**RFP QUESTIONS AND ANSWERS**

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<thead>
<tr>
<th>RFP Q&amp;A Number:</th>
<th>719170-RFP 04 Q and A</th>
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<tbody>
<tr>
<td>Project Title:</td>
<td>Video on substance use and opioids</td>
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<tr>
<td>Application Deadline 11:59 pm CST:</td>
<td>May 25, 2018</td>
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<tr>
<td>Proposals must be emailed to:</td>
<td><a href="mailto:719rfp@aap.org">719rfp@aap.org</a></td>
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<tr>
<td>Questions about this RFP must be submitted to the application email address above and will be accepted until:</td>
<td>May 10, 2018</td>
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<tr>
<td>Responses to questions will post on:</td>
<td>May 18, 2018</td>
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**QUESTIONS AND ANSWERS**

1. **Question:** Should we assume that each shoot day would be a mix of on-camera interviews and interactions?
   **Answer:** Yes

2. **Question:** What kinds of interactions should we assume we are filming/photographing?
   **Answer:** Adults, adults with children, children with children.

3. **Question:** Should we exclude costs of travel and lodging for the purposes of line item pricing?
   **Answer:** Costs for travel and lodging should be included in the proposal you submit.

4. **Question:** Do you have a budget in mind for the project?
   **Answer:** Due to the requirements in our procurement process, we are not allowed to share budget expectations.

5. **Question:** Will contractor be responsible for identifying the kids and families to participate in the video?
   **Answer:** No. The NCECHW and the program will work together to identify the children and staff.

6. **Question:** Will they be actors or families/kids with experience?
   **Answer:** There are no actors involved. These are real-life settings.

7. **Question:** Will the separate sites chosen as shoot locations only be on medical campus sites (i.e. Georgetown University)?
   **Answer:** No, the sites will be mainly Head Start programs.

8. **Question:** How many video products being classified as “deliverables” (one 7-8 min video, Collection of edited material, B-roll content, 30 minutes of interactions, color grade and syncing all interviews)?
   **Answer:** The items listed in the RFP are what will be required as deliverables.

9. **Question:** Under Post-Production, Graphics, the AAP states “please indicate up to how many graphics could be developed for the cost indicated.” To help contractors provide a solution that is scaled to the AAP’s needs, you please clarify:
   a. What will these graphics will be used for? Are they purely for use in the video?
   b. How will they be distributed?
c. How should they be branded?
Answer 9. The graphics will be used primarily in the videos, although it would be helpful to have them available for use in Power Points and other documents post-production. The sites participating will also receive the files. They should be branded as NCECHW with appropriate citation for data, etc.

Question 10. Can we source our own videographer & photographer?
Answer 10. Yes, it is expected that those submitting proposals are bringing their own videographer/photographer.

Question 11. Will we have to triple bid videographer/photographers?
Answer 11. No. Those submitting proposals will just need to include and stand by the quote for the videographer/photographer included in the proposal.

Question 12. Can we light classrooms and other locations?
Answer 12. Yes, in coordination with the site.

Question 13. Can we have input on who we shoot, understanding not everyone is comfortable on camera?
Answer 13. Yes. It will be a collaborative effort with NCECHW, with consensus decision.

Question 14. Are we using actual families or do confidentiality issues require the use of actors?
Answer 14. The subjects will be actual families and staff. Consents for all those in the videos and photographs will be obtained.

Question 15. Can you please provide the budget?
Answer 15. Due to our procurement guidelines, we are not able to provide an expected budget.

Question 16. Is there an incumbent?
Answer 16. No. This is a new project.

Question 17. Can we get a scope of work for the graphics in the post production section?
Answer 17. Please see the RFP for all scope requirements.

Question 18. Can we see the full training syllabus in order to help with the shoot list consult?
Answer 18. We don’t have a syllabus but examples of training resources can be found on the ECLKC at: https://eclkc.ohs.acf.hhs.gov/mental-health

Question 19. Are there brand standards available for this initiative?
Answer 19. Requirements can be found on the ECLKC at: https://eclkc.ohs.acf.hhs.gov/web-standards