SAN FRANCISCO SUPERIOR COURT
PROCUREMENT

RFP: 38-26-001
TITLE: Photographer/Videographer/Audio-Only Production

NOTE: Similar or duplicative questions have been consolidated. Paraphrasing may have been necessary if similar questions asked and are in brackets [ ].

NO.	QUESTIONS	ANSWERS
1	Please confirm that the correct solicitation number is RFP 38-26-001. Several page headers in the RFP packet reference RFP 38-26-006 or RFP 38-21-004.	Apologies for the confusion. The RFP number is 38-26-001.
2	Please confirm the calendar date and cutoff time for submitting questions, and whether a specific proposal deadline will be published with the FAQs. [Similar question received.]	The FAQ deadline remains ten business days after RFP issued. The RFP was issued October 5, therefore ten business days is October 19. Once FAQs are posted, then the timeline will be updated with specific date deadline for proposals (a date that will still be three business days after FAQs posted) in an RFP document titled RFP 38-26-006 Revision No. 1.
3	Is submission by email sufficient, or must a response also be entered through the SF City Partner portal? The portal appears to request a bid price, while the RFP states that quotes are not being accepted at this time.	This RFP is entirely through the Court and is not affiliated with the City and County of San Francisco (CCSF). CCSF allows the Court to use CCSF's Sourcing/Procurement portal to advertise to a wider group than the Court can do itself. Proposers should only follow what is instructed in the RFP document posted on the Court's procurement webpage.
4	May a vendor submit qualifications specifically for livestreaming and webcasting within the videography category, identifying its experience in the other areas on Attachment A2, or must it offer every service listed under video production? [Similar question received.]	The purpose of Attachment A2 is to clearly understand your experience level in the category (Photography, Videography, Audio Production) that you are submitting a proposal. Therefore, you must check a box on each row for the category you are submitting a proposal. An "X" is the only acceptable input in the three columns.
5	Attachment A2 contains checklist sections for photography, video production, and audio-only production, while the RFP requires a separate PDF for each job type. For each proposal, should we complete only the applicable section and leave the other sections blank, or complete the entire checklist?	A separate Attachment A2 is submitted for each job type you are submitting a proposal. Therefore, every row within the category that you are submitting a proposal must include an "X" as a response.
6	Will the Court provide an installed production system for vendors to operate, or will vendors be expected to supply cameras, video switching, audio equipment, and encoding equipment? If an existing system is available, could you provide a general description?	Vendors will be required to supply all equipment.
7	At which locations would livestreaming and webcasting assignments typically take place? Would these primarily occur at a consistent facility or across multiple venues?	There is no set location for any future project.
8	We understand that the RFP does not guarantee work. For planning purposes, can the Court provide an estimated annual number of livestreaming assignments, typical event durations, and whether assignments generally occur during weekday business hours?	We do not have an estimate of projects. The number of projects changes each year. Projects will occur during business hours in nearly every instance if not all instances.
9	How much advance notice would vendors typically receive for these assignments, and are short-notice or emergency assignments anticipated?	The Court does not anticipate there ever being an emergency video production or audio production but there may be a need for a quick turn around of a photograph.
10	Does the Court have an existing streaming platform and accounts that vendors would use, or would vendors be expected to provide the streaming platform and public viewing page?	The Court will provide the platforms.
11	Would vendors also be responsible for live captioning, remote participant integration, or public comment functionality?	No.
12	May vendors on the qualified list decline individual assignments based on availability without affecting their eligibility for future assignments?	Yes.
13	How will vendors be selected for individual assignments? Will the Court request competing quotes from multiple qualified vendors?	The Court may choose vendor outright in its sole discretion and may be based on proposals or may request quotes. The Court may also issue an RFQ for a project.
14	How long will the qualified vendor list remain active?	Depending on how many vendors on the list, the list may last up to a few years.
15	We understand that invoicing follows acceptance of services and receipt of a correct invoice. What is the standard payment period, and would individual agreements permit deposits or milestone payments when advance equipment rentals or other third-party expenses are required?	The standard payment period is 30 days after receipt of correct invoice and acceptance of goods/services. Milestone payments are permissible for goods/deliverables, like equipment rentals or storyboards.
16	The standard terms address payment for services rendered before termination. For event assignments that are canceled or postponed, how would completed preparation work and previously approved, nonrefundable crew or equipment commitments be handled?	Specific project quotes should state timelines/milestones and those line-item costs. Termination obligations of the Court are found in Section I--Termination.
17	The standard terms require prior written consent for subcontracting. What approval process and lead time would apply to freelance production crew or specialized subcontractors used for individual assignments?	If the Court requests a quote for a specific project, vendor should list the subcontractors it will use and their role in the project. This section is included in the Standard Terms & Conditions to prevent vendors from engaging subscontractors without the Court's prior knowledge.
18	Please confirm that the correct solicitation number is RFP 38-26-001. Several page headers in the RFP packet reference RFP 38-26-006 or RFP 38-21-004.	Apologies for the confusion. The RFP number is 38-26-001.
19	Is a separate PDF titled “Ai Use” required if the proposer does not use AI? If so, may the document simply state that no AI will be used in performing the services?	A separate PDF titled 'AI Use' is required and if proposer does not use AI, the pdf will contain one sentence stating that fact and the applicable services (photography, videography, audio production).
20	Are electronic signatures acceptable for Attachment B1, the Darfur Contracting Act Certification, and the Payee Data Record form?	Electronic or wet signatures are required on all attachments requiring signatures. Typed signatures are not accepted.
21	The RFP references Excel templates for Attachment A2 (Statement of Work Checklist) and Attachment C (References). Could you confirm where these files can be downloaded? Should the completed spreadsheets be converted to PDF for submission?	All documents pertaining to the RFP can be found on the Court's procurement webpage. (https://sf.courts.ca.gov/general-information/purchasing-contracting) Formatting instructions are in the RFP document.
22	Are independent sole proprietors eligible for inclusion on the vendor list, provided they meet the applicable qualifications and contractual requirements?	The RFP document does not state any kind of vendor that would be disqualified.
23	Is there any minimum business operating history or number of previously completed client projects?	Past experience consideration will ultimately depend on the type of Court project. Not all projects will require extensive experience. Everyone should submit proposals in the hopes of being added to vendor list.

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24	Attachments D (Darfur Contracting Act Certification) and E (Payee Data Form) in the posted RFP PDF appear as placeholder pages without the forms. Could the Court provide both forms?	The forms are indeed in the PDF. Perhaps try downloading the PDF and then see if the forms appear. If your system is not displaying correctly, please request the forms.
25	Are all insurance coverages specified in Attachment B2 required for every contractor and every assignment? We are a sole proprietorship with no employees and our existing automobile insurance provides [different] liability limits than listed so will the Court accept these limits? [Will] insurance requirements [be] determined according to the scope of each project? Must insurance policies be in place when submitting qualifications or only before executing a contract?	The insurance requirements will ultimately be tailored to the project and type of company (corporation, LLC, sole proprietor, etc.) but if you or your company would not be willing to purchase a specific type of insurance that is listed or you think a type would never apply, then state that in a comment in a requested Word version of Appendix A.
26	Will the Court accept coverage from an A.M. Best A-VII or better insurer that covers work in California but is not admitted in California?	This would be discussed in more detail should the Court wish to engage with a foreign entity, Although A rating and VII or higher is an indicator of financial strength, there still would need to be resolution before a contract could be executed to perform work as to whether the policy in fact covers work performed in Califoria, whether the Court can enforce (and how easily it could enforce/has the right to enforce) the policy in the US, what the coverage limits and exclusions are, and whether the insurer can pay a claim.
27	Are out-of-state or foreign vendors eligible for the list?	Without limiting the limitation of section K of Appendix D (Attachment B2), yes, both out-of-state and foreign vendors are eligible to be put on the list if they are available, at no travel cost to the Court, to perform on sight for specific projects that require on sight work. Pre-production and post-production in most cases, if not all, would not be required to be on sight at the Court. Quotes and payment only in USD without conversion.
28	For a foreign entity with no U.S. taxpayer ID, should the Payee Data form be accompanied by IRS Form W-8BEN-E?	Yes. Fill the Payee Data Record form and submit with the W-8BEN-E form. Note that payment can only be in the form of a check to a foreign entity.
29	For jobs done entirely outside California (editing, motion graphics, captioning of Court-supplied footage), does the Court require the vendor to register with the California Secretary of State under Attachment B2, section K(vii)?	For vendors who will perform all work outside of California, they would be required to submit a letter of good standing from their Secretary of State. Foreign entities should submit a Certificate of Good Standing from their government agency or a Cerfiticate of Compliance (or similar) from their government agency that certifies the company exists and has filed the required annual tax documents (returns) and applicable information about individuals with significant control. Submit with your RFP proposal. If any part of the work performed in California, documentation from the State of California would be required before any contract could be issued.
30	May one shared set of supporting documents—including team resumes, Attachment B1, the same three references, the Darfur Contracting Act Certification, the Payee Data Request Form, and the AI Use statement—support all submitted job types?	Yes. In the References document be sure it clearly shows the types of applicable services (photography, videography, audio production) so that it is understood by the Court. The Darfur and Payee can be one PDF titled 'Darfur and PDR (vendor name).' The AI Use statement would need to reference the types of applicable services so that it is understood by the Court.
31	The RFP requests a “5-minute video reel” and “5-minute” audio-only samples. Does this mean a maximum length of five minutes, and may a proposer provide a shorter sample or reel?	Five minutes is the maximum.