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ADDENDUM 7 - REQUEST FOR PROPOSALS

Marketing Support Services

Mountain Line Transit Authority

Monongalia County Urban Mass Transit Authority

420 DuPont Road, Morgantown, WV 26501

Submit proposals electronically to: Loring Danielson, Finance Officer, danielson@busride.org

Direct all questions in writing to: Loring Danielson, Finance Officer, danielson@busride.org

ADDENDUM 7 - The following questions were proposed by a bidder and the responses are below:

1. **Team location.** Section 12 states that proposers may be located anywhere in the United States. Markivis would contract, invoice and meet all compliance requirements through its US entity (a Wyoming LLC). Our design and production team works remotely from India, and we have resources in the US for on-site photography and video. Is it acceptable for a US-registered firm to deliver the work with part of the team based outside the United States?

Yes. A US-registered proposer may use team members located outside the United States, provided the proposer remains responsible for all contract requirements and the team is able to meet Mountain Line's required working hours, deadlines, and responsiveness expectations for assigned work.

2. **Workers' compensation.** Our team members do not live or work in West Virginia. Will proof of workers' compensation or equivalent coverage in the jurisdiction where our staff are employed meet the requirement in Section 10?

Yes. For team members who do not live or work in West Virginia, Mountain Line will accept workers' compensation coverage, or comparable legally required coverage, applicable in the jurisdiction where those employees are based.

3. **Assignment mix.** To help us set fair hourly rates and fixed prices, could you share the approximate number and type of assignments completed in the past 12 months (for example flyers, rider guides, route map updates, social graphics)?

Mountain Line does not have a guaranteed assignment volume or mix. The categories identifies in Section 3.1 are expected to make up the majority of the assigned work, but the number and type of assignments will vary based on the Authority's needs and available funding.

4. **Photography and video.** We can provide on-site photography and video in Morgantown, as well as editing, motion graphics and animation. Roughly how many photo or video shoots did Mountain Line need in the past 12 months, and were they usually half-day or full-day sessions?

Photography and short-form video are among the services identified in Section 3.1 as frequently requested. The number, duration, and type of on-site shoots will vary by assignment, and Mountain Line does not guarantee a specific volume of photography or video work.

5. **Route maps.** In which software are the current route and system maps maintained (for example Adobe Illustrator or GIS), and will the native files be provided to the contractor?

Mountain Line's current system and route map files are maintained in Adobe InDesign. Relevant native/source files will be provided to the selected Contractor as needed for assigned work. Mountain Line will also provide applicable route data and schedules for map assignments.

6. **Brand and website.** Are brand standards and native templates available to the contractor? For website updates, which content management system does the site use, and will the contractor work directly in the CMS or through the website provider?

Mountain Line will provide applicable existing brand materials and templates available for assigned work. Mountain Line's website is managed through the National RTAP Website Builder. Website content updates and landing pages will be coordinated with Mountain Line and its website provider, as stated in Section 3.1.