	City of Rocky Mount **Addendum 1**
Refer _ALL_ Inquiries regarding this RFP to: *Debra Harris* *Purchasing Clerk*	**Request for Proposal # 320-291220DH**
	Proposals will be due: 2/22/2021
	Contract Type: Service

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

RFP Schedule Reminder

Event	Responsibility	Date and Time
Submit Written Questions	Vendor	Friday 2/12/2021
Provide Responses to Questions	City	Wednesday 2/17/2021
Submit Bids	Vendor	Monday 2/22/2021 4:00 p.m.
Contract Effective Date	City	Monday 3/8/2021

Questions and Answers

1. Are you asking only for design services and not printing services? Graphic and creative design only. Reference RFP 5.1 d.

2. Are you going to provide images, photographs and information previously to any project? Depending on the need and project, both stock images (provided by the vendor) and photographs (provided by the city) are used. All information, i.e. titles, dates, needed logos will be sent to the vendor along with any needed city photos (if being used) or a request for stock photography to be used. The provided examples include use of stock photos and city generated photos.

3. How many magazines (and approximate number of pages.) could be needed per month if needed? Prepare a response. Our goal is to create five magazines per year, one each quarter and one annually for a total of five. Magazines range from 20-32 pages, depending on the amount of material submitted. Additional items such as ads for magazines will be created by the vendor.

4. Do you have a manual of corporate images to consider when designing? Yes, please see addendum attachment.

5. If selected, are we going to direct the art ourselves? We handle the art direction, with exception of any needed stock photography.

6. How much would the budget be without taxes?. We request the bid be made for up to 60 hours of services provided each month on a flat monthly rate. Previously, we have budgeted a maximum of $6,349 per month. The project budget is noted in the RFP in the purpose and background section 1.0 page 5.

7. What is the duration of the project? Will it be a month to month, or a full year contract? This is a ten-month contract to end December 2021. Reference RFP section 4.1. Following a bid will be prepared annually for a 12 month contract.

8. I noticed you were having trouble with your website. We also offer web services just in case if you were interested. We are not interested as this is out of the scope of this RFP.

9. Does the city accept HUB business designations from other states? <u>Yes</u>

10. Will the city consider federal certifications for small business enterprises, such as 8(a), WOSB and EDWOSB? <u>Yes.</u>

11. For pricing form, it makes more sense to provide a per hour rate rather than a monthly rate, not knowing what the city's needs may be. Will that work? <u>The department declines the request to change the pricing form to reflect an hourly rate.</u>

12. If you still need a monthly base proposal, please state the number of hours we should use. <u>Up to 60 hours per month</u>

13. Who is the incumbent? Since mid-January, work has been performed in-house by department personnel. <u>Since mid-January, work has been performed in-house by department personnel. Previously, Five Oaks Design was the incumbent.</u>

14. What has the city typically paid for these services in the past? <u>Please break down the cost paid for the hour vs monthly. Previously, these services have been at a monthly rate of $6,349, including stock photography, provided by the vendor. We do not have an hourly break down as all services have been at a flat monthly rate.</u>

15. Will face to face meetings be required or other forms of virtual meetings are acceptable? <u>Quarterly meetings will be conducted face to face. Most communications will be conducted via email. Video and tele-conferencing will also be used.</u>

16. Can you share a few project samples? <u>Please see response to question 2.</u>

17. Does the city have a brand guide? <u>Please see response to question 4.</u>