

Trade Development Services in Hermosillo and Mexico City Request for Proposals (RFP) Pre-Proposal Meeting

February 28, 2020
Phoenix City Hall

City of Phoenix
COMMUNITY & ECONOMIC
DEVELOPMENT DEPARTMENT



Agenda

- RFP Basics
- Scope of Work
- Proposer Instructions
- Evaluation Criteria
- Questions & Answers Session
- Solicitation Transparency Policy



Questions & Answers (Q&A)

- Written questions only
 - Some answers available today
 - All answers published on web
- Written answers supersede verbal answers
- Email alerts when Q&A available online



Q&A Deadline

- Submit questions by March 4, 2020
 - 3:00 p.m. local Phoenix time
 - Email: procurement.request.ced@phoenix.gov
- Answers available by March 9, 2020
solicitations.phoenix.gov/Solicitations/Details/700



Proposal Deadline




**Monday
March 16, 2020
3:00 p.m.
local Phoenix time**

Late proposals will be rejected.



Definitions

- Primary Staff
 - Individual employed by the proposer
 - Will perform the majority of the scope of work
- Proposer
 - Entity submitting proposal
- Subcontractor
 - a business that performs work for the proposer or a person who performs work for the proposer but is not an employee of the proposer
 - No subcontractors can be used on the contract(s) resulting from this RFP


 **No Subcontracting**

- Proposers cannot use a subcontractor's experience or office to meet the minimum qualifications.
- Proposers cannot use a subcontractor to perform any portion of the scope of work.


 **Minimum Qualifications**

- Proposer
 - 3 years of experience providing:
 - Economic development or
 - Mexico trade development services

This means the proposer must have been providing these services since at least March 16, 2017.

 **Minimum Qualifications (cont.)**

- Proposer must:
 - Currently have a physical office in the city in which it proposes providing services
 - Have had an office in that city for last 12 months
- Proposer cannot use an office currently or previously operated by a subcontractor to meet this minimum qualification

 **Minimum Qualifications (cont.)**


This means...

If a proposer is proposing for Hermosillo, the proposer must currently have an office in Hermosillo and have had an office there since at least March 16, 2019.


If a proposer is proposing for Mexico City, the proposer must currently have an office in Mexico City and have had an office there since at least March 16, 2019.

 **No Contingent Proposals**

- If proposing for both cities, proposal cannot be contingent
- Contingent proposals will be disqualified

 **Agreement Term**


- 1-year agreement



Scope of Work - Overview


- Business to Business Connections
- Physical Presence in Mexico
- Business Expansion Opportunities in Phoenix
- Investment Opportunities in Phoenix

- Pages 5-7
- Items A, C and D list specific performance metrics




Fees

- Propose hourly rates
 - Primary Consultant's hourly rate will be evaluated
- Per task fees to be negotiated with recommended proposer(s)



Proposer Instructions


- Electronic submittal to procurement.request.ced@phoenix.gov
- Numbered pages
- Page limit: 20 pages in Microsoft Word
 - Excluding Attachments (A, B, C and D) and Landlord/Property Management Company Letter in Adobe PDF files



Proposer Instructions (cont.)


- Do not submit documentation through:
 - Dropbox
 - Google Docs
 - Videos
 - Weblinks embedded in proposals

This means the City will not review or consider information submitted in any format other than what is specified in RFP.




Attachment A

- Affidavit
 - Must be:
 - Completed
 - Signed
 - Notarized
 - Scanned
 - Submitted as PDF




Attachment B

- Conflict of Interest and Solicitation Transparency Disclosure Form
 - Must be:
 - Completed
 - Signed
 - Scanned
 - Submitted as PDF

 **Attachment C**

- Proposed Hourly Rates Form
 - Must be:
 - Completed
 - Scanned and submitted as PDF


The City will accept this form as a Word document.

 **Attachment D**


- Experience Matrix
 - Must be:
 - Completed
 - Scanned and submitted as PDF

The City will accept this form as a Word document.


Proposers must list enough clients to document 3 years of experience.

 **Landlord Letter**


- Landlord/Property Management Co. Letter
 - Must document proposer:
 - Currently has office in city in which it proposes services
 - Has had office in that city for past 12 months
 - Must be signed, scanned, and submitted as PDF
 - No gaps in time

 **Landlord Letter (cont.)**


- If proposer owns its building or is unable to submit Landlord/Property Management Co. Letter, proposer must use Q&A process – see Section I (F).
 - Submit question that specifies alternate documentation proposer wants to submit in place of Landlord Letter
 - Receive City approval of alternate documentation

 **Q&E Statement**

- Proposer
 - Attachment D
 - Address elements in Section IV (B) Item 1
- Primary Staff Person
 - Resume
 - Address Elements in Section IV (B) Item 3
- No subcontracting


 **Approach to Scope**

- Narrative - how proposer will approach scope of work
 - How proposer will achieve performance metrics listed in Scope of Work
 - Organizational Chart
 - Estimated number of hours per task per staff member (monthly)


 **Proposer's Office Space**

- Narrative – written description of office space
- Photographs
 - Exterior and interior of office space to be used to provide a physical presence for the City


This description and these photographs cannot be used as a substitute for the Landlord/Property Management Company Letter required in Section III (B) (3).

 **Evaluation Criteria**


Evaluation Criteria	Points
Proposer's Qualifications and Experience	0-300
Approach to Scope of Work	0-250
Primary Staff's Qualifications and Experience	0-250
Fees	0-200

 **Recommended Proposer(s)**

- Must be authorized to transact business in Arizona
 - If not already registered with Arizona Corporation Commission, recommended proposer(s) must submit documentation of submitting expedited corporation filing to Procurement Officer within 5 business days of award recommendation posting
 - Recommended proposer's award recommendation may be canceled for failure to comply

 **Q&A Session**

- All written questions

 **Transparency Policy**

- All proposers and their representatives, under penalty of disqualification, will refrain from contacting any City staff or officials to discuss this solicitation.
- All questions must be directed to the procurement officer.
- Full policy in **Section V (A)** of the RFP

Trade Development Services in Hermosillo and Mexico City FP
 Pre-Proposal Meeting Attendees/Registrants
 February 28, 2020

Company Name	First Name	Last Name	Email	Phone Number
258 Consulting LLC	Eduardo	Gonzalez	eduardo@mexicomufacturing258.com	602-483-0791
Discover Phoenix and Arizona, LLC	Antonio	Proto	aprotojr@gmail.com	602-416-1777
Estrategia Global	José Andrés	Garcia Rosales	joseandres@estrategiaglobal.mx	
Export Consulting Group	Lorena	Colín Zoreda	lorena.colin@exportcq.com	52 55 5087 6006
Knoware - ProMx	Manuel	Sandoval Rios	manuel.sandoval@knoware.biz	52 55 5967-9091
Marketing One/ Infosurance	Victor	Aguilar	victor@marketing-one.com	52 55 8164-5730

Notification Requesters

NA Research Partnership	Erik	Lee	erik@naresearchpartnership.org	