



Ventura County Community College District

PURCHASING DEPARTMENT

DATE: July 9, 2025
TO: All Proposers
FROM: Ilene Mehrez, Director of Procurement and Contract Services
SUBJECT: Addendum 1 – RFP #715, Filmography Services

This addendum is hereby made part of the Contract Documents to the same extent as though it was originally included therein and takes precedence over the original documents. The outdated pages must be replaced with any updated and/or changed pages when submitting your proposal. Acknowledge receipt of all addenda.

Questions Received via email:

1. Can you provide clarity on the scope of the project, i.e., are we to assume that you'd like one video per each program listed?

Response: Yes, we would like a video of each program, however the length of the video may vary, I suggest that an hourly rate for creating a video be given.

2. If so, how long are you hoping each video will be? (This will help us develop and refine our cost proposal.)

Response: See number 1 above.

3. Are you planning for any video(s) that are more generalized, focusing on the totality of programs offered?

Response: Yes.

4. Have you established a budget for this RFP/project?

Response: The District anticipates proposals would not exceed \$200,000.

5. Is each program expected to be its own video, utilizing the elements in the "Deliverables"? For example - a video on the Cybersecurity program would INCLUDE an interview with a student, a partner employer and b-roll, which would be edited into ONE video about the cybersecurity program

Response: Correct. We may also create smaller video segments to be used on social media. We recommend that a quote should be given for an hourly rate for videoing, editing etc.



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6. Assuming the answer for #5 is yes, how long is each video expected to be?
Approximately 3 minutes per video?

Response: It depends, there will be varying lengths of video depending upon how it will be used...video for presentations, social media, marketing etc. It is suggested that hourly rates be quoted for editing, video creation, etc...

7. Where will these videos be shown, and for what purpose?

Response: Varying usage, i.e. embedded in presentations, social media, marketing and outreach etc.

8. Should we include script writing, editing, video graphics, music, closed captioning, etc.. - into the costs? In short, we are confirming that the actual deliverables are complete videos about each of these programs, and not just unedited interviews and b-roll.

Response: Correct, however the VCCCD will want the actual assets that are used such as the b-roll and unedited video

9. Would all of these videos be shot at campus facilities, except the "At Employer" portions?

Response: Not necessarily. There may be events that are off campus and not a campus facility but will be within the County of Ventura

10. For the "At Employer" portions - it says they should be shot "if possible." Should we not quote for these, and then add them on only if it's decided at a later time that they're absolutely needed? We ask because it'll be tough to quote for shooting at various employers without knowing where these employers are located, in relation to the campus. If they're located in LA County, for instance, we would want to add an extra day of shooting to accommodate them. Or even if an employer is in Ventura for instance, and we're shooting in East Simi Valley, the travel could make it less likely that we could shoot everything in one day. Please clarify this point.



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Response: Please quote the rates (hourly, daily etc.) All employers are in Ventura County

11. What are the elements you'd like to see in our proposal?

Response: Please see the RFP.

12. Are there examples of the types of videos you'd like to produce through this RFP?

Response: No.

Please provide acknowledgment of all Addendums SEE ITEM 8. ACKNOWLEDGEMENT OF BID ADDENDA FORM in RFP packet/document.

End of Section