

**RFP#17-023: School of Media Arts**  
**Questions and Answers**

1. **Question:** When reviewing the budget template on page 33 of the RFP we noticed there is no specific line-item for visiting artists. Would you like us to add a row to indicate the cost of housing for guests?

**Answer:** Guest artist housing will fall under other miscellaneous optional needs of the program and do not require a specific line-item. Guest artists are expected to be housed in facilities where faculty are housed.

2. **Question:** We could use further clarification of the number of computers required. The RFP states that computers for digital photography must be separate from those used for video and computer classes. Would it be possible to use the same computers for sound art and film classes? Or perhaps, for sound art and video classes? Please clarify if any overlap is allowable.

**Answer:** Since classes run the same times, each student will be required to have their own workstation for photography, computer animation and video. Some overlap will be permitted between Sound Art and Film, but the strong preference will be for a separate designated area for Sound Art work.

3. **Question:** Would PCs, running the same required software as Macs, be acceptable?

**Answer:** While Mac's are preferable, PC's running the same required software would be acceptable. There should be a minimum of 16GB Ram and Windows 10 operating system.

4. **Question:** Does this agreement qualify as a revenue contract? If so, will there be sufficient time for NYSED processing?

**Answer:** The agreement does not qualify as a revenue contract.

5. **Question:** What exactly are the "submission documents" requested as one of the packages?The RFP includes a table labeled "Bid Form - Cost Proposal" (pages 33-34), but we do not see any forms labeled "Submission Documents." Page 11 refers again to Submission Documents, to include "Response Sheet for Bids Signature Required" and "All Forms and Assurances including original signatures where necessary." Page 21 again refers to Submission Documents, listing seven additional documents to be signed by the CAO. Please advise as to what format we are to use for the Submission Documents.

**Answer:** Submission Documents were posted to the NYSSSA Website on December 20, 2016. They may be viewed at: <http://www.oce.nysed.gov/common/oce/files/rfp17-023subdocs.docx.pdf>

6. **Question:** How many of the specific items listed are needed for teaching VIDEO and FILM? For example, VIDEO predicts 12 to 15 students, and lists cameras, tripods, light kits, etc. Is bidder expected to supply one unit for EACH student? If not, approximately how many units are required for each class?

**Answer:** For Video students, bidders must supply a minimum of four HD cameras with dedicated tripods, microphones and light kits. For film students, bidders must supply a minimum of two Bolex Reflex 16mm cameras with prime lenses, lightmeters, tripods, light kits

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microphones and small recorders as well as a minimum of 3 editing stations complete with rewinds, moviscop viewer and guillotine tape splicer.

7. **Question:** Is it acceptable for the application to be submitted by The Research Foundation on behalf of the specific SUNY school and for the award to be made directly to the Research Foundation who will administer the award?

**Answer:** The application should be submitted by the SUNY school and the resulting agreement with the winning bidder will be with the specific school, not the Research Foundation.