



IFB Number: 21-01: **DIGITAL MEDIA PRODUCTION SERVICES – VIRTUAL RECOGNITION CEREMONY**

Addendum Number: 2

**NOTICE TO PROPOSERS:** THIS ADDENDUM SHALL BECOME PART OF THE IFB, AND PROPOSERS SHALL ACKNOWLEDGE, IN WRITING, RECEIPT AND INCORPORATION OF ALL ADDENDA AND CLARIFICATIONS IN THEIR RESPONSE. FAILURE OF THE BIDDER TO RECEIVE ADDENDA SHALL NOT RELIEVE THE BIDDER FROM ANY OBLIGATION UNDER ITS BID AS SUBMITTED. THE BIDDER SHALL IDENTIFY AND LIST IN ITS BID ALL ADDENDA RECEIVED AND INCLUDED IN ITS BID; FAILURE TO DO SO MAY BE ASSERTED BY THE DISTRICT AS A BASIS FOR DETERMINING THE BID NON-RESPONSIVE.

Answers to Questions

<b>Number</b>	<b>Questions</b>	<b>LACCD Response</b>
1	Whether companies from outside USA can apply for this (like, from India or Canada)?	No, companies from out of the U.S. cannot apply.
2	Whether we need to come over there for meetings?	All bidders must be licensed to do business in the State of California and there may be a requirement to meet in person. As noted in Section V. It is anticipated that, due to the COVID-19 pandemic, video production of persons will be done in remote settings, primarily online and that in-person, live-to-tape will be limited and must be approved in advance. Please see Section V and Addendum No. 1.



<b>Number</b>	<b>Questions</b>	<b>LACCD Response</b>
3	Can we perform the tasks (related to RFP) outside USA (like, from India or Canada)?	All bidders must be licensed to do business in the State of California and there may be a requirement to meet in person. As noted in Section V, it is anticipated that, due to the COVID-19 pandemic, video production of persons will be done in remote settings, primarily online and that in-person, live-to-tape will be limited and must be approved in advance. Please see Section V and Addendum No. 1.
4	Can we submit the proposals via email?	No, proposals cannot be submitted via email. Proposals will only be accepted by mail or hand-delivered to the address listed in the IFB.
5	Will this/these be entirely virtual, or will there be a hybrid experience?	We anticipate that all ceremonies will be completely virtual.
6	Are the virtual commencement ceremonies live or pre-recorded?	We anticipate that most ceremonies will be pre-recorded, however, some colleges may want a portion of their ceremony to be live streamed. Please see IFB 21-01 documents on our Website.
7	Is a vendor required to list one hourly rate for add-on services on the Bid Form (Appendix A) and will they be disqualified if they attach a breakdown of hourly rates by service?	For “Additional Add-On Services,” the IFB requires that the Hourly Rate for Add-On Services be a fully-burdened rate and include Time and Materials. Bidders may break out the hourly rates for services identified in items 24-27 of the Scope of Services. Bidders will not be disqualified for attaching a breakdown of hourly rates by service for items 24 - 27.