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AMENDMENT NO. 003

TO: ALL PROSPECTIVE BIDDERS

**AMENDMENT
ISSUE DATE: September 17, 2020**

**SUBJECT: Solicitation No. DCSC-20-RFP-132
DCSC-20-RFP-132 COVID-19 Informational Video Project**

**PROPOSAL
SUBMISSION
DATE: Monday, September 21, 2020, by 3:00 pm,
Eastern Standard Time**

The subject for amendment #003, for solicitation DCSC-20-RFP-132 issued on August 21, 2020, is amended as follows:

The RFP closing date & time is hereby “CHANGED” from September 18, 2020, by 300pm EST, To Monday, September 21, 2020 by 3:00pm EST. If you have submitted a proposal you may rescind It and resubmit according to the amended submission date

Question and Answers Round-1

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

One (1) copy of this amendment is being sent to all prospective Offerors. The prospective Offeror shall sign below and attach a signed copy of this amendment to each proposal to be submitted to the Courts in response to the subject solicitation or otherwise acknowledge this amendment with the signed offer as stated in the original solicitation documents. Proposals shall be delivered in accordance with the instructions provided in the original solicitation documents.

Geoffrey Mack
Contracting Officer

Acknowledgement of this Amendment, together with the Offeror's proposal, must be received by the District of Columbia Courts as stated in the solicitation no later than the closing date and time specified above for the receipt of proposals.

Failure by the Offeror to properly acknowledge receipt of this Amendment Number #003 may be cause for rejection of the proposal submitted by the Offeror in response to the subject solicitation.

This Amendment Number #003 is acknowledged and is considered a part of the proposal for Solicitation Number DCSC-20-RFP-132 COVID-19 Informational Video Project

Signature of Authorized Representative

Date

Name of Authorized Representative

Title of Authorized Representative

Name of Offeror

From: Keith Belle	Q & A Round: 1
Company: Executive Office	Date: Sept 17, 2020
Email: keith.belle@dcsc.gov	Pages: 5

This Document includes the following:

Questions For DCSC-20-RFP-132 COVID-19 Informational Video Project

Question 1. How many vignettes or scenes will need to be scripted and produced?

Answer 1. The Courts require one informational video that would have a number of scenes (to be determined) that demonstrate/illustrate the Courts’ protocols (including but not limited to: cleaning, filings, virtual proceedings, etc.) that have been instituted given the current pandemic and as to what expectations should be upon entering the Courts or utilizing Court services.

Question 2. How long will each one be?

Answer 2. As noted under question 1, there will only be one video with several teams – length of time to be determined based on the script.

Question 3. Are the scenes produced in the Court building?

Answer 3. The Courts envision most, if not all, of the scenes will be produced in the Courts’ facilities.

Question 4. Will there be time for a virtual meeting once awarded?

Answer 4. Yes .

Question 5. Will a SME work with our scriptwriter and producers?

Answer 5. Yes, the Courts’ COTR will work with the scriptwriter and producers of the successful vendor and will determine if additional Court resources are required for any other “expertise” necessary to support the script.

Question 6. Will these scenes be “acted out” by professional talent or Court employees?

Answer 6. The Courts envision using its employees to the maximum extent possible.

Question 7. Will 3D animation be needed?

Answer 7. Possibly – to be determined.

Question 8. If creating scenes in the court building, what time will be locations be available?

Answer 8. As stated under question #3, the Courts envision most, if not all, of the scenes will be produced in the Courts’ facilities. Location and times will be determined based on the type of scenes being filmed to ensure that such activities do not otherwise interfere with court operations.

- Question 9.** Could the explanation on page 19 regarding cancellation of the video be explained a bit more?
Answer 9. Funding is only guaranteed for one (1) year.
- Question 10.** Will invoicing be allowed in stages or just at the end of the project?
Answer 10. Yes, invoicing should begin at the end of the project.
- Question 11.** How many “real life scenarios” is DC Courts planning to capture during the production? Could DC Courts provide an example of one of the scenarios so the Offeror may gauge some of the project’s complexity and staffing needs?
Answer 11. The Courts require one informational video that would have a number of scenes (to be determined) that demonstrate/illustrate the Courts’ protocols (including but not limited to: cleaning, filings, virtual proceedings, etc.) that have been instituted given the current pandemic and as to what expectations should be upon entering the Courts or utilizing Court services.
- Question 12.** For the references section, could DC Courts be included as 1 of the 5 references if the Offeror has worked with them in the past 3 years on projects of a similar scope?
Answer 12. Yes
- Question 13.** Could DC Courts provide their own COVID19 guidelines, processes, and procedures that the Offeror must adhere to during production? These will likely have a direct effect on the production costs.
Answer 13. The Courts require that all staff (including contractual staff) and members of the public wear face coverings always. Otherwise, the Courts are principally following Federal and local laws, as well as CDC guidelines and recommendations.
- Question 14.** Due to COVID19, there will need to be a “contingency” section of the Offer that accounts for unforeseen circumstances during production, (Backup Cast/Crew, COVID Monitor, etc.) However, these costs may not be necessary, in which case they would not need to be to DC Courts. How should these types of costs be listed in relation to the project’s Firm, Fixed Price? Should this “contingency” section be included in the Firm, Fixed Price or should it be a separate section?
Answer 14. N/A
- Question 15.** Is there any flexibility with the payment process? As it currently reads, the Offeror will receive 100% of the payment upon delivery of the final video. Could the Offeror outline and request a system of payments that coincide with the project’s milestones or bill at the end of each month through IPP?
Answer 15. The Courts prefer to pay the successful vendor at the end and acceptance of the video.
- Question 16.** Is there a budget range for the final video that the Offeror's Firm, Fixed Price must fall within?
Answer 16. The Courts have currently allocated \$200,000 for this project.
- Question 17.** Can contractors with headquarters outside of the District of Columbia bid on this RFP?
Answer 17. Yes
- Question 18.** What is the approximate budget for this contract?

Answer 18. The Courts have allocated \$200,000 for this project.

Question 19. You mention the need for the videos to be produced in both English and Spanish. Will the video be produced in English and then translated to Spanish? Will it be produced in English and then have subtitles for Spanish? Or do you require two separate videos? Please clarify as each of these has a different cost structure.

Answer 19. The Courts envision that the video will be produced in English with Spanish subtitles. The Courts will also look to provide some sign language and other interpretations subsequently as well.

Question 20. Can we submit our proposal response electronically rather than doing so via hard copy?

Answer 20. Yes