

	GUILFORD COUNTY SCHOOLS Addendum 1 Video Recording Purchasing Department 501 W. Washington Street Greensboro, NC 27401
Direct all inquiries to:	Request for Proposals: 6219
Shayla C. Parker	Bid due date: August 13, 2020
<u>parkers3@gcsnc.com</u> / 336.370.3238	Commodity: Video Recording

NOTICE TO BIDDERS

Please be advised that this document serves as Addendum number one for RFP 6219 for Virtual Courses. The close date and time remains unchanged and all RFP's must be emailed to Shayla Parker at parkers3@gcsnc.com before 3:00pm EST on Wednesday, August 13, 2020. Please see the questions and the respective answers below

QUESTIONS & RESPONSES

Q1. Is Guilford County Schools looking to award a contract to one vendor or multiple vendors?
A1. Our preference is one vendor.

Q2. Can you provide an estimation on the number of videos that will need to be produced under this contract?
A2. We do not have a final number of videos; we are requesting a bid per video.

Q3. Is there an estimated length for each video?
A3. 30-45 minutes for each video (can be broken into segments).

Q4. Page 2: This section mentions "daily lessons." Will a new video need to be produced each day? If so, for how long?
A4. Yes; daily lessons (could be multiple videos/lessons per day).

Q5. Can you provide an estimated turnaround time for each video?
A5. Turnaround will depend on the production company; but we will need videos at least one week ahead of time

Q6. There additional instructions that you can provide regarding submission format and structure? Can you outline the information Guilford County Schools is expecting to see in the proposal responses?

A6. There is no specific format for this RFP. Please pay close attention to the criteria our evaluation will be based upon.

Q7. Is Guilford County Schools looking for a Best and Final Offer proposal, or are they seeking best practice recommendations and associated budget ranges?

A7. GCS is looking for a best and final offer proposal with the best practice recommendations to include a functional product that suites the needs of the district.

Q8. Considering Guilford County School System is not Tax Exempt, are the applicable tax rates the same as the sale and use tax?

A8. Yes.

Q9. With Worker's Compensation Insurance, this is covering any and all talent the vendor will contract, correct? Is there anyone on the Guilford School System's side needing to be covered by the vendor?

A9. Yes, covering any talent the vendor would contract. No, GCS would need to be covered.

Q10. In the Email Instructions section, the content to be put in the subject line, how are they to be separated? (EX: Subject: RFP No. 6220; Shayla C. Parker, Purchasing Director; Guilford County Schools; Purchasing Department) I noticed there are line breaks with the information which cannot be done in a subject line.

A10. The subject line can simply read RFP No. 6219 Video Recording

Q11. Is canvas compatible with Microsoft 365?

A11. Yes.

Q12. Do the schools in the Guilford County School System have a subscription to Microsoft 365 (it's free for institutions [here](#).)

A12. Yes.

Q13. Do staff know there is a video conferencing feature, called Teams, that they can use for classes, meetings, etc.?

A13. Yes, Teams is used by the district currently.

Q14. Do they know there is no time-limit on the conference calls and streaming on any subscription level of Teams?

A14. Yes.