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DATE: December 5, 2024

SUBJECT: PROFESSIONAL WRITING, PRESENTATION COACHING AND VIDEO PRODUCTION SUPPORT SERVICES REQUEST FOR PROPOSALS

Pursuant to the Request for Proposals (RFP), all proposers were to submit any questions regarding this RFP by no later than Wednesday, December 4, 2024. Questions were to be submitted in writing, and all questions and responses were to be posted on [the Department's website](#) and www.rampla.org.

Below is a list of questions received from proposers, and the Department's response:

1. Q: If my company is already in the KwikComply system, do we still need to submit an insurance letter?

A: Yes, all firms are required to submit insurance letters with their proposals. For detailed information on the insurance requirements, please see Section 3.4, 5B, page 10 of the Request for Proposals (RFP). Please DO NOT submit Acord Certificates of Liability.

2. Q: Would you be open to firms bidding specifically on the Video Production aspect of the RFP?

A: Yes. Firms can bid on video production aspect only.

3. Q: Is it permissible for subcontractors to express interest or participate through the prime contractor's proposal submission?

A: Yes, subcontractors can participate through a prime contractor's proposal submission.

4. Q: If subcontractor participation is encouraged, could you share guidance on how we may identify or connect with potential prime contractors planning to respond to this RFP once awarded?

A: Please see the attached list of firms that downloaded the opportunity.

5. Q: Are entities from outside of California encouraged? We're in Northern Nevada.

A: Yes. All firms are encouraged to apply if they can provide the services as requested.

6. Q: Are firms able to bid on the video production portion only? Or are you looking for firms to provide the entire category of Professional Writing, Presentation Coaching and Video Production Support Services?

A: Please see response to question number 2.

7. Q: Please let me know if there is any way to reach out to potential primes for the Professional Writing RFP as a subcontractor. My firm is certified by various local, state and federal agencies but I would need to team up with a prime concern for the project.

A: Please see response to questions number 4.

8. Q: Regarding the insurance verification letter: "Letter from insurance carrier indicating ability to meet insurance requirements for this project, including general liability, auto liability and workers' compensation." As a current contractor, I already meet the general liability and automobile liability insurance requirements, and I am registered on the KwikComply website.

Will the Port accept the links the existing Certificate Approvals show in KwikComply, as well as a printout, in lieu of a letter from insurance carriers?

A: No, the Harbor Department will not accept the links to the existing certificate approvals shown in KwikComply. All firms are required to submit a letter from their insurance carrier since this is for a new agreement.

9. Q: My certifications (SBE, LBE, VSBE, EBE, SLB) are current but need to be renewed, which I'll do right away because I know the site will be offline. Will this be OK with the timing of the proposal process (due by Jan. 22)?

A: Yes. This will be fine. Due to the closure of RAMP, firms will be given sufficient time to get their certifications up to date.

10. Q: On the Prohibited Contributors Form 55, who are the prohibited contributors? Who does this refer to and who for example would be listed on Schedule A?

A: Proposers who make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful proposers, 12 months after the contract is signed. The proposer's principals and subcontractors performing \$100,000 or more in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

For more information, please see Section 3.4 (C) page 11 of the RFP.

The Bidder's principals would be listed on Schedule A.

11. Q: What is the award size of this RFP opportunity?

A: Award size to be determined.

12. Q: Just to confirm, you need 1040's for three years from each subcontractor listed in the RFP?

A: Forms are required for each applicant business and each affiliate business for the most recent three (3) years or for the years the firm or its affiliate(s) were in business. These forms are not required to be included with your proposal. You must submit them to the City of Los Angeles Department of Public Works. Please read Exhibit C for more information.

13. Q: Is there a fee associated with this RFP?

A: No. There is not a fee associated with this RFP.

14. Q: What do I do if my certification applications are pending at the time the proposal is due?

A: Due to the closure of RAMP, firms will be given sufficient time to get their certifications up to date.

Opportunity Downloads by Account

As of 2024-12-05 08:18:00 Pacific Standard Time/PST • Generated by Susana Eldridge

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Show: All opportunities

Opportunity Status: Any

Probability: All

Type equals Document Download

Opportunity ID equals 006QI00000GQ80j

Opportunity ID equals 006QI00000GQ80j

Contact: Account Name ↑	Contact: Email ↑
AITA Consulting Services Inc	emmanuele@sourcehive.com
alisha pvt ltd	jonsonandew@gmail.com
All American Audio Visual	laura@allamericanav.com
Away Team Ventures	alan@attitude.productions
Bidnet	gbs@bidnet.com
Born Ready Films, LLC.	drew@bornreadyfilms.com
Cambridge Systematics	prequalifications@camsys.com
CollComm Public Relations	aldore@collcommpr.com
Danny Wimmer Presents	dylan@dwrepresents.com
DDK Communications	dotty@ddk-communications.com
Del Harrison LLC	delharrisoncomedy@gmail.com
Deltek	sourcemanagement@deltek.com
DevCare Solutions	karthika@devcare.net
Digital Revolution	anthony@the-digitalrevolution.com
E.Republic	mlamoreaux@erepublic.com
Earth City Wonder	tours@earthcitywonder.com
Elevate My Brand	laurel@elevatemybrand.com
Forever Love Records	talk2cara@gmail.com
Full Vision Productions, LLC	robertm@fullvisionproductions.com

GOV ALPHA INC	contact@govalpha.com
Hawthorne Direct	diversity@hawthorneadvertising.com
Icon Writing Lab, LLC	delanaorr@gmail.com
InspireFlow Arts LLC	info@inspireflow.org
Joselyn Wilkinson	info@joselynwilkinson.com
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