

**BGS Graphic Design State Curators' Office**  
**ADDENDUM # 1**

April 18, 2024

State of Vermont  
Agency of Administration  
Department of Buildings and General Services  
Office of Purchasing & Contracting  
133 State Street  
Montpelier, Vermont 05633-8000

TO ALL BIDDERS OF RECORD:

This Addendum consists of 3 pages

Acknowledge receipt of this Addendum by entering its number and date on the Proposal Form. This Addendum forms a part of the Contract Documents and modifies them as follows:

Items:

1. I'm a designer based in Syracuse, NY, and I'm interested in bidding on this opportunity. Do you require that the business be primarily located in Vermont?

**Yes, we are asking that the business be primarily located in Vermont.**

2. We are not currently registered with the Vermont Secretary of State. Are we able to submit a proposal for this bid, and still be considered responsive? If we are awarded the bid, then we would be happy to register with the State of Vermont. Or, will we be considered unresponsive since we are not currently registered with the Vermont Secretary of State?

**Registration is not required at the time of bid, only if a contract is awarded.**

3. Could you please clarify if the graphic design services required encompass not only the State Curators' Office but also extend to the various programs it oversees such as the Vermont State House, Vermont History Museum, and Vermont Arts Council?

**Yes, the services could extend to other programs/partners we oversee or work with.**

4. Are there any specific requirements for photography or videography services as part of this project?

**No**

5. Will there be any pre-qualification processes or documentation required by the State of Vermont that we need to be aware of?

Only the Pre-qualification process or documentation that is outlined in the RFP. No additional requirements outside the scope will be introduced.

6. The RFP outlines a well defined list of what should be included. Is it acceptable to include examples of work and a studio overview?

Yes

7. Please confirm if partial bidding is allowed for this RFP? Can we bid for the graphics design part only and not printing and installation work?

No

8. It is presumed that services from third-party contractors (sign makers, printers, etc.) would bill directly to the Curator's Office and we would just bill for our time interacting with them and doing the noted press checks, if required.

In the alternative, a client might ask that all orders with third parties run through our company and that we adding a percentage markup to account for billing and financial rollover.

As this bid is just for Graphic Design, we are assuming the former procedure is to be in place, and we don't need to account for the latter, correct?

Correct

9. Who is the incumbent contract holder?

N/A

10. What subjects or areas are the designs going to encompass? (ex tourism, education, public awareness etc)

Could be anything – events related to arts, education, touring, documents, reports, etc.

11. What is the timeline for the project, including key milestones and deadlines?

Depends on the project timelines. Could be a couple weeks or month of notice, could be as short as one or two days, and sometimes needed that same day.

12. Are there any branding guidelines or existing visual assets that need to be incorporated into the designs?

Yes, there are some graphics, logos, etc. that are often used.

13. Whether companies from Outside USA can apply for this? (like,from India or Canada)

No

14. Whether we need to come over there for meetings?

No, should be able to be accomplished via email/zoom/phone.

15. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

No

16. Can we submit the proposals via email?

Yes

17. Does the work involve working with other state departments/agencies outside of the curator?

No

18. How will projects come to us?

From the State Curator's office either by email or phone call to discuss what is needed.

19. Do you have a defined look and feel currently or do you require new creative concepts?

We generally have a defined feel/look but may require some new concepts on occasion.

20. Have you worked with a graphic design vendor previously on this work?

Yes

21. What's the budget for this work over the 2-year contract?

Unknown.

22. Are there specific deliverables you'd like to include in the pricing proposal?

Need to be able to complete projects when needed, sometimes on very short notice (ie one or two days, sometimes same day).

23. If you'd like to keep it more general, can you clarify whether this is for one exhibition or several?

It is often more than just exhibitions, when needed, so generally a fair amount more over the course of a year.

24. What percentage of the engagement do you anticipate to be completed in 2024 versus to support ongoing needs throughout the two-year period?

It is fluid. Whenever a project is needed we would expect it could be pulled together. This generally includes various projects over the course of the year, some longer term and some short term in scope in and turn around time (could be same day).

**END OF ADDENDUM # 1**