



Request for Proposals (RFP) | Video Production Services | C-2026-0451

Question and Response: Addendum 1 | July 6, 2026

Questions and Responses

- 1. Does the Township prefer vendors to provide both hourly rate card pricing and deliverable-based package pricing, or should the pricing proposal be limited to one format?**
 - a. Please provide both hourly rate pricing and, if applicable, package pricing for common deliverables. This will assist the Township in evaluating the most cost-effective approach for various project types.
- 2. The RFP states that vendors shall provide evidence of Cyber Liability and Data Breach Insurance coverage, including coverage limits and policy information. Please clarify whether the absence of an existing Cyber Liability and Data Breach Insurance policy at the time of proposal submission would disqualify a vendor from consideration, or whether this coverage could be obtained prior to contract execution if a vendor is selected.**
 - a. No. The absence of an existing Cyber Liability and Data Breach Insurance policy at the time of proposal submission will not automatically disqualify a vendor from consideration. However, the selected vendor(s) will be required to obtain and provide evidence of the required Cyber Liability and Data Breach Insurance coverage, including applicable coverage limits, prior to contract execution. Vendors should review the RFP insurance requirements and ensure they are able to meet them if selected for award.
- 3. Are there minimum required coverage limits for Cyber Liability and Data Breach Insurance?**
 - a. Cyber Liability and Data Breach Insurance is required for all vendors in accordance with the RFP. Vendors that access or connect to The Woodlands Township network or systems, including for the purpose of sharing files, shall maintain minimum coverage limits of \$2,000,000. Vendors not requiring network access should maintain coverage commensurate with the services provided.
- 4. Are any other insurance coverages required at proposal submission or prior to contract execution, such as general liability, professional liability, auto liability, or workers' compensation?**
 - a. Other than the insurance requirements outlined in the RFP, insurance certificates are not required at the time of proposal submission. The selected vendor(s) may be required to provide certificates of insurance demonstrating compliance with the Township's insurance requirements prior to contract execution.
- 5. For drone videography, should vendors include FAA Part 107 documentation and drone insurance at proposal submission, or only when drone services are requested?**
 - a. Vendors offering drone services are strongly encouraged to include documentation demonstrating FAA Part 107 certification with their proposal. Because services performed under this contract are commercial in nature rather than recreational, FAA Part 107 certification is required for any vendor

conducting drone operations on behalf of The Woodlands Township. Proof of current FAA Part 107 certification and applicable drone insurance will be required prior to contract execution.

- 6. Is Form 1295 required with the proposal package, or only after a vendor is selected for contract award?**
 - a. Form 1295 will only be required from the selected vendor(s) following notice of intent to award and prior to contract execution, if applicable under Texas law.
- 7. Will the Township accept portfolio links in the printed proposal, including private or password-protected links if needed?**
 - a. Yes. Vendors may include links to online portfolios within the printed proposal. If using a private or password protected portfolio, please include any necessary access credentials in the proposal. Because proposals will be printed, vendors should ensure all URLs are provided in their entirety or use a shortened URL service to make the links easily accessible.
- 8. Does the Township have current brand guidelines, file naming standards, captioning formats, or secure transfer platforms that awarded vendors will be required to use?**
 - a. The Township maintains brand guidelines, accessibility standards, file naming conventions and captioning requirements that awarded vendor(s) will be expected to follow. Vendors shall provide a secure file transfer solution for exchanging project files unless otherwise directed by the Township.
- 9. Should pricing include local travel to The Woodlands Township facilities, or should travel be listed separately?**
 - a. Pricing should include all anticipated travel costs necessary to perform the proposed services if such costs would impact the total cost of the project.
- 10. Is the Township anticipating one vendor award, multiple vendor awards, or a vendor pool for future assignments?**
 - a. The Township may award a contract to one or more vendors, as provided for in the RFP. Any award determination will be based on the evaluation of proposals received and the Township's needs and best interests.