



PRINCE GEORGE'S COMMUNITY COLLEGE

DATE: March 2, 2022

TO: All Prospective Proposers

FROM: Nena Charity, Procurement Manager
Prince George's Community College
Office of Procurement, Suite 264
Largo, MD 20774-2199
charitnl@pgcc.edu
Telephone No.: 301-546-0025

RE: **Addendum 2 to RFP 22-16 Video Production Services**

The following amends the above referenced RFP documents. Receipt of this addendum two is to be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda Form" and including it in the proposal. The Solicitation Schedule is subject to further change modification, as required by the College.

1. Questions and Responses.

Attached to this Addendum 2 is the Questions and Response Log Part II. The Questions and Response Log Part II contains all of the questions received. The last day for questions was February 14, 2022 at 10:00 AM ET

1. The following dates modify the Solicitation Schedule:

- **Technical Proposal Due Date: March 11, 2022 at 10:00 AM ET**
- **Financial and Price Proposal Due Date: March 11, 2022 at 10:00 AM ET**
- **Oral Presentation/Discussion Session(s): TBD
For invited shortlisted firms only**

- **Contractor(s) Selection Anticipated to be finalized: March 30, 2022 (projected)**
- **Contract Commencement: TBD**

End of Addendum 2 dated 3-2-22

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: RFP 22-16

PROPOSAL DUE DATE:

March 11, 2022 at 10:00 AM ET

RFP FOR: Video Production Services - Updated

NAME OF PROPOSER: _____

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. <u> 1 </u>	dated <u>2-23-22</u>
Addendum No. <u> 2 </u>	dated <u>3-02-22</u>
Addendum No. _____	dated _____
Addendum No. _____	dated _____
Addendum No. _____	dated _____

As stated in the RFP documents, this form is included in our Proposal.

Signature

Name Printed

Title

Date

END OF FORM

RFP 22-16 Video Production Q&A Part II

Q#	RFP Section	Questions	Responses
34		Are positions 1-7 full time and the additional positions freelance support?	All of the positions are freelance support on an as needed case by case basis. None of the positions are full-time.
35		Are there benefits eligible and if so, what is your PTO?	These are not fulltime employee positions. They are not eligible for any benefits.
36		Is there travel involved, if so, are they expenses covered/ reimbursable?	Travel is not covered or reimbursable.
37		Do you provide all gear?	Yes, PGCC-TV can provide all cameras and necessary equipment. However, freelance vendors may choose to use their own cameras on a case-by-case basis.
38		What is the expectation of hours worked? 1800? 2080? 1000? Etc.	Hours worked will vary on a case-by-case basis. Every video project is different. Projects could vary from a one-day studio shoot to a multi-day shoot on location to a two-week editing project.
39		What is the expected annual utility (hours worked) per position?	There are no expected hours worked on an annual basis per position.