

Addendum No. 1

Jefferson County, WV – Digital Assets (Photography & Videography Collection) RFP

Date: January 2026

This Addendum is issued to all vendors who have formally expressed interest in Jefferson County's **Digital Assets (Photography & Videography Collection) RFP**. The purpose of this Addendum is to provide clarification regarding project timeframe, seasonal coverage expectations, and the definition of video deliverables.

1. Project Timeframe & Seasonal Coverage

Vendors may utilize both newly created assets and existing portfolio materials, provided they meet all resolution, quality, and compliance requirements outlined in the RFP.

Jefferson County expects **full project delivery to be completed within one (1) year** from project initiation. Seasonal coverage may be achieved through a combination of:

- Newly captured assets, and
- Existing on-hand files that accurately represent Jefferson County's seasonal variety

Vendors should propose a timeline that reflects their approach to achieving comprehensive seasonal representation within the one-year completion window.

2. Definition of a "Video Asset"

The RFP requires approximately **100 video assets** as part of the final portfolio.

For clarification:

- Video assets should consist **primarily of finished, approximately one-minute promotional clips** suitable for web and public-facing use.
- Vendors may include additional supporting footage as part of their workflow; however, the County's expectation is that the deliverables will be **mostly one-minute-ish completed videos**, not solely raw footage libraries.

All other terms and conditions of the RFP remain unchanged.

Additional updates, if any, will be issued through subsequent addenda.

Issued by:

Jefferson County Commission Procurement Office

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