

Virginia Military Institute
Lexington, Virginia 24450-0304

PURCHASING OFFICE
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ADDENDUM NO. 1

3 April 2002

TO ALL OFFERORS:

REFERENCE:	REQUEST FOR PROPOSALS	RFP# V211-02-092
DATED:		25 March 2002
TITLE:		Design and Develop Recruiting Micro CD for Dept Electrical and Computer Engineering
PROPOSAL DUE DATE:		16 April 2002

CLARAFICATIONS:

Question:

1. When the RFP calls for the project to be developed on a MicroCd, what specifically does this mean? There are many variations of MicroCd's including business card CD's, 3" CD's, and a variety of custom sizes and shapes all smaller than the standard size CD. Does VMI have a preference as to the specific form of MicroCD to be utilized in this project?
2. In reading the RFP carefully, it appears that VMI has some quantity of already created multimedia content (photographs & video) that it would like included in the completed MicroCD project. The RFP also calls for the chosen vendor to provide "photography and videography" services. Does this mean that VMI wishes the vendor to capture additional multimedia (video, audio, photos) for use in this project? If so, what percentage of "new" material do you estimate will need to be created and what is the nature of this multimedia?

Answer to questions 1 & 2

VMI's Department of ECE seeks a contracting agency with extensive experience in college recruitment and marketing. We lack that expertise in-house, and therefore defer decisions about MicroCD shape, content, and production to the contractor. We have a very limited amount of video (in analog format) and digitized photographs that may be freely used or not at the contractor's discretion, although we suspect that the contractor will require nearly entirely new material. We would prefer the contractor be responsible for arranging whatever additional videography and photography they feel is necessary. In summary, we require three substantially different services: content creation, content production, and duplication.

Question

3. Under Section IV of the RFP, the RFP asks the potential vendor to illustrate "specific plans for meeting the service requirements of the using State Agency." What specifically does this mean?

Answer

Provide details on your approach to assessing and addressing the specific needs of the department, how you propose to gather the information needed for completion of this project, etc.

Question

4. In Section IV, the RFP asks for “resumes of all staff committed to this project.” Would career biographies or CV’s also be acceptable?

Answer

Yes

A signed acknowledgment of this addendum must be received by this office either prior to the due date and hour or attached to your proposal. Signature on this addendum does not constitute your signature on the original proposal document. The original proposal document must be signed also.

Sincerely,

Dianah A. Kelly
Buyer

Name of Firm _____

Signature/Title _____

540-464-7669

*****PLEASE RETURN BY FAX*****