Letter of Addendum

TO: All Proposers

FROM: Kimela Miller

DATE: October 17, 2019

RE: RFP Number: 2009005C - Amendment #1
Commodity: Marketing and Communication Services

Please check the NM Tech website often for updates on this RFP.

Q1) Since this project involves the U.S. Air Force, will agency personnel assigned to the project require security clearances?
A1) No security clearance will be required. All project deliverables will be unclassified.

Q2) Would the winning firm be expected to travel to locations other than NMIMT to produce content? If so, where? If so, should travel costs be included as part of the cost proposal?
A2) No travel is anticipated at this time. Most interactions with the AFWERX customer and NMIMT can be done remotely via email, videoconference, telephone, and/or other appropriate collaborative. If travel is required for a photographic or videographic shoot and/or interviews we will make appropriate amendments to the professional services agreement (PSA) to accommodate this activity with the approval of the agency sponsor.

Q3) What is the budget for this project?
A3) That is not information we disclose as it varies year to year.

Q4) Please describe your ideal partner that you are seeking.
A4) The ideal partner will be able to coordinate AFWERX marketing and communication needs through NMIMT. It is critical that NMIMT and our vendors maintain close contact with us to ensure deliverables align with approved funding and programmatic objectives.

Q5) Are you only seeking partners local to NIMT?
A5) No. We are open to a variety of partners both locally and nationally. We are capable of setting up telecommunications between our vendors and AFWERX customer.

Q6) For budgeting purposes, you list photography and videography deliverables that “include but not limited to;” do you have historical data on how many of these deliverables would be needed per year?
A6) This is a new task to our project we currently do not have a baseline of deliverables to reference. For budget development purposes, please provide an estimate for at least 2-3 shoots with cost details for additional shoots beyond that base.

Q7) I’m curious if you’d like proposers to articulate how we are adequately equipped to provide services in the scope of work in section 15 through our evaluation criteria in section 4.1.1?
A7) Yes. All proposers are strongly encouraged to articulate how they are capable of successfully delivering services in part and/or all of the categories noted in section 15. It is recognized that not all proposers will be adequately equipped to provide services in all areas.
Q8) How do we furnish previous examples of our work?
A8) Hard copy, thumb drive, website link

Q9) What is an acceptable way to furnish video work?
A9) One of the methods indicated in the previous question.

Q10) What format should our approach document be in?
A10) See the instructions under 1, page 3. Bound, indexed according to the criteria sections, and a section for any of the forms in the RFP (except the PSA, it is informational only).

Q11) What format should the cost section of the offer be in?
A11) There is not a prescribed format for the cost section, but certain items should be considered during development. The proposer should: (1) present pricing for goods and/or services they are capable of providing; (2) provide pricing on an annual basis; (3) list appropriate cost categories and units of measurement; (4) vendor’s published price list of goods and services.

Q12) How do we specify costs on an unspecific scope of work?
A12) You may include your hourly rates for various employee categories, cost plus a percentage for materials, etc. List the various services and their flat rate or hourly cost. When the department requires you to provide a good/service, they will ask for a quote which you will provide based on the prices you put in your offer.

Q13) How do we identify what services we are offering and their costs relative to an unspecific scope of work?
A13) See previous answer.

Q14) We assume the PSA and pages 19-25 are all for example and do not require filling out.
A14) Yes, those are purely informational and will be completed by the selected vendor(s).

Q15) Are proposers encouraged to include additional relevant info.
A15) Yes, proposers are encouraged to include additional info relevant to the project.

Q16) How can we provide evidence that we have an Airmen working with us? Would that work against or for us? How do we appropriately state this?
A16) The makeup of your employee base does not matter to this procurement. An Airman belongs first to the USAF. It is assumed the work he/she does for your company is a part time job with little influence on the outcome of this RFP.

Q17) Do you require 4 copies of all pages or does this only apply to "the offer" and "cost" pages?
A17) We require 4 complete sets of the whole document, which is called an offer (1 set with original signature, 3 complete sets which are copies; 1 original cost).

Q18) What are we being specific about? What is the "criteria" we're being evaluated on? How can we be specific about work we're providing for without knowing what the work is?
A18) Use the criteria on page 5 to tell us what services/products your company sells. You will need to provide the information on your company/services/products that mesh with the requirements of the Scope of Work.

Q19) Expenses for "site-visits" - Cannot be charged to NMIMT. Does this include Technical Scouting for Filming purposes? This is part of the job of filming and we do not consider it part of the bidding or proposal process.
A19) See Q&A 2.

Q20) How will we approach our conditions of creating a work? Such as Timeline constraints that will require participation contingencies from the client? We have our Scope of work document that we work with clients to create that lists the video Deliverables, Music Licensing Terms agreed to, and the timeline for creating the project including the client's timely feedback. Adherence to a project timeline is important to the impact of the overall budget of the project. How can we agree to this with the client? Who is the client NMIMT or AFWERX? Who will review and approve the video we create? Who will guide the video?
A20) The ideal partner will be able to coordinate AFWERX marketing and communication needs through NMIMT, as appropriate to our contractual relationship. As the intermediary, it is critical that NMIMT and our vendors maintain close contact to ensure deliverables align with approved funding and programmatic objectives. All three parties – AFWERX, NMIMT, and the selected vendor(s) will determine appropriate project deliverables, timelines, and funding.

Q21) What do we need to provide? What is the document list? Our understanding is...
A21) Those are the documents to include in your offer with the exception of the insurance certificate. If work is physically
performed on any NMIMT property insurance will be required before that work can be performed. At this time, we do not foresee
any work to be scheduled on NMIMT property. Your response should also include a statement of your capability for the
products/services in this RFP. Your company may not be able to provide everything in the Scope of Work, but please provide
information on those categories that match your skills. There may be multiple awards to cover all the categories.

Q22) Do we need to fill out page 5?
A22) No, that is so you will know how we will be rating the offers received. You need to provide the information given on that
matrix. Some may not apply if you are responding to 15.5.1, as some of the criteria elements just for services.

Q23) On page 14 there is a section that reads: #1 ____ #2 ____... Do I need to fill out any information in this area?
A23) Yes, fill out the form completely and ensure it is an original signature. The 1, 2, etc are to acknowledge the addendum. We
have other questions and I should be issuing an addenda in the next day or two. This is where you let us know you have reviewed it.

Q24) Do I need to fill out page 19 & 20. It looks like it might be an example.
A24) No, that will be filled out at a later date if your offer is selected.

Q25) This RFP appears to be general. Where on this RFP would I let you know which part of RFP I would like to bid on? and
where do I put the cost?
A25) If you are doing a cover letter, you can reference the portion you will be bidding on in that letter. I have also seen folks
print out the sections and will write "no bid" by the ones they are not capable of doing and annotate the part they are bidding on.

Q26) Do I need to fill out page 22?
A26) No that is part of the form we would fill out at a later date if you are selected.

Q27) Do I deliver this RFP to? New Mexico Institute of Mining & Technology, Attn: RFP2009005C, Brown, Hall Rm 110, 801 Leroy
Place, Socorro, NM 87801
A27) Yes, this is the address to either hand deliver or overnight. Overnight to us is actually 2nd day delivery, FedEx and UPS may
tell you it is next day delivery, but it is not, so plan accordingly. The office is closed from 12-1 for lunch.

NOTE: the RFP due date is changed:
From: October 22, 2019
To: October 25, 2019

All Offerors are required to confirm the receipt of this amendment in their response. All other terms and conditions of the RFP remain
unchanged.

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