

**Choose Iowa Culinary Videos Bid  
Questions and Answers from  
Vendors March 16, 2021**

Vendor Question	Answer
(1) Whether companies from Outside USA can apply for this?	All Vendors are allowed to apply for this bid. However the Vendor must be able to travel to Iowa to complete the Scope of Work.
(2) Whether we need to come over there for meetings?	All meetings and video sessions will take place in the State of Iowa. The Vendor must be able to travel to Iowa to complete the Scope of Work.
(3) Can we perform the tasks (related to RFP) outside USA?	See answer to Question 2 above.
(4) Can we submit the proposals via email?	Proposals can be submitted electronically by email. They need to be submitted to the Issuing Officer by the close date and time of the Bid Opportunity. Sara Gillen - <a href="mailto:sara.gillen@iowa.gov">sara.gillen@iowa.gov</a>
(5) As a Minneapolis-based, veteran-owned production company, can we bid on this RFP?	See answer to Question 1 above.
(6) If 17 videos are required for 12 recipes, do some recipes require more than one video?	No, there will be 5 additional videos created on basic culinary skills
(7) Can we assume the location will be provided and will be the same for all shooting? Will it be an actual cooking show TV set or other type of facility? In what city in Iowa is it located?	The same location will be used for shooting all of the videos. The videos will be shot on a culinary class set. The location is located in Council Bluffs, Iowa
(8) Any idea of how many shoot days might be consecutive? How many days total shooting? How many of the 17 videos could be shot per day?	This will be dependent on the availability of the venue and the chef. The Department is expecting 2-3 videos to be shot per day, but may not be consecutive days.
(9) Any closed-captioning or foreign language translation needed? Other 508 compliance requirements?	Closed-Captioning will be needed
(10) Are there any pre-existing graphics, bumper, show opens? What branding standards need to be followed?	There are some pre-existing graphics available and basic brand standards.
(11) Can we submit our proposal electronically via email?	See answer to Question 4 above.

<p>(12) Is there a general budget range you are looking to stay within?</p>	<p>At this time Vendors are asked to submit a Cost that covers all expenses related to completing the Scope of Work</p>
<p>(13) Can you please clarify what “travel expenses will be limited to State of Iowa rates” means?</p>	<p>Vendor will be reimbursed at the State of Iowa rates:</p> <ul style="list-style-type: none"> <li>• Mileage @ \$0.39 per mile</li> <li>• Lodging @ \$98.00 per night plus taxes</li> <li>• Breakfast @ \$12.00 per meal</li> <li>• Lunch @ \$15.00 per meal</li> <li>• Dinner @ \$29.00 per meal</li> <li>• Other expenses will be reviewed to ensure they meet State of Iowa rules</li> </ul>
<p>(14) Is there a preference for a local or in-state company?</p>	<p>See answer to Question 1 above.</p>
<p>(15) Are you providing budget parameters?</p>	<p>See answer to Question 12 above.</p>
<p>(16) Is there somewhere we can reference the approved State of Iowa travel expense rates?</p>	<p>See answer to Question 13 above.</p>
<p>(17) Would we be able to shoot multiple videos at a time, to reduce travel/production expenses? How many should we expect to be able to shoot in one day/week (e.g. what is the availability of the chef)?</p>	<p>Yes, multiple videos could be completed in a one day or a week. The chef would need time between shoots to prepare for the next set, so videos could not be completed in consecutive days. Also, the work will be dependent on venue availability.</p>