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TULSA COUNTY

PURCHASING  
DEPARTMENT

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MEMO

DATE: March 27, 2019

FROM: Matney M. Ellis  
Purchasing Director



TO: Board of County Commissioners

SUBJECT: Addendum 1 – Video Photo Suite Media Services

On March 11<sup>th</sup>, 2019, the Notice to Proposers was advertised to solicit request for proposals for Video Photo Suite Media Services. This proposal is set to open on the 15<sup>th</sup> day of April, 2019, with proposals to be received by the County Clerk's Office until April 12<sup>th</sup>, 2019 at 4:00pm CST.

This addendum is to provide additional information and answers to vendor's questions to the specifications as per attached documentation.

This addendum is respectfully submitted for your approval.

MME / skb

ORIGINAL: Michael Willis, County Clerk, for the April 1, 2019 agenda.



# Solicitation Addendum

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Solicitation Name: **Video Photo Suite Media Services**

Addendum Number: **1**

Date of Addendum Issuance: **April 1, 2019**

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This document shall serve as official notice that an addendum has been issued for the solicitation identified above. Suppliers submitting bids shall acknowledge receipt of this addendum prior to the bid response due date and time specified in the solicitation notice. Addendum acknowledgement may be submitted with the bid or may be forwarded separately. If forwarded separately, amendment acknowledgement must contain the solicitation name and response due date and time on the front of the envelope (as shown in the Tulsa County Purchasing – General Terms & Conditions, Section B.3.2.). Failure to acknowledge this solicitation addendum may be grounds for rejection.

**Note:** In the event the supplier has already submitted a response and cannot deliver this acknowledgement via mail or in person before the deadline, this acknowledgement may be submitted separately directly to the Tulsa County Purchasing Director via email ([Matney.Ellis@tulsacounty.org](mailto:Matney.Ellis@tulsacounty.org)). Email must be received prior to the bid response due date and time specified in the solicitation notice.

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## DESCRIPTION OF ADDENDUM:

A. This is to incorporate the following:

### Responses to Vendor-submitted Questions:

1. *Is there anything the vendor needs to do to be eligible outside of what is specified in the RFP?*

**Response:** No other action is needed to be eligible outside of what is specified in the RFP.

2. *What will drive the story for these videos? Will there be a spokesman, narration, and/or text on the screen?*

**Response:** The Tulsa Health Department will defer to the company submitting the RFP for their recommendation. The Health Department does not want to control anyone in a preferred method. Knowing the target audience is teens/young adults, the Health Department welcomes the company's expertise in the best method to reach the target audience. We have contact information for young adults who could appear in the videos which might prove helpful and save on talent costs.

3. *Will the content for the English and Spanish versions be the same? Will they be translated or will they be unique videos?*

**Response:** The content is the same but translated into Spanish. The company is responsible for delivering the completed Spanish video so that would include the translation and recording in Spanish.

4. *In terms of cover footage, what should vendor budget for (cover footage, animation, etc.)?*

**Response:** The Tulsa Health Department is working on an animated logo that we will provide to the successful company to use at the beginning and the end of the videos. Any additional footage (animated, etc.) would need to be included in the RFP by the bidder. Tulsa Health Department will work with the chosen agency to provide access to our clients to shoot the videos.

B. All other terms and conditions remain unchanged.

(End of Addendum)

**ACKNOWLEDGED BY:**

\_\_\_\_\_  
Supplier Company Name (PRINT)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (PRINT)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Authorized Representative Signature