

## Addendum # 1

### Questions and Answers for Fire Department Video Recruitment and Advertising Videos Job# 39-21-FD

1. Can these videos be shot all at one time? Meaning, to help with the production budget, it would be best to shoot them in consecutive days and not over a long period of time. Is that possible?

*While the Fire Department will attempt to be effective as possible, multiple days will be required based on firefighters on duty, activities, and call volumes. Most of the desired videos can be scheduled to limit the number of days.*

2. Do you have any more specifics regarding the lengths of the 10 videos? I.e; 2 x :30, 5 x :15, 3 x :10s' ?

*The videos should be:*

- *Four 30-second videos appropriate for social media featuring our firefighters.*
- *Two four to five-minute videos featuring the Fire Service/KFD as a career choice.*
- *Two four to five-minute videos featuring department staff and culture.*

*Selected vendors will have input into the final product length and style.*

3. A potential respondent is asking whether we can waive the Worker's Comp requirement.

*The requirement for workers' compensation coverage is from the State. The city can't waive a company's requirement to have this insurance. However, there are a few different types of employers or size of employers that wouldn't be required to carry this coverage. That is why the insurance requirement says "coverage as required by the Industrial Insurance laws of the State of Washington." If the respondent isn't required by the State to have workers' compensation coverage, then that requirement won't apply.*

4. What is the target budget or range for this project?

*There is no target range for the project. However, project costs are a scoring factor when evaluating proposals.*

5. Are the shorter videos cutdowns of the larger pieces, or are they entirely separate?

*Shorter versions of the videos should not be cutdowns of longer videos. Some overlap and similar content is acceptable.*

6. Is there an estimated number of production days for the piece?

*There is no established production schedule. Production schedule and resources required will be evaluated as an element of the proposals. Production schedule resources should be established in cooperation with the Fire Department and City Communications staff.*

7. Will the physical production schedule be dictated by the production partner or Fire Department?

*There is no established production schedule. Production schedule resources should be established in cooperation with the Fire Department and City Communications staff.*

8. Will the crew need to undergo any training for accompanying the department on active calls? If so, what is the time commitment for those training hours?

*Crews will be responsible to sign waivers of liability and will complete training in privacy issues as related to medical emergencies/patient privacy rights. All training will be provided by the City of Kirkland.*

*The anticipated training time will be four hours or less.*