

**DCSC-24-RFP-294--Informational Video Project---Solicitation**  
**Questions Submitted by Prospective Offerors 9/9/24 at 2PM**

**Question 1:**

1a) is this bid only open to businesses registered to conduct business in the District of Columbia? We regularly work with District-based partners but are registered as a VA entity. We are active in SAM and can sign up for the other vendor system.

**Answer:** Yes, the solicitation is opened only to businesses registered to conduct business in the District of Columbia.

1b) Is there a process/deadline for question submissions?

**Answer:** Email to [grace.alao@dccsystem.gov](mailto:grace.alao@dccsystem.gov) on September 9, 2024, at 2:00PM.

1c) Is there a possibility that a member of our team could meet with a key stakeholder at the The District of Columbia Courts so we can better understand their vision for this video series? The style of animation heavily influences the approach and bid amounts, so the opportunity to learn more would be greatly appreciated if possible.

**Answer:** Because the solicitation is now open, it will be unfair to other offerors to have a discussion with any offeror. When the proposals are submitted, the top three may be invited for product demonstrations with the Evaluation Team, if time permits.

**Question 2:**

We are registered in VA, so we do not have a DC tax number (but we are active in SAM). Are we still eligible to submit?

**Answer:** Your organization will have to be registered to do business with the District of Columbia. This will make you eligible.

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**Question 3:**

Will all the explainer videos utilize the same graphics packaging and theme? Or will each one be unique?

Answer: We prefer similar graphics, packaging, etc., for all the videos.

**Question 4:**

Is the messaging and subject matter for all videos determined? Or will this be part of pre-production?

Answer: The messaging will depend on each project – however, the general theme is showing the DC Courts are accessible to all through its programs.

**Question 5:**

Are there hard deadlines set for each video delivery?

Answer: We prefer to keep to deadlines. If not, we run the risk of the video becoming obsolete quickly. For example – we may do a video for Law Day, which is May 1. We would need to keep to that date to keep the content relevant.

**Question 6:**

How many rounds of revisions are required (per video) for budgeting purposes?

Answer: We don't have a set number a revision to reach a place where we believe the video is final. However, we are deadline-oriented.

**Question 7:**

Are there any samples of previous work or other explainer videos you can provide for reference?

Answer: You can see some of our videos on our YouTube channel - [youtube.com/dccourtschannel](https://youtube.com/dccourtschannel). Here's a playlist of past animated videos:

<https://www.youtube.com/watch?v=ZQkx9hBfd1M&list=PLI11vXMXf V PX rxjM E3X0HtxYKFRFA> .

**Question 8:**

What is the overall all budget range for this project?

**Answer: It depends on how long the video is, what translation work is involved, and whether it's with people or animated. The numbers you provide will be part of the evaluation process.**

**Question 9:**

Are you looking at strictly motion graphics/animation for this project? Or do you want a production day and us to film something as well/interview court officials?

**Answer: Both**

**Question 10:**

Do you have any budget restrictions or numbers to adhere by for this project?

**Answer: Not at this time**

**Question 11:**

In the pricing section, what is the difference between the unit price column and extended price column for the base year?

**Answer: The unit price is cost of each item of production while the extended price is cost of each item produced multiplied by the quantity produced.**

**Question 12:**

It states the proposal has to be bound, but also states to submit electronically to you. Do we have to mail anything or can we submit electronically to you only?

**Answer: Please submit all responses to the solicitation electronically to [grace.alao@dccsystem.gov](mailto:grace.alao@dccsystem.gov)**