



818 S. FLORES ST. ① SAN ANTONIO, TEXAS 78204 ① www.saha.org

Procurement Department

ADDENDUM 1

File: 1906-915-82-4938
Title: Videography Services

Please replace the two (2) pages of the Quote Fee Sheets with the two (2) pages following this addendum.

The revised fee sheets must be used in your submission.

Question 1: Under the Rates. Please clarify what you mean by "Video Lifts"? Also is that for a day rate or hourly? My guess is that is for editing, please advise.

Answer 1: A video lift is a 10- to 15-second clip of the original video that will be used as a teaser for social media, email marketing or other promotional purposes.

By: Patti Keller
Purchasing Agent

Date: June 26, 2019

Quote Fee Sheet
Quick Quote Closes on July 8, 2019 at 2:00 PM
1906-915-82-4938

State Law limits procurements using this method of solicitation to \$50,000.00 or less.

1. Fee:

	Hourly Rate
Partner	\$
Director of Photography	\$
Creative Director	\$
Art Director	\$
Videographer/Cinematographer	\$
Graphic Designer	\$
Motion/Animation Designer	\$
Transcriber	\$
Post-Production/Video Editing	\$
Account Management	\$
	\$
	\$
	\$
Day rate for onsite production (per camera)	\$
Half Day rate for onsite production (per camera)	\$
Day rate for Sound Operator	\$
Half Day rate for Sound Operator	\$
Day rate for Production Assistant	\$
Half Day rate for Production Assistant	\$
Rate for Video Lifts	\$

All job assignments will be coordinated through the contract manager in the communications and Public Affairs Department. The contract manager will detail the requirements and scope for each project and SAHA will request a price proposal with approximate time to complete the job. The hourly rates charged for contractor’s staff members must be consistent with the rates bid. The final decision to engage the contractor will be based on the department’s evaluation that the price quoted is deemed “fair and reasonable.”

The following expenses are reimbursable. The Contractor shall present SAHA with the invoice for reimbursement.

- Pre-production coordination and planning
- Planning meetings between Contractor and SAHA
- Text, Graphic Design and Animations
- Video production
- Drone footage
- Time lapse footage
- Post-production video editing
- Travel time to-and-from filming site

Company Name (printed) _____

The following expenses are non-reimbursable.

- Standard email communication
- Standard phone calls (under 2 minutes)
- Preparation of standard Contractor invoice

2. All respondents to this solicitation must provide the following additional information:

- a. Three (3) samples of awareness_videos in MP4 format or Vimeo/YouTube links.
- b. A one-page summary of the company’s experience, past projects (description of project, name and contact information.)
- c. Resumes/qualifications of key personnel who will be assigned to our project(s).
- d. List of all certifications (i.e., drone pilots) and major awards received by the firm.
- e. List of three (3) professional references, contact name(s) and telephone number.

3. Sub-Contractors: Proposer shall identify all sub-contractors if any:

- a) _____
- b) _____
- c) _____
- d) _____
- e) _____

Acknowledge Receipt of Addenda

Addendum #1 _____ Date _____

Addendum #2 _____ Date _____

Addendum #3 _____ Date _____

_____ Signature	_____ Date
_____ Printed Name	_____ Company
_____ phone	_____ E-mail address