


Vendor: _____

 City of Rocky Mount Addendum 1	
Refer <u>ALL</u> Inquiries regarding this RFQ to: Alicia Gaines Purchasing Clerk	RFP #320- 161121AG – Graphic and Creative Design Services
	RFQ Due Date: 12/13/2021
	Contract Type: Services

FAILURE TO RETURN THIS ADDENDUM IN ACCORDANCE WITH INSTRUCTIONS MAY SUBJECT YOUR PROPOSAL TO REJECTION ON THE AFFECTED ITEM(S):

RFQ Schedule Reminder

Event	Responsibility	Date and Time
Issue RFQ	City	11/29/2021
Submit Written Questions	Vendor	12/6/2021
Provide Responses to Questions	City	12/8/2021
Submit Quotes	Vendor	12/13/2021
Contract Award	City	TBD

Question and Answer

Question 1: Can companies from Outside Canada can apply for this? (India or USA)

Answer 1: Yes

Question 2: Do we need to come there for meetings?

Answer 2: No. Meetings can be conducted virtually. If the company is local, then meeting in person is preferred

Question 3: Can we perform the tasks (related to RFP) outside Canada? (from India or USA)

Answer 3: Yes

Question 4: Can we submit the proposals via email?

Answer 4: Yes. Please refer to **2.5 PROPOSAL SUBMITTAL** in the RFP.

Question 5: Portfolio Samples: Are samples needed for each deliverable as outlined in 5.0 pg. 12 Scope of Work?

Answer 5: The *required* samples are listed under section 3.1, Evaluation Criteria, on pages 8 and 9, bullet point a) Portfolio Samples. However, the greater the variety of samples you provide the better understanding we will have of your abilities.

Question 6: Portfolio Samples: Is this limited to previous projects ONLY or can mock samples be included as well?

Answer 6: Mockup samples, as well as previous projects, may be included. Feel free to show us what you consider your best work.

Question 7: Scope of Work: Does the proposal need to include individual pricing for each deliverable (i.e., brochure, fact sheet, invitations, billboards, etc.) or flat rate design services with a breakdown of how the flat rate was calculated?

Answer 7: The proposal should be a monthly flat rate for up to 60 hours of work each month.

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Question 8: Is there an ETA for potential publishing/printing date for magazine (i.e Fall 2022)

Answer 8: Magazine will be designed and prepared for printing by the end of March 2022.

Question 9: If the business is identified as a Historically Underutilized business, but has not obtained State Certification for HUB, should the certification be completed prior to submitting a proposal?

Answer 9: No. HUB certification is not a requirement and does not determine whether this solicitation will be awarded. However, if you choose HUB certified when completing the solicitation, you may be asked (during or after the services) to provide proof of certification.

Question 10: Is the vendor required to complete both Affidavit A and B, or A OR B. Does this apply to a vendor who generally works with individuals who work as independent contractors for special projects in place of FT or PT employees?

Answer 10: Complete A or B and it doesn't matter if they are full or part time.

Question 11: Does the City already have an established brand identity and style guide? And how developed are these items?

Answer 11: Yes. Our Style Guide is part of the addendum

Question 12: Are these services only for the City (municipal communication) or does it include tourism and/or economic development?

Answer 12: This contract is for the municipal government which includes economic/business/downtown development. Tourism is a separate entity and will not be part of this contract.

Question 13: How are these services currently being met? Do you currently have a firm you contract with?

Answer 13: In March of this year, we conducted a similar bid process and Allegra Marketing & Print Solutions (Hinson Industries) won the bid contract.

Question 14: Would you consider contracting with a firm outside of the immediate area of Rocky Mount?

Answer 14: Yes