

Please respond to the questions that were sent by the Offeror(s), using the format below (add rows as needed). Please be clear with your answers, and if you're referencing the RFP, please list the RFP section and page number which your answer refers to. All responses must be sent to the SPD Buyer for review by **10:00 am on March 1, 2019**.

QUESTION NUMBER	ORIGINAL QUESTION	RESPONSE TO ORIGINAL QUESTION	RFP REFERENCING INFORMATION	
			RFP Section	RFP Page Number
1	<p>. Appendix E—Letter of Transmittal Form, (page 45): #5. Use of Sub-Contractors</p> <p>I have a team of various independent contractors (videographers, video editors, voice over talent, photographers, etc.) that I can call when I need to assemble a crew necessary to complete a specific large photography or video project. How often I use these individuals depends on the projects I’m working on, and their availability to work with me for a specific time. Depending on the project, I may use some or none of these individuals. My understanding has always been that they are Independent Contractors.</p> <p>My first question: Are these considered Sub-Contractors by Spaceport America? Or should I answer “No sub-contractors will be used” in question #5 (page 45), and instead, list those specialists I call on to work on specific photography/videography projects in #6 (page 45): “Please describe any relationship with</p>	<p>The parties you describe should be listed as subcontractors on line 5 of the Letter of Transmittal (pg 45 of the RFP)</p>		

	<p>any entity (other than Subcontractors listed in (5) above) which will be used in the performance of any resultant contract”.</p>			
<p>2</p>	<p>Appendix D-Cost Response Form Photographic Services, (page 43): On the rate sheet, I list the rates charged for different positions. Depending on the projects I am working on, these positions are often filled by members of my crew.</p> <p>BOX 3, on page 44, asks for my bid using only my hourly rate as This Offeror’s Bid.</p> <p>My second question: —I’m not sure what figure you want here in Box 3. My hourly rate depends on the position I am taking on – it varies from project management, to videography, to photo image editing. Do I put in my highest hourly rate I charge, or my lowest, or an average?</p> <p>There will be a number of different projects which have work demands beyond myself. For instance, many projects require an additional videographer as I can only be in one place at a time. I facilitate the production demands by to bringing in additional crew members which vary from</p>	<p>Box 3 should include the rate of the person likely to perform the majority of the work under this contract. This should likely be the main photographer, and reflect the rate that will most often be charged with the understanding that other rates will be charged for supporting roles (which may be at higher or lower rates).</p>		

	<p>project to project. Am I to ignore their rates in Box 3? I would not be able to include their hourly rates into my hourly rate as each project may require a different number of technicians at various rates.</p> <p>Please advise as to what figure belongs in Box 3.</p>			
<p>3</p>	<p>On page 43, Appendix D - Cost Response Form it asks for "Please specify position with an hourly rate"</p> <p>It is film industry standard is to do Half Day rates and Full Day Rates, not individual hourly rates. This is due to the amount of time it takes the days before to prepare one's equipment and generally prepare for the shoot. This prep time would be no different say to shoot 1 hour vs 5 hours. Equipment Prep time (charging batteries, assembling needed equipment, formatting cards, packing vehicles etc) takes time, but it would be inappropriate to bill for this time as a separate line item.</p> <p>A Half Day Rate is a bit more than 1/2 a Full Day Rate, this is because of this scale.</p> <p>If I was to figure this prep time into an 1 hour shoot rate, the hourly rate would be really high. And if</p>	<p>Please submit an hourly rate. If you typically would use a half day rate (5 hours), take your half day rate and divide by 5.</p>		

	<p>that hourly rate was extended to a full day, it would be exorbitant fee and unfair to the client.</p> <p>So my question is, instead of quoting an hourly rate for certain positions, can I quote a half day and a full day? If not what should I do?</p>			
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