

New York State Department of Economic Development

RFP Number: 12-6066: INTERNATIONAL TRADE DEVELOPMENT CONSULTANT SERVICES: Asia

Questions in Blue/Answers in Black

Will you accept proposals from individual, separate entities working together on China and Korea but bidding separately? Will you accept partial proposals dealing with only one of the countries?

No. Proposals should be submitted from one responsible bidder as lead contractor for the full scope of services. The lead contractor may subcontract portions of the work, ensuring compliance with RFP terms.

Is it permissible to use appendices to provide additional budgetary information to delineate costs separately for China and Korea, while also specifying portions of costs related to subcontractors?

Yes.

How should the budget reflect the multiple activities delineated in the "Scope of Services"? Should the budget include only the bidder's professional services?

Proposals should detail consultant fees and anticipated costs for all aspects of the trade shows and trade missions inclusive budgets for full project implementation, including a distinct budget section- to reflect -covering costs for the participation in each event of 10 (ten) NYS SME firms (services and activities in country and all travel, lodging and meal costs, per official US Department of State per diems). The Department, at its discretion, may use the selected contractor for all or part of the inclusive budget amounts.

If a company does not have a Federal Tax ID, because it is a foreign firm, what is acceptable alternative information?

The company's foreign tax identifying number would be acceptable, per relevant IRS forms for tax treaty purposes [reference: Certificate of Foreign Status of Beneficial Owner for United States Tax Withholding, IRS form W-8BEN].

Does the designated area referenced as China also include Hong Kong?

Yes.

Can you please confirm that there is no guideline for possible award amounts, and that there are no specified MWBE goals?

Correct.

Would it be permitted for bidders to confer with contacts in Empire State Development regarding any aspects of this proposal related to the SBA STEP grant?

No. Any and all questions related to the preparation of this proposal should occur only through the formal process delineated in the RFP.