



GEORGE MARLTON, JD
PROCUREMENT DIVISION DIRECTOR

PROCUREMENT DIVISION
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

REQUEST FOR QUOTES #2018-118
On Call Videographer Services
RESPONSE TO CLARIFYING QUESTIONS
December 6, 2018

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFQ as published.

1. *In regards to Attachment A, under the BCC Hearing Room Director Position, will the vendor be working with a team and/or a team comprised of other companies?*

Answer: Meeting recordings in the Hearing Room are conducted by a team of two Individuals in cooperation with staff. The director leads the production and works the camera switcher. The audio technician works the audio board and assist with other production details as needed.

2. *How often does the County anticipate needing these production services for the BCC Hearing Room Director?*

Answer: Spots for this position are limited. We currently have 4 individuals on rotating crew for Hearing Room services. If there are scheduling conflicts with that crew then we would need a replacement. Replacements would be needed between 1-4 times per year.

3. *How many hours does the County anticipate each production day for a BCC hearing to be?*

Answer: The vendor would be guaranteed two hours minimum. Average production time in Hearing Room is 3-5 hours.

End of Clarifying Questions #1