

**Trade Development Services RFP  
TDS-CED20-RFP  
Addendum 1  
Issued February 28, 2020**

1. The City's answers to Questions 1-5 are below.

<b>Question 1</b>	This is the same RFP that was issued last month, correct?
Answer	<b>This is the similar solicitation referenced in the February 17, 2020 cancelation of the Mexico Trade Office Services RFP, which was issued on December 31, 2019.</b>
<b>Question 2</b>	Regarding the one-year proof of operation of the office, what type of documents other than the letter from the landlord or property management company will be accepted? Would title or proof of ownership of the building/office would be accepted?
Answer	<b>As stated in Section III (B) (3), "If a proposer owns its building or is unable to submit such a letter, the proposer must follow the Questions and Answers process described in Section I (F) to submit a question that specifies the type of documentation the proposer wants to submit AND receive City approval through that same process.</b>
<b>Question 3</b>	Would title or proof of ownership of the building/office would be accepted?
Answer	<b>Title or proof of ownership of the building/office will be accepted if it clearly documents that the proposer currently occupies that building/office and has occupied that building/office for the past 12 months. If title or proof of ownership of the building/office does not indicate the proposer's occupancy, proposer must submit both the title or proof of ownership <i>and</i> a sworn and notarized affidavit affirming the proposer currently, and has for the last 12 months, occupied the building.</b>
<b>Question 4</b>	About the authorization from the AZ Corporation Commission, does this mean that the selected company has to have a corporation or LLC in the US?
Answer	<b>The selected company or companies must be registered to transact business in Arizona as specified in Section I (A).</b>
<b>Question 5</b>	How does the proposer prove he has 3 years of experience?
Answer	<b>Each proposer must complete Attachment D with enough clients to document 3 years of experience. The City will contact those clients to verify the proposer meets the minimum qualification listed in Section I (B) (1).</b>