



***Purchasing Services Office***

801 Leroy Place  
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***Letter of Addendum***

TO: All Offerors

FROM: Lisa Majkowski, Associate Director

DATE: 2/3/2025

RE: RFP Number: RFP# 2501009C, Amendment No. 2  
Commodity: Videography

This amendment is issued to incorporate into the RFP questions and their answers regarding the project.

Q1) For the videos that are taken, and if/when it's during a class time or course ("students in class" as an example) does New Mexico Tech need to be notified when the visit will happen?

A1) Yes, and NMT will coordinate with the vendor on scheduling.

Q2) What's the dates of the academic semesters that the videography will be done in?

A2) Spring semester 2025. Exact dates TBD.

Q3) Since New Mexico Tech will; own the final product footage, and the raw footage, does the vendor need to send both final product and raw footage of each Subject matter video, once they are completed?

A3) Yes.

Q4) How many drone video recordings will there be?

A4) A small handful. Estimated quantity: 8-10. Exact amount TBD.

Q5) How many days does the freelancer have to be on site in New Mexico?

A5) Approximately two weeks. Can be staggered over numerous weeks when necessary.

Q6) Can the freelancer get all the videos he needs at one time, and then do edit and post production remotely?

A6) No on turning them in all at once. Yes on post-production being done remotely.

The RFP is due on February 11, 2025.