork	\$	\$
5	Live event photography	15 events	Per Hour	\$	\$
6	Videography for artwork or events	10 videos	Per Hour	\$	\$
7	Drone images for artwork or events	5 artworks	Per Hour	\$	\$
8	Other Photography services (as needed)	n/a	Per Hour	\$	\$

The above Pricing table provides approximate annual quantities of artworks or cultural events requiring photography and videography services.

Prices offered shall be all-inclusive for each session per artwork or event. This includes overhead, travel time, photograph/video hours, mileage, film, editing, touch-ups, post-production costs, high-resolution photos, incidental expenses and equipment rental if necessary. No additional charges will be allowed without express written approval from the Arts and Culture Department (ACD).

In addition to the approximate annual quantities, ACD will require photographs of approximately 150 site-specific public artworks and small portable works to retroactively capture selected pieces in the public art collection in digital photography or videography.