

**Trade Development Services RFP
TDS-CED20-RFP
Addendum 2
Issued March 9, 2020**

1. Questions & Answers

Questions and Answers 1-5 were posted as Addendum 1 on February 28, 2020.	
Question 6	If we are currently a member of a chamber from other country different that the USA in Mexico City, will this limit our participation and/or will we have to take any specific actions/decisions toward keep being a member of the chamber and/or other Mexican Trade/Customs related institutions in Mexico?
Answer	Proposers do not need to be a member of any specific chamber of commerce. The City will facilitate connections as needed between the recommended proposer(s) and Phoenix area chambers of commerce.
Question 7	Will the 12 year (sic) contract be according to the City's fiscal year, this is beginning July 1st and ending June 30th, or which is the contemplated start date once the Consultant is selected and approved?
Answer	The agreement term will be for 12 months, with a targeted start date of June 1, 2020.
Question 8	Which are the main sectors that the City of Phoenix is interested in promoting in/with Mexico - or it handles -, or that are expected to be managed by the Consultant during the contract?
Answer	Please see Section II (A) of the RFP.
Question 9	What happens in case we have current customers and on going projects for 2020 and/or receive proposals in/for the future as a result of our own gained experience, promotion and presence in the market, and that are not related to/with the City of Phoenix, AZ?
Answer	Please see Section II (B) of the RFP. The City is looking for consultants that can leverage their staff to provide services as needed and meet the performance metrics listed in the RFP.
Question 10	Is the cost of the insurance to be covered by us and therefor added/included in the hourly fee proposal or it is covered by the City of Phoenix?
Answer	Each proposer must include all applicable costs, including the required insurance, in its proposed hourly rates.
Question 11	We are not allowed to deliver a MOA (memorandum of association) or any other document that sustains the existence of the company?
Answer	No, a memorandum of association is not sufficient to demonstrate the minimum qualification listed in Section I (B) (1) of the RFP. Each proposer must submit client information on Attachment D to demonstrate 3 years of experience providing economic development or Mexico trade development services.
Question 12	Is the leasing contract in Spanish enough to prove that we have and had have for the 12 months immediately preceding the proposal

	deadline, an office in the city in which it proposes to provide services? Or we must send the letter in English signed by the Landlord?
Answer	No, a leasing contract is not sufficient. The Landlord/Property Management Company Letter may be in English or Spanish.
Question 13	In point I.A you have added the following requirement that did not appear in the previous RFP: No recommended proposer shall be awarded an agreement unless it is authorized to transact business in the State of Arizona as evidenced by being registered with the Arizona Corporation Commission. If not registered with the Arizona Corporation Commission at the time the award recommendation is posted, a recommended proposer must provide the City with documentation of submitting its expedited corporation filing within 5 business days of the award recommendation posting. If a recommended proposer fails to provide this documentation, the City may cancel the award recommendation and move to the next-highest ranked proposer. What is the purpose of having the recommended proposer be registered in Arizona to transact business?
Answer	The City may only contract with contractors/consultants that are authorized to transact business in Arizona prior to contract award. This requirement was included in Section I (D) of the previous RFP. For this RFP, the City emphasized and expanded this language to ensure all proposers: 1) are informed of this requirement, and 2) will comply with this requirement in a timely manner.
Question 14	What is the cost to register with Arizona Corporation Commission? (this can raise the cost of proposals received by the City of Phoenix)
Answer	For information about Arizona Corporation Commission fees, please visit azcc.gov/corporations/fee-and-payment-info.
Question 15	Does registering to transact business in Arizona imply paying taxes in Arizona?
Answer	Each proposer must determine for itself whether it would be required to pay taxes in Arizona if award a grant through this RFP. Proposers can consult an attorney, accountant, or other professional. Additional resources may be found at azcc.gov or azdor.gov.
Question 16	Can you please further describe what is expected of the roadshow and does this include Mayor or Phoenix Visits (i.e. number of meetings, events, type of events, approximate number of Phoenix delegates, number of days, etc.)?
Answer	Each recommended proposer will organize, plan, and conduct a Roadshow program to educate Mexico businesses about the benefits of expanding to Phoenix, doing business with companies in Phoenix, and how to do business in Phoenix. The City may send staff to participate; however, elected officials from Phoenix are not expected to participate in Roadshow events.
Question 17	In section III.B. 6 How many photographs are required of our office space?
Answer	Each proposer must submit an adequate number of photographs to depict the exterior and interior of the proposer's office area that will be used to conduct the scope of work.