



**PURCHASING SECTION**  
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**ADDENDUM No. 1**

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**REQUEST FOR PROPOSALS (RFP) NO.:** 1220-030-2018-043  
**TITLE:** VIDEO PRODUCTION SERVICES  
**ADDENDUM ISSUE DATE:** JUNE 22, 2018  
**CLOSING DATE:** JULY 18, 2018 @ 3:00 P.M.

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**INFORMATION FOR PROPONENTS**

This Addendum is issued to provide additional information and clarifications to the RFP for the above named project, to the extent referenced and shall become a part thereof. No consideration will be allowed for extras due to the Proponent not being familiar with this addendum. This Addendum No. 1 contains two (2) pages.

**QUESTIONS AND ANSWERS:**

**Q.1.** Is there a budget range you can provide?

**A.1.** **The City does not have a budget range to provide at this time.**

**Q.2.** Do you have any past videos that have been produced for the City of Surrey that we could see?

**Below are links to some different videos prepared for different departments of the City.**

**A.2.** **Surrey Fire Service has produced some videos:**

<https://www.surrey.ca/city-services/9721.aspx>

**Human Resources Video:**

<https://www.youtube.com/watch?v=OMUTYEfdAn0>

**Engineering Department Videos:**

<https://www.youtube.com/watch?v=u3ZK98dL7lc>

<https://www.youtube.com/watch?v=nNJcVCWwDeM>

**Sign By-Law Education Video:**

<https://www.youtube.com/watch?v=DzM6T-hP6oQ>

**Q.3.** We understand that the use of basic animation is an option, however, we find for explainer videos animation can be a better way of representing abstract topics. Are you open to full animation?

**A.3.** **Yes, especially if it helps our clients understand better processes or issues.**

**Q.4.** I see that we can provide additional pages in the template forms, but can we provide alternate tables, for instance, for the budget breakdown? Or should we stick to the templates as closely as possible?

**A.4. The City's preference is for Proponents to use the tables provided.**

**Q.5.** I understand that you would like us to include form C-1, but it is only applicable if we win the award, so should we include all the registration numbers requested? Do we need to be registered as a business in the city of Surrey in order to bid on this RFP?

**A.5.** Schedule C – FORM OF PROPOSAL identifies all schedules that are required to be attached to your Proposal. Section 2 of Schedule C-1 provides information to the City to ensure that a Proponent has the necessary support information. This information, provided in advance, assists the City in contract formulation.

A valid City of Surrey or Intermunicipal Business License is not required to submit a Proposal.

END OF ADDENDUM

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**All Addenda will become part of the RFP Documents.**

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