



**Date of Issuance:** 11/07/2023

**Solicitation No.** EV00000342

**Requisition No.** 2650013835

**Amendment No.** 1

Hour and date specified for receipt of offers is changed:  No  Yes, to: \_\_\_\_\_ CST

Pursuant to OAC 260:115-7-30(d), this document shall serve as official notice of amendment to the solicitation identified above. Such notice is being provided to all suppliers to which the original solicitation was sent.

Suppliers submitting bids or quotations shall acknowledge receipt of this solicitation amendment prior to the hour and date specified in the solicitation as follows:

- (1) Sign and return a copy of this amendment with the solicitation response being submitted; or,
- (2) If the supplier has already submitted a response, this acknowledgement must be signed and returned prior to the solicitation deadline. All amendment acknowledgements submitted separately shall have the solicitation number and bid opening date printed clearly in the subject line of the email.

**RETURN TO:** [Supplier Portal \(oklahoma.gov\)](http://Supplier Portal (oklahoma.gov))

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Contracting Officer

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Phone Number

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E-Mail Address

**Description of Amendment:**

a. This is to incorporate the following:

On behalf of the State of Oklahoma, the Office of Management and Enterprise Services (OMES) gives notice of the following questions concerning this solicitation, received during the Q&A period, which closed on 11/07/23. All questions and procurement/agency responses are detailed below:

- Create and publish video clips from dept board meetings.

- 1. How often? How long are the meetings?

**Answer: Board meetings are once a month. They range in length from 3-6 hours but could go longer.**

- 2. Sound - How will sound be recorded? Does each speaker have a microphone fed into house sound (is there an output on the mixer to plug in and record house sound), or is there a podium where people speak from, or will specific people need to be mic'd up?

**Answer: There is in house sound. SDE has mics and an audio in port.**

- 3. What level of production? Are these simple edits of clips compiled into a longer video, or will a higher level of production be required? Will someone provide time references or cues for what soundbites are wanted?

**Answer: The agency will provide direction on what portions of the meeting that the clips should cover. Some production may be necessary, like cleaning up the sound and splicing clips together.**

• 2 videos per month that relay education priorities and messaging

4. Is this simply someone on camera speaking impromptu or from a script, or is there a higher level of production including graphics, b-roll, etc.? Is a teleprompter required?

Answer: The production is higher level quality and professional. The vendor should bring ideas for videos, shots, graphics, b-roll, pacing, etc. based on a high-level vision provided by the agency. No teleprompter is required.

5. Do you have an example you can share?

Answer: See the video posted on the front page of [sde.ok.gov](http://sde.ok.gov) for an example.

• 10 digital communications/media services per month

6. Again, just trying to get an idea of what these might entail. Do you have any examples?

Answer: This would include things like infographics, aesthetically pleasing one-pagers, etc.

7. Section 8.1.A - Recognizing the need to keep the bid packet both succinct and in line with specifications laid out in Section 8.2, are we permitted to use whatever formatting we desire? In addition, are we allowed to have both a cover page and cover letter?

You may use whatever format you wish as long as the documents are paced in the correct section and order.

8. Section 8.2.B.iii - I am simply clarifying here that our existing Purchase Order Agreement with the SDE is not pertinent to this section, or does it need to be mentioned?

This is a new RFP. No preexisting agreements are pertinent.

9. Section 8.2.H - Is a Security Certification and Accreditation assessment required for this Solicitation? I do not believe I saw one.

Yes, it is required and posted with the bid packet documents.

b. All other terms and conditions remain unchanged.

\_\_\_\_\_  
Supplier Company Name (**PRINT**)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Authorized Representative Name (**PRINT**) Title

\_\_\_\_\_  
Authorized Representative Signature