

MISSISSIPPI DEVELOPMENT AUTHORITY
501 N. West Street
Woolfolk Bldg., Suite 1500
Jackson, MS 39201
RFP # Asia12152023-Addendum I

Addendum I – RFP: Asia12152023 Questions and Answers

1. Section 3.4 Point F: In reference to the statement of the percentage of time each person will be available to perform the work under the contract, could you please specify if this percentage is based on an hourly, daily, or monthly basis?

For the purposes of this RFP, please submit the percentage for a monthly basis.

2. Section 3.8 Copies of Proposal: We seek clarification regarding the definition of the "Management Proposal." Is it in reference to the financial aspects of the proposal, or does it pertain to the technical aspects instead?

Please refer to section 3.4 in the RFP. There are 3 parts to the proposal to be submitted: the management proposal (may contain identifiable information), the technical proposal (no identifiable information permitted), and the cost proposal. All of these proposals should be submitted together as a final document.

3. Section 3.8 Copies of Proposal: If we choose to submit our proposal via email, would it still be necessary to dispatch a physical copy alongside the Blind proposal copy and the e-copy in a USB format?

Please refer to section 3.8, it states that the respondent shall mail, hand deliver four (4) hard copies or email their proposals into MDA. If hard copies of the proposals are mailed or hand delivered then a USB should be submitted with the proposal. If the proposals are emailed than a USB is not required with the submission of the proposal.

4. Attachment A Scope of Service: Could you please provide guidance on the expected frequency of organizing business missions, virtual missions, seminars, exhibitions, etc., per geography within a given year?

Please refer to Attachment "A", Scope of Services. The contractor will provide full-time representation in Asian countries, including, but not limited to, Japan, Korea, Taiwan, Australia, Singapore, Indonesia, and India.

The Contractor will assist with two annual trade missions, attend various industry trade shows and events, business seminars, SelectUSA events, SEUS Japan, conferences, visits to companies and assist with an occasional visit to a Mississippi company's headquarters.

The work is for the purpose of generating a minimum of 12 annual qualified investment leads within specific business sectors identified in the RFP. MDA is seeking a proactive program of outreach that pursues opportunities in the countries specifically called out in the Scope of Services, but also throughout the continent.

5. Are all travel costs associated with meetings, missions, and related project activities to be borne by the contractor, or will these be reimbursed by MDA?

Any costs incurred that are associated with doing business on MDA's behalf should be included in your initial budget submitted with your proposal.

6. Attachment A Scope of Service - Point 7: In calculating the cost per employee, should all expenses incurred during the project be factored in?

As stated in Attachment A, Scope of Service, point 7 - Contractor's bid total should include all costs needed to meet the terms of this RFP including salary, operational expenses and travel costs based on the plan of work outlined above. The Contractor is expected to attend both investment and trade events at no additional cost to the Authority.

7. Is there a specific cost sheet or format provided by MDA that needs to be adhered to for the submission of the financial proposal?

There is no required format as long as all information is submitted to meet the requirements of the RFP.

8. In the scenario where the contractor provides trade development assistance to a Mississippi company, would this be included in the contractor's hourly rate?

Yes, the contractor would bill MDA for time spent on the project. As stated in the RFP, Scope of Service, point 8 - For certain business missions led by agency leadership, the Contractor may be given extra funding for special promotional activities. This will be determined by the Authority prior to the event. The Authority and economic development partners also participate in major international aerospace shows such as the Paris Air Show and Farnborough Air Show. The cost of this exhibition space is paid for by the Authority and economic development partners.

By my signature below, I hereby acknowledge receipt of this Addendum Number II and understand this addendum relative to the requirements previously stated in RFQ Tourism_Marketing_050123.

Authorized Signature:

Signature

Date

INCLUDE A SINGED COPY OF THIS ADDENDUM WITH YOUR COMPLETED PROPOSAL