
**THIS ADDENDUM SHALL BECOME A PART OF THE SOLICITATION
AND MUST BE ACKNOWLEDGED**

Request For Proposal (RFP) 22-048 - Recruiting Video and Website Project - dated April 6, 2022.

CLARIFICATIONS:

El Paso County will only accept electronic bid proposals submitted through the Rocky Mountain E-Purchasing system. A Submittal Log will be posted after the County has had an opportunity to review and verify the submittals offered to the County.

The original Offer must be received before the due date and time through electronic package through the Rocky Mountain E-Purchasing system. The Vendor is responsible for ensuring their proposal is posted by the due date and time outlined in the solicitation document.

If the submittal arrives late, it will not be included in the electronic lockbox.

ADMINISTRATION:

- The question period has expired
- Responses should follow the Response Format on pages 18-19 and include all responses to all mandatory requirements.
- We will be verifying submittals include the following:
 - Submittal properly acknowledged (Cover Sheet)
 - Addendum acknowledged
 - Required Documentation
 - Evaluation Criteria Documentation
 - Submission Form
 - Completed W9

If a submittal is missing any of the above-mentioned documentation the submittal may be returned to the vendor as non-responsive and be deemed ineligible to participate.

RESPONSE TO QUESTIONS:

1. Will the selected vendor be responsible for sourcing printing services and printing costs? If so, please provide any parameters/quantities.
The Sheriff's Office can handle printing services locally. The selected vendor will only be responsible for the design of the documents and posters.

2. Will there be any specific turnaround times for the outlined deliverables, or will the vendor be able to determine an appropriate timeline for each task?
 After the vendor is selected, this will be determined in the initial meeting process. The timeline will depend on the vendor and their capabilities. The goal is to have the project completed as soon as possible.
3. Approximately how many business days will the Sheriff's Office need to review each deliverable?
 Five business days in most cases.
4. Are there specific software requirements for the selected vendor?
 As the website and SEO work will be done by the vendor, there are no specific software requirements at this time.
5. Does the Sheriff's Office currently have brand standards or guidelines they will be able to provide to the selected vendor?
 As the Sheriff's Office does not currently have this service, these will be developed in meetings with the selected vendor.
6. Does the Sheriff's Office have any examples of videos, design materials, and/or websites that it likes and can share as a reference for the overall style expectations?
 The Office does not currently have this, these will be developed during the planning stage of the project with the selected vendor.
7. Could the Sheriff's Office describe its vision for success at the completion of the project?
 A professional recruiting video that highlights employment opportunities within the Office, as well as printed material design and website/ SEO implementation.

Signature below indicates that applicant has read all the information provided above and agrees to comply in full. This addendum is considered as a section of the Request For Proposal and therefore, this signed document shall become consideration and fully submitted with the original package.

PRINT OR TYPE YOUR INFORMATION

Company Name: _____	Fax: _____
Address: _____	City/State/Zip: _____
Contact Person: _____	Title: _____
Email: _____	Phone: _____
Authorized Representative's Signature: _____	Date: _____
Printed Name: _____	Title: _____
Email: _____	Phone: _____