



ADDENDUM

SOLICITATION NO.: RFP 2018-17 – Graphic Design Services

ADDENDUM NO. 1

DATE: 06/15/2018

To All Prospective Proposers:

This addendum is issued to modify the previously issued solicitation documents and/or given for informational purposes, and is hereby made a part of the solicitation documents. Please attach this addendum to the documents in your possession. ***Per the RFP, the proposer shall acknowledge receipt of any and all addenda, if any, listing the Addenda by number(s) and date(s) in their RFP documents.***

Deadline for Proposals:

No Change in proposal due date

Specification Additions:

N/A

Specification Changes/Corrections:

1. Section 3.1 CRITERIA FOR AWARD, the evaluation criteria table, section A), letter b) and c) replace the section to read:
 - b) Firm Qualifications and Related Experience. See section 5.8.3(a) - (25 Points):**
 - c) Partner, Supervisory and Staff Qualifications and Experience. See section 5.8.3(b) - (25 Points):**
2. Section 5.8.3 (a), PROPOSER QUESTIONNAIRE/SERVICES AND EQUIPMENT replace the section to read:

5.8.3 TECHNICAL QUALITY:

(a) Firm Qualifications and Related Experience (25 Points):

This section of the proposal should establish the ability of Proposer to satisfactorily perform the required work by reasons of: experience in performing work of a similar nature; demonstrated competence in the services to be provided; strength and stability of the firm; staffing capability; work load; record of meeting schedules on similar projects.

(b) Partner, Supervisory and Staff Qualifications and Experience (25 Points):

This section of the proposal should establish the method which will be used by the Proposer to manage the Scope of Work as well as identify key personnel assigned to the Scope of Work.

3. Section 5.8.4, COST OF SERVICES add to section title:

(See Attachment "A")

Drawing Changes:

N/A

Clarifications/Questions and Answers:

The following question(s) (shown in italicized text) were submitted by prospective proposer(s). The City's responses are presented here (shown in bold text). The submitters' names and email addresses have been removed due to privacy requirements.

1. *Are out of state vendors eligible to apply for this RFP?*

Answer – Yes, out of state vendors are eligible to participate in the RFP process.

2. *Will face to face meetings be required or other forms of virtual meetings are acceptable?*

Answer – During the evaluation process, the Evaluation Committee may require, as an option, interview meetings to assist with the final selection. Should interview meetings be required, shortlisted firms will be required to physically attend the meeting.

3. *Is there a budget allocated for this effort? If so, please state what that is.*

Answer – The City is gathering the information and it will be published with the final addendum on 07/03/2018, at the latest.

4. *Is there an incumbent, if so who is the incumbent?*

Answer – No, there is no incumbent. It is the first time the City is seeking to secure a long-term contract for Graphic Design Services. In the past, the City obtained quotes on an as-needed or project basis from various vendors.

5. *What hourly rate was the incumbent paid?*

Answer – There is no incumbent.

6. What was the incumbent paid for the following design services?
- a. General graphic design services
 - b. Parkland Pipeline
 - c. Activity Guide
 - d. Welcome Packets
 - e. Branding Services

Answer – There is no incumbent.

7. What was the last lump sum price City paid for these services (one issue pricing is also enough)?

Answer:

- a. *Parkland Pipeline* - Unfortunately, the lump sum price for the last Pipeline included design, printing and shipping services. The price breakdown was not provided to the City. Consequently, the City is unable to provide the cost for the graphic design component.

For general information, here are the details on the Parkland Pipeline:

- 10,000 magazines
- 8.5 X 11
- 80# dull finish/silk text
- 24 pages, self cover, saddle stitched
- 6 page 8.25 X 8.5 insert stitched in

- b. *Activity Guide* - The design portion of the Parkland Playbook (activity guide) was \$2,899.

NAME OF COMPANY: _____