



QUESTIONS & RESPONSES #01

TITLE 071691 | On Call Graphic Services
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SUBMITTAL DUE DATE May 20, 2022 @ 2:00PM (PST)
Q&A ISSUE DATE May 11, 2022

QUESTIONS	PORT RESPONSES	REFERENCE
Can companies from Outside USA can apply for this? (like,from India or Canada)	Yes.	N/A
Will we need to come over there for meetings?	Possibly. However, we have successfully completed some projects entirely remote and without in person meetings.	N/A
Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)	Yes, as long as technology and time zone allows easy access and sharing (including meetings) of data and other information.	N/A
Can we submit the proposals via email?	Yes, per the submittal instructions proposals will need to be submitted via the provided email address.	Submittal Instructions
Can you clarify what is meant by "icons" in the following bullet under Deliverables? "Graphics simplifying and depicting complex data and information, such as icons."	Icon refers to a graphic or symbol that represents port related operations or equipment which may not exist or be available for use.	Deliverables
The RFP says materials will be used for internal and public meetings, could you be more specific about likely target audiences for these materials?	Staff frequently prepare written materials that sometimes need graphics to help illustrate complex information. This may include illustrating plans, studies, data, geography. The materials could be used for internal staff conversations and sometimes be later used for communications with port commissioners.	Scope of Services
What departments or project manager (titles) are expected to utilize this on-call?	The on-call would be open to all departments, but is intended for use by staff in the Environmental and Planning Department.	N/A
What departments or project manager (titles) have utilized this on-call in the past?	Environmental and Planning staff have used the prior on-call, for environmental program communication materials and support for visioning materials.	N/A
Is there a current incumbent for the work?	No.	N/A
Do you intend to award one or multiple contracts?	Anticipated award of multiple as stated in the RFP.	N/A