

**REQUEST FOR QUALIFICATIONS (RFQ)
ON-CALL VIDEO SERVICES
Dated May 7, 2013**

Submitted Questions and Answers

May 23, 2013

Q1: Are the forms in the Appendices in PDF format fillable forms?

A1: MTC does not post fillable forms as PDFs. It is acceptable to print out the forms and complete them or use a program that can convert the PDFs to a word document. Please note that the forms require an original signature.

Q2: On Appendix D, page 12, there is a line for “Consultant” and a line for “Representative Name, Title and Phone Number” – would that be one and the same?

A2: The consultant and representative could be one and the same. They could be different; however, if the consulting firm has multiple employees and the representatives name is not the same as the consultants.

Q3: In Appendix C, Page 11 – Sound, Music and Lighting mixing. Is MTC looking for a cost to provide A/V services for a conference or meeting or a video interview where the consultant would record sound, video and light the set, with music added in the post-production editing?

A3: The quote for “Sound, music and lighting mixing” is intended to capture the half-day and full day cost of work integrating music and mixing sound and lighting (if necessary) with the goal of having a fully produced short video. Consultant costs to video and record interviews should be provided in Appendix C, Film crew (at least 2 cameras) to video and record interviews (half day) and (one day).

Q4: How many presenters does MTC usually have during a half and full day presentation?

A4: Though the number varies, there are generally at least six.

Q5: Can you provide more detailed information regarding webcasting that will affect cost, for example, will presenters have slides or videos; will there be live interviews; will there be e-mailed questions; will the video be posted for on-demand viewing?

A5: MTC would like a quote for basic webcasting services. If additional services are needed, such as those noted above, MTC may ask for quotes separately for those services at a later time.