

**Ava Creative Services RFP Q&A 2024**

<b>Question</b>	<b>Answer</b>
Is Ava currently working with any consultants for these services? If so, which firms?	Yes, Ava's primary consultant for design is Celery Design Collaborative. Ava has used a variety of local photographers and videographers over the past six years. Ava does not currently use an event staffing agency.
Is there an anticipated budget for these services?	The budget for the coming fiscal year has not yet been approved. In past years, the budget for contracted design services has been consistently over \$200,000 per year, but Ava has hired an in-house designer recently, so that number will likely be lower in the coming fiscal year. Also, past years' design service contracts included web development services, but we have contracted separately this year for web development services.
How should we prepare our Cost Proposal? Are hourly rates sufficient?	If you will charge hourly, then provide hourly rates.
How will work be contracted? Will there be competitive task orders?	We typically bring tasks forward in a creative brief and ask for an estimate of hours needed to complete the task. Ava is not obligated to use a specific vendor to complete these tasks, and can seek other bids if the contracted vendor's bid seems high.
How many events does Ava anticipate having per year?	50-100. Ava has a small in-house outreach team that is sufficient for staffing most of these events.
How many staff should we assume would be needed for each event?	Ava has an outreach staff of 2-4 employees, but we 1) are occasionally double-booked, 2) are turning down opportunities that we would like to attend, or 3) need more help for large events. A typical use case for this staffing contract would be to bring in 3-4 people for 4-8 hours on a weekend day or evening.
Regarding the Technical Evaluation Criteria, can you provide information on how the Cost portion of the score will be calculated? Will hourly bill rates be compared using a standardized list of roles? If we were to include historical cost details in tandem with our sample materials, would that information be used by the review committee in determining the cost score?	We expect that most bidders will provide hourly rates that we can compare. In some cases, bidders will provide standard hourly, and/or daily, and/or project rates and in some cases there will be a variety of hourly rates depending on the task. We will consider all materials that are submitted. Ava is not obligated to select the lowest cost bidder.

