Information Services RFP due June 25 - a week from yesterday?
The information Services RFP is due July 3, 2020. There was an error on the RFP request.

Branding / Web RFP due July 3 - correct?
The branding/web RFP is also due July 3, 2020.

Did these RFPs go out to all this morning at the same time?
Yes, it was published on the website on Monday 6/14/20. It was advertised in the newspaper on 6/19/20. And an email blast to firms we have worked with in recent years was sent out on 6/19/20 to coordinate with the newspaper advertisement.

Do you need website hosting included in the website proposal?
No, our IT firm will handle that.

Is only one copy of the proposal needed?
Yes, one hard copy along with an electronic version will be sufficient.

Exactly how many sub-brands are included in the branding package?
The branding package should be designed to add sub-branding on an on-going bases as we are frequently taking on new programming. Each sub-brand/logo should have enough flexibility to stand on its own while also existing within a family of logos.

Program / meeting folders - one folder design or multiple?
One design that can be adapted to each sub-brand as needed.

Newsletter - One general APC newsletter, or more than one? Print, digital or both?
Two templates should be designed with enough flexibility to be stand alone and identifiable within the family branding package. Please provide all material in both print and digital form.

Report templates - is this a single template or will there be individual templates for different reports?
Three templates should be designed with enough flexibility to be stand alone and identifiable within the family branding package. One template should be designed for black and white reports and two templates in color format. Please provide all material in both print and digital form.

Can you provide a brief expectation or explanation of content for the 5-8-minute agency/regional video?
Is this an agency overview video? Location shooting across the region?
This is an overview video of APC and of Acadiana selling the strength of our regionalism and as well as the region.

What is meant by “interactive and able to receive data or links from outside sources”? What type of data is the website expected to import and display?
The website should be able to be adapted for interactive use to receive public input, information sign-up and committee registrations. We will need to post meeting minutes, documents for public review and
comment, calendar of events and other forms of communication when dealing with large committees and the general public.

Is it correct to assume this is just notification that additional task orders may be assigned, and a cost estimate would be provided at that time, based on the scope of individual project?

Additional task orders may be assigned for large events or special project development. It is ideal to propose the cost system that would be used for a task order project including what your hourly rates would be.

“The Consultant may also be engaged by task order for marketing and/or public information for individual program initiatives.” - Since the same statement appears in the General Website and Branding Services RFP, as well, is it correct to assume that you are simply keeping options open to engage the chosen agency/agencies to perform additional project work without going out for separate RFP? And, not necessarily limited to the service area (branding, website, etc.) of either of these RFPs?

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