

**Southfield Public Schools
Request for Proposal
Video Production Specialist Services
RFP Number 2021-010
Addendum**



Bid Opening Date Change

- The bid opening date has been changed to May 25, 2021 at 2:00 P.M.

Questions from the May 11, 2021 Pre Bid Meeting.

- Question 1 – [from the RFP text] Under the direction and supervision of the high school video production teacher, reinforce and supplement classroom instruction by occasionally assisting and supporting the teacher in editing activities. Supervise student cable television assistants at Board of Education meetings and other assigned after school events. Please elaborate
 - Answer 1 – There may be an event or events that provide teachable moments for students. Students may participate or be asked to participate in a production for these moments. In these moments the students will be under the supervision and direction of the high school video production teacher.
- Question 2 - [from the RFP text] The studio, equipment and supplies will be provided by the District. Please elaborate
 - Answer 2 – The vendor will provide all of the necessary equipment to perform the required functions e.g. (cameras, audio, lighting, software and hardware.)
- Question 3 – Are there any changes to the cable channel?
 - Answer 3 - No.
- Question 4 – Will the cable channel computer be upgraded?
 - Answer 4 – The cable channel computer will be upgraded.
- Question 5 - What is the cable channel viewership?
 - Answer 5 - We currently have no analytics on the cable channel viewership
- Question 6 - Will there be office space provided?
 - Answer 6 - Yes. Office Space that can be locked will be provided onsite.
- Question 7 - Will there be remote access to update the electronic system or remote access for cable station operations?
 - Answer 7 – Remote access will be possible in the near future.
- Question 8 – Will the students get paid for working the broadcast?
 - Answer 8 – Students work for the experience.
- Question 9 – [from the RFP text] Practice basic maintenance of all District cable television and video production equipment such as video cameras microphones, etc. Please elaborate.

- Answer 9 – The district will provide maintenance for its own equipment and the vendor will provide maintenance their own equipment.
- Question 10 – Are the student producing content that can be included in the daily and online broadcast?
 - Answer 10 – Southfield High School for the Arts &Technology students may produce content, i.e. their school concerts and events, which will need the vendor’s review for placement on YouTube.
- Question 11 - Will there be any interaction with the video teachers?
 - Answer 11 – There may be interaction with the video production teachers.
- Question 12 – Does the bid need to have an ala cart alternate pricing schedule.
 - Answer 12 – Yes.
- Question 13 – Are there any minimums that you are seeking in the alternate bid or re you looking for estimated numbers?
 - Answer 13 – No. Estimated numbers are suitable.
- Question 14 - What are the COVID protocols and the return to school goals.
 - Answer 14 – Southfield Public Schools is committed to returning to a traditional in-person experience, 5 days per week for the 2021-2022 academic year. The district will continue to practice COVID-19 safety protocols as we move into the new school year through the guidance of the Oakland County Health Department and other entities.
- Question 15 - Will the vendor be allowed to have additional support to cover events or multiple events where there are event overlaps or multiple cameras are required?
 - Answer 15 – The vendor is allowed to provide the necessary amount of staff that is suitable for that event and within the authorized budget.

VIDEO PRODUCTION RFP MEETING SIGN IN SHEET

Type of Meeting:	RFP Studio Walk-thru	Meeting Date:	5.11.2021
Facilitator:	Jesse Sutton	Place/Room:	Central Office Front Conference Room

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