**Q&A #1**

**RFP #737571**

**Higher Education Video Production Services**

1. Question:

Can companies from outside USA apply for this? (like, from India or Canada)

Answer:

The proposal responses are not limited by geographical location. However, please note that having a physical presence will be part of the evaluation process. Reference **Section 2. Scope of Work**:

“Video production may include (but is not limited to) recording interviews, lectures, and stock footage **on location at the University of Arkansas**, editing and adding graphics to those videos to Graduate School & International Education specifications and delivering a cohesive, professional finished project.”

1. Question:

Does vendor need to come to University campus for meetings?

Answer:

Vendor must have ability to participate in on-site activities, meetings, etc. when necessary.

1. Question:

Can vendor perform the tasks (related to RFP) outside USA?

Answer:

Vendor must demonstrate ability to provide all requirements of the RFP, including those which may require physical presence.

1. Question:

Can proposals be submitted via email?

Answer:

No. Reference Page 1 of the Terms & Conditions/Signature Sheets document:

“NOTE: Formal bids are NOT accepted by fax or email.  All bid submissions must be received and accepted by the Purchasing Office no later than the date and time designated on the official bid document, unless otherwise stated by the Procurement Official.”

1. Question:

Will geographic location of the bidding company be taken into consideration during the evaluation process?

Answer:

Reference answers to Questions 1, 2 and 3.

1. Question:

Should the price sheet include an estimate of travel expenses associated with proposed production days?

Answer:

Reference **Section 3. Costs/Pricing**:

“If pricing is dependent on any assumptions that are not specifically stated on the Official Price Sheet, please list those assumptions accordingly on a separate spreadsheet and show detailed pricing. Any additional pricing lists should remain attached to the Official Price Sheet for purposes of accurate evaluation.”