7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: ☒ is not extended; ☐ is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to provide responses to questions as follows.

1. **Are you expecting vendors to provide one rate per service for the full five-year term? Or yearly rates?**

   Offerors should submit a rate or rates that, for those Offerors who are award contracts, will be incorporated into a contract (Master Services Agreement). The Master Services Agreement contains a provision that regulates changes to any approved rate. The submitted rate(s) do not need to cover the full five-year term and there is no need to submit yearly rates for each year.

2. **Would you like to see work (writing and editing) samples? If so, where in the proposal would you like them? And on editing samples, would you like to see the final product or marked-up versions?**

   Writing and editing samples may be sent as PDF attachments or included as part of proposal document. If you feel including marked-up examples would be helpful in showcasing your editing process and capabilities then feel free to include.

3. **Will there be an opportunity to include expenses for each project, such as crew, equipment, or travel, or do these need to be included in the rate sheet?**

   Would be helpful to include expenses to help us get a sense of overall costs and breakdowns.
4. **Where will most of the filming take place?**

Locations may vary depending on project scope and creative brief. For IIE corporate videos, most filming would take place in New York or Washington D.C. However, we have worked with production houses that have resources to film anywhere in the U.S. and all over the world. We also receive requests to provide resources, guidance for speakers to film themselves virtually so please include information on remote production capabilities if you have them.

5. **Will additional pre-production services be needed, such as casting or location scouting?**

We have, on occasion, gotten requests for location scouting. In terms of casting, our videos are usually focused on IIE program grantees, staff members, etc. so we generally do not need casting services. We have had video vendors pre-screen and assist with selection of speakers if needed.

6. **Are you ideally looking for a print vendor based in the Washington, DC or NYC metro area?**

The bulk of our print requests are New York and Washington DC based, however, we have worked with vendors in other parts of the country with competitive pricing and quality.

7. **Besides sending the proposal as a PDF under 6 MB, are there any other formatting preferences?**

Keeping the proposals, concise, readable, and organized streamlines our review process. No other preferences. Also note that offerors are not required to use the RFP document itself to fill out their proposal and may provide a standalone proposal document listing the services they are submitting bids for, letter of transmittal, previous projects, etc.

8. **Will there be a pitch/interview, or will the decision to award the contract be made solely on the proposal?**

There will be no pitch, interview, or spec work required. Contracts will be awarded solely on proposal. If necessary, we may follow up with questions on the proposals should we have them.

9. **Are full and half-day rates required for video services and motion graphics, or can we just submit hourly rates?**

Hourly rates only are also acceptable. These coupled with cost provided for past projects will help us ensure cost reasonableness.

10. **For video and graphic design work, would it be more impactful to see the bios of the potential people working on the project or are you looking for the owner information of the agency?**

Yes, if you have multiple individual working on projects, you are welcome to send their bios as well.
11. Is the Third-party IT risk management process required for all services or certain services that may more likely interact with data?

IIE anticipates that not all services will require the third-party IT risk assessment. The IT risk management process is required for those that will process IIE proprietary data or Personal Data according to GDPR’s definition on behalf of IIE or connect to IIE’s network.

12. We’ve been unable to find the NIST CSF assessment (completing offline/Excel version). Can a direct link be shared?

Offerors do not need to complete or submit the NIST CSF assessment at this stage of the process. If necessary, IIE will provide the assessment at a later stage.

END OF AMENDMENT