

Project Name:	Broadcast Production Services		Date:11-14-2020
Solicitation #:	4020000193	Amendment #:	002
Contract Administrator:	Valencia Eaton	Project Manager:	Rob Fritsche

Question 1	Could you tell us if there is an advertising agency (other than a broadcast production agency) currently creating the strategic support and the creative development for the pieces that the broadcast production firm will be producing/executing or if the broadcast production firm will be responsible for the strategic foundation?
Answer 1	METRO does not actively seek or utilize outside advertising agencies. The Authority has its own full-service internal marketing department.
Q2	On page 11 of the RFP document, Section V, point 1, letter B, you state that " <i>Prompt payment discount(s): ____%. In connection with any discount offered for prompt payment, time shall be computed from the date of receipt of a properly prepared invoice by METRO or acceptance of all materials and goods furnished and work performed, whichever is later.</i> Please explain. How many days prior to the normal 15 days or 30 days payment terms as described in point F of this section is considered a "prompt payment"?
A2	Not Applicable
Q3	On page 12 of the RFP document, Section V, point 2, letter F, you state that " <i>Invoices with no Small Business Participation goal will be made within thirty (30) business days after receipt of a properly prepared invoice.</i> Please clarify. How would supplier pre-payment (e.g. first 50% down-payment) be handled? Can Contractor prebill METRO to have funds available to make third party supplier advance payments (No float payments)?
A3	No. METRO does not allow pre-billing for any work.
Q4	On page 17 of the RFP document, Section VIII, point 1, AVAILABILITY OF FUNDS, you state that " <i>No liability on the part of METRO for any payment may arise under this Contract until funds are made available for performance and until the Contractor receives notice of availability. Any option exercised by METRO that will be performed in whole or in part in a subsequent fiscal year is subject to availability of funds in the subsequent fiscal year and is governed by the terms of this Article.</i> " How far in advance will Contractor receive notice of availability of funds prior to the beginning of the next fiscal year?
A4	METRO makes payment for all services received however, is not obligated to utilize the contract in its entirety.
Q5	On page 30 of the RFP document, Section X - EXHIBITS, point 6, APPROVAL 6.1 and ACCEPTANCE 7.0. How should contractor obtain expenditure approval in a <u>timely manner</u> from METRO's Contracting Officer and how will the METRO's Project Manager review and approve all work performed in the scope of work. Please explain Metro's process.
A5	The project manager will take the final product (video, audio, digital, etc.) and present to METRO management. Once this project is given final approval, the payment process will commence. Currently, payment is not provided until the job has been completed and approved.
Q6	Can companies from Outside USA can apply for this? (like from India or Canada)
A6	METRO is located in Houston, TX. All work will occur in the Houston metropolitan area
Q7	Can we submit the proposals via email?
A7	METRO will accept 1 original hardcopy and 1 electronic submittal