

REQUEST FOR PROPOSALS #2024-03
RESPONSE TO CLARIFYING QUESTIONS I
OREGON TECH MARKETING – BRANDING VIDEOS AND PHOTOS
March 4, 2024

Please note that these are questions submitted by interested firms to this solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFQ as published.

1. QUESTION: To confirm, you do not have to be a production company based in Oregon to be eligible for the RFP, correct?

ANSWER: The successful firm must demonstrate legal capacity to perform services in the State of Oregon prior to entering into the contract with Oregon Tech. If the successful firm is not domiciled in or registered to do business in the State of Oregon, the firm must promptly provide to the Oregon Department of Revenue and the Secretary of State, Corporation Division, all information required by those agencies relative to its contract with Oregon Tech.

2. QUESTION: Do you have any sample videos you can share that illustrate what you are expecting the finished videos to look and sound like?

ANSWER: No, not at this time.

3. QUESTION: How many total raw photographs should be delivered? And how many total edited photos are you expecting?

ANSWER: No less than 5,000 raw photographs and 100 edited photos.

4. QUESTION: For each of the videos, can you tell us a bit more about what they will entail (interviews, b-roll, and/or narration, etc.)?

- General university branding
- Klamath Falls campus and student experience
- Portland-Metro campus and student experience

ANSWER: Each video set will require in-person filming at an Oregon Tech campus. Video b-roll should highlight outdoor and indoor campus features, student activities, classroom learning, lab learning, and hands-on education, with a focus on a polytechnic experience. Faculty, student, and alumni interviews, and narration and graphic elements, may be included based on proposed projects.

5. QUESTION: Background information "description [...] similar services for higher education". If a proposer does not have higher education video experience but other education video experience/other relevant video experience, can the proposer list similar

experience or does the selection committee only want to see samples from higher ed projects?

ANSWER: The proposer can provide samples of similar experience.

6. QUESTION: Is there a page limit for the responses?

ANSWER: No, however the submission should not exceed 25MB in file size.

7. QUESTION: In the scope of work, "footage and photos [...] at both campuses in spring, summer, and fall". Confirming that this means the completed videos will contain 3 seasons therefore some editing of the videos would be held off until fall.

ANSWER: Correct. Footage should contain all three seasons and some editing will be completed in fall.

8. QUESTION: For each segment, you require three videos of different durations (:60, :30, :15). Is it accurate to confirm that this entails a total of nine (9) cuts?

ANSWER: Correct. The project entails a total of nine cuts.

9. QUESTION: Is the estimated shooting duration totaling fifteen (15) days throughout spring, summer, and fall for the entire school year?

ANSWER: Shooting will occur in spring, summer, and fall prior to the end contract date listed in the RFP.

10. QUESTION: Could you clarify if consecutive shooting days within a week are feasible for non-local companies during the shooting schedule?

ANSWER: Some consecutive days may be possible, but this project aims to highlight the best our programs and student activities have to offer and flexibility to travel to campuses for these events will be required. The dates are to be determined during project scripting and development.

11. QUESTION: What is the deadline for delivering the footage and photography?

ANSWER: The deadline for delivering footage and photography is the last contract day listed in the RFP.

12. QUESTION: Could you specify the final output requirements for the photos?

ANSWER: Photos should be delivered via cloud service or external storage device.

13. QUESTION: Regarding the library of photos mentioned, could you provide details on the quantity of photos needed?

ANSWER: No less than 5,000 raw photographs and 100 edited photos.

14. QUESTION: Will talent be provided through Oregon Tech or will we be sourcing our own talent for the videos and photography?

ANSWER: Talent will be provided by Oregon Tech.

15. QUESTION: On page 13, under 3. Cost Summary, it states that travel, lodging and miscellaneous expenses list on the budget are separately reimbursable. Is that on top the \$70,000 listed on page 9 under Scope of Work? OR, is that part of the \$70,000?

ANSWER: Travel, lodging, and miscellaneous expenses are part of the \$70,000.

16. QUESTION: Do proposers need to plan for printing photo deliverables?

ANSWER: Deliverables can be provided via cloud service or external storage device.

End of Clarifying Questions I