



**Embassy of the United States of America**

**Tokyo, Japan**

April 11, 2016

To: All Prospective Offerors

From: Jason R. Cubas, Contracting Officer *JR*

Subject: Question-and-Answer (Q&A) Correspondence No. 1

Reference: Request for Quotations (RFQ) No. SJA800-16-Q-0707  
Public Relations and Management Services for Web  
Based Video Series

In response to question received in regard to the referenced RFQ, the Contracting Officer is disseminating the following information:

**Question 1:**

"Do you have any guidelines or contract for when obtaining consent from interviewees in regards to the use of their image rights? If yes, will you be providing this contract/consent form? If not, will we be in charge of creating a consent form or will you be taking care of it on your end?"

**Answer 1:**

The U.S. Government will provide the consent form for filming interviews.

**Question 2:**

"Would it be possible for you to provide us with information on who you have already interviewed and what kind of questions you have asked them, as the information will be essential when we decide the website's concept?"

**Answer 2:**

See below for a list of interviewees, their information, and interview questions.

Person	Duration of study	School Location	School Name	Degree	Field of Study	Occupation	Affiliation	Year of Birth
Person 1	1971-, 1988-1990	Connecticut	Wesleyan University	Master	Chemistry	Chemist	University	1935
Person 2	-1999	Massachusetts	Harvard University	Doctor	Public Health	Professor	University	1967
Person 3	1994-1995	Maryland	University of Maryland	Bachelor	Engineering	Engineer	Astronaut	1970
Person 4	1991-	Massachusetts	Harvard University	Master	MBA	Businessman	IT Company	1965
Person 5	2000-2002	Massachusetts	Harvard University	Master	Public Health	Politician	Education	1974
Person 6	?	Massachusetts	Harvard University	Master	Public Health	Businessman	IT Company	1981

Person 7	2002	Massachusetts	Harvard University	Doctor	Politics	Mayor	Government	1947
Person 8	1978-1980	California	Stanford University	Master	Politics	Educator	University	1949
Person 9	2008-2013	New York	Parsons School of Design	Bachelor	Fine Arts	Make-up Artist	Entertainment	1986
Person 10	2007-2009	Oregon	University of Oregon	Master	Education	Educator	University	1977
Person 11	2002-2006	Washington	Western Washington University	Bachelor	Asian Studies	Admin	Export Company	1976

- What did you study and which school did you attend during your study in the U.S.?
- Why did you decide to study in the U.S.?
- What did you learn the most from the experience of studying in the U.S. that help you with what you do today (job/profession)?
- Please share any advice or message to people who want to study in the U.S. but have not decided yet.

**Question 3:**

"As for 4.1.d. during the conference, we understood that we should submit 1-page public roll out plan proposal. The amendment, however, mentions that we should "provide 3-page Public Roll out plan proposal". Does this mean that the proposal plan that we should submit to the US Embassy should be 3-page now?"

Answer 3:

Yes. The Public Roll out plan proposal could be up to 3 pages. See Amendment A001.

**Question 4:**

"What percentage of subjects do you expect/desire to be outside of Tokyo Metropolitan Area/Kanto?"

Answer 4:

25% of the subjects should be from outside of Tokyo Metropolitan area/Kanto. This does not mean the filming has to occur outside of Tokyo Metropolitan area/Kanto, but rather their hometowns are outside of Tokyo Metropolitan area.

**Question 5:**

"Can we submit evidence of experience by the subcontractor or does it have to be the quoter's own experience?"

Answer 5:

Yes. If you are using subcontractors for the work to be performed by them, you need to provide their evidence of experience. If the company brochure is in Japanese language, you must include a cover page in English stating what it is.

**Question 6:**

"Please explain the process of delivery of videos once completes. E.g., Who will upload the videos to your YouTube Channel?"

Answer 6:

U.S. Embassy staff will upload the completed videos to Embassy's YouTube Channel. However, the Contractor shall be responsible for

sharing the completed video files and closed caption files that work for YouTube via internet.

**Question 7:**

"Do you have other PR and promotion activities planned for the CULCON meeting and USA Expo separate what is described in this RFQ?"

Answer 7:

No.

**Question 8:**

"List of Items, Schedule of Requirements, Scope of Work, Terms of Reference, Bill of Materials required."

Answer 8:

Prospective quoters should review the requirements and terms and conditions included under this Request for Quotations (RFQ) to determine what list of items, schedule of requirements, scope of work, terms of reference, and bill of materials are required.

**Question 9:**

"Soft Copy of the Tender Document through email."

Answer 9:

The U.S. Government does not provide soft copy of the RFQ document through email. The document can be downloaded at the following URL:

<http://japan2.usembassy.gov/e/info/tinfo-solicitations.html>

**Question 10:**

"Names of countries that will be eligible to participate in this tender."

Answer 10:

Any country is eligible to participate in this RFQ process. However, it is the responsibility of the quoter to obtain licenses and permits as required in the RFQ in order to do business in Japan.

**Question 11:**

"Information about the Tendering Procedure and Guidelines"

Answer 11:

Refer to RFQ No. SJA800-16-Q-0707. See Answer 9 above for obtaining a copy of the RFQ.

**Question 12:**

"Estimated Budget for this Purchase"

Answer 12:

The U.S. Government does not disclose the estimated budget for this purchase. Prospective quoters should review the requirements and terms and conditions included under this RFQ to arrive at their proposed prices.

**Question 13:**

"Any Extension of Bidding Deadline?"

Answer 13:

No quotation due date extension is envisioned at this time.

**Question 14:**

"Any Addendum or Pre Bid meeting Minutes?"

Answer 14:

No.

-End of Q&A Correspondence No. 1-