



600 NE Grand Ave.
 Portland, OR 97232-2736
 503-797-1700

Addendum One / RFP 12-1974

RFP 12-1974: Graphic Design, Writing, Photography and Videography Professional Services

In the interest of fairness, this information is being provided to all interested proposers. Below is the pre-proposal meeting summary and who attended, followed by any questions received at the meeting and by email and the corresponding answer.

Summary of the Pre-proposal meeting:

Elizabeth Goetzinger, Communications department project manager, convened the meeting. Sharon Stiffler, procurement analyst and Julie Hoffman, MWESB program coordinator were also present. All vendors were directed to sign in on the provided form. Sharon Stiffler advised vendors that a summary of the meeting would be available on Metro's website and all known vendors would be notified when the addendum was posted.

Vendors were provided a listing of important dates related to the proposal process:

Oct. 7, 3 p.m.: Question period closes. All questions regarding the RFP must be received by Sharon Stiffler by this time.

Oct. 14, 5 p.m.: Proposals due to Metro, 600 NE Grand Ave. Portland, late proposals will not be accepted.

Elizabeth Goetzinger reviewed the Proposed Scope of Work (Section III) and the Qualifications and Experience (Section IV) of the RFP. Vendors were then directed to review Proposal Contents (Section VII) and the rate worksheet provided on page 10 that must be completed and submitted with the proposal.

Vendors were asked to review the sample contract provided with the RFP on pages 11 to 27 of the RFP and reminded to provide any exceptions to that contract as part of their proposal. See Section VII, G.

Pre-Proposal meeting attendees:

Alex Cousins	Karen Mathieson	Tim Oakley	Jennifer Le
Madeline Baars	Lee Machado	Lacey Hinkle-RileyWeiss	Marc Bowen
Ryan Sullivan	Tamara Gilbert	Patrick Munson	Kate Kauffman
Erin Aigher	Donna Matrazzo	Lisa Timmerman	Anthony Veliz
Jeanne Galick	Christine Rains	Michael Wilhelm	Ode Minton-Smith

The following questions were submitted on this solicitation.

Question 1: Will professional liability be required for any of these contracts that are derived from this RFP. (Standard Personal Services Agreement Exhibit B (page 11) 6. (d))

Answer: No, Metro will not require Professional Liability Insurance in these contracts

Question 2: Clarification of 5 page limit on proposal contents. (VII. Proposal Contents, page 6)

Answer: Proposal contents are limited to 5 pages, double-sided. Pages refer to side of paper not sheets. For example, if the proposal is 5 pages long and printed double-sided, three sheets of paper would be used. Examples of work do not count toward page limit.

Question 3: Will links to websites and other media such as DVDs be provided as a sample of work. (VII. Proposal Contents, D. Examples of Services, page 6)

Answer: Proposers using websites to demonstrate photography and video work may provide examples of work as a URL. Similarly, other proposers for design and writing categories may provide a URL as an example of work so long as the original work was created as a website. Please note, all samples must represent no more than three individual examples of work regardless of how they are provided.



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Question 4: Does each service category require a separate proposal? (Graphic design, writing, photography and videography). (VII. Proposal Contents, page 6)

Answer: Yes. Indicate which service category the proposal is for: graphic design, writing, photography and/or videography. Vendors may submit proposals for more than one category; however, each category requires a separate proposal. Page count limit is per service category, not a total of all categories.

Question 5: Please clarify the total amount for each contract awarded. (III. Proposed Scope of Work, page 2)

Answer: Metro intends to award contracts to multiple firms, consultants and/or specialists within each of the following categories: graphic design, writing, photography and videography. Awarded firms, consultants and specialists are not guaranteed to receive any certain number or value of assignments. Estimated contract award amounts will vary from \$5,000 to \$75,000 per contract term depending on need.

Question 6: The proposal is not downloading on my computer correctly.

Answer: Vendors may pick up a print copy of the proposal from the main lobby desk at Metro, 600 NE Grand Ave., Portland.

Question 7: Our company is strong in graphic design and do a little writing but don't offer Photography or Videography. Would you still advise us on completing the RFP if only for Graphic Design?

Answer: Metro will award multiple contracts in each of the following categories: graphic design, writing, photography and videography. Proposers should indicate which service category the proposal is for.

All other questions raised in the meeting were pertaining to information contained in the RFP and the information set forth above.

Issued September 30, 2011

Darin Matthews, CPPO, C.P.M.
Procurement Officer