



NYS Worldwide Consultancy RFP Global NY

Release Date: June 7, 2024

The following is a list of responses to questions submitted by prospective respondents to the ESD Request for Proposals for Business Development and Related Services Worldwide. A copy of the RFP is available at:

<https://www.esd.ny.gov/doing-business-ny/requests-proposals/nys-worldwide-consultancy-rfp-request-proposals>

NYS Worldwide Consultancy - Responses to Questions

No.	Question	Answer
1	<p>My company currently represents a number of US state EDOs around the world (sometimes multiple states in a single country). I was reading through the RFP and noticed that there is a requirement to disclose potential conflicts, which I presume would mean our other state EDO clients, correct?</p> <p>If we were to submit, would a description about how we manage these situations be beneficial?</p>	<p>Please disclose all states that you work with, it is not necessary to describe how you would manage these situations.</p>
2	<p>Please describe the rationale for moving to a global contract from the original RFP geographic structure.</p>	<p>One global contractor provides economies of scale and greater coverage.</p>
3	<p>ESD is mixing continents with countries. While ESD does not require a physical presence in all countries, the coverage of some of them may require some expenses (i.e., traveling). Should we generate an additional expenses budget for this?</p>	<p>You need to set an overall budget and separate out by salary and non-personnel, which would include travel and other items.</p>



No.	Question	Answer
4	How should we account for qualified subcontractors' costs in various geographies & countries?	You will negotiate directly with subcontractors and put that amount into your overall budget.
5	How does ESD suggest we account for these potential professional fee and out-of-pockets costs in our pricing proposal?	Professional fees (salaries) and out of pocket costs (non-personnel) will be estimated in the overall budget.
6	ESD mentions "additional staff". Should we define the precise number of staff (full employee and part time) to cover each geography?	Yes, staff numbers and short bios need to be included.
7	Will ESD agree to discuss separate budgets based on additional efforts and resources needed on trade and joint trade and FDI missions?	No, these missions are covered completely in the overall budget for this RFP, there will be no additional costs after the fact and no negotiation. If there is a specific limitation on what the proposed overall budget figures include, please specify that in your proposal.



No.	Question	Answer
8	How is ESD determining the “export readiness” of a company?	Discussions between the company and the international trade manager after it fills out its EMAS application.
9	How is ESD determining the “export readiness” of a company?	Please see answer to question # 8.
10	What do special projects mean/entail?	Special projects can include but are not limited to, for example: executive level trade missions, information requests on market/industry sectors or PPE sourcing for a potential pandemic.
11	How many reps need to travel to the USA and how many times per year?	Global NY hosts a yearly export trade promotion tour, one rep from each EMAS represented area must attend.
12	Based on the stated number of EMAS per market, how will ESD ensure that these numbers are achieved on an annual basis?	ESD’s internal team is responsible for generating EMAS applications, as well as outreach efforts from the foreign offices.
13	What happens if the number of EMAS recruited by ESD falls short?	Nothing, that is primarily ESD’s responsibility.



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14	Would you please define the follow-up requirements for NYS companies after the event program?	This question is not clear, we are unable to provide a response.
15	Would ESD be open to looking at reducing this slightly and expanding the pool to include small to medium sized firms as well who might provide quicker wins?	This question is not clear, we are unable to provide a response.
16	Can you please explain the above statement as this conflicts with the full-service requirement in the overview?	Please refer to Addendum I – Request for Proposals Updated as of 6.21.24 and the Addendum II – Revised Section Vi i. E.
17	Will ESD provide Affidavit?	Please see below link to Law 5A. https://cdn.esd.ny.gov/CorporateInformation/Data/RFPs/RequiredForms/STL_5A_Affidavit.pdf
18	Hourly/Day rates were not requested in the fee proposal, should we provide a table with an hourly cost per position/staff?	This is not an hourly rate contract.
19	Limitations are total, per company/affiliated or per geography?	This question is not clear, we are unable to provide a response.



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20	<p>How would ESD like the breakdown of costs structured?</p> <p>The Fee Proposal sheet suggests a global budget over five years. Does ESD require a country/regional breakdown?</p>	See answer to question 3
21	<p>It states that we should use the attached sections without exceeding the allotted space. For the “Staff Experience and Qualifications to Carry Out the Project Approach” section, do we only have 1 page in which to put in this information?</p> <p>Secondly, are we able to attach team member biographies/CV at addendums?</p>	You can put additional information in an addendum but all additional information is limited to 75 pages.
22	<p>As part of the administrative proposal, are applicants required to redo each of the items prior to submission, or will ESD accept the previous documentation submitted, provided it is filled out correctly?</p> <p>For example, are bidders required to complete a new VendRep Responsibility Questionnaire or redo any of the other forms?</p>	Respondants to this RFP must newly provide each of these items in their response to this RFP.



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23	In regards to the format of the Intake Form, is it acceptable to merge this into our Power Point format and address each of the questions / points on a singular Slide as they are presented, and without exceeding the limit, or would ESD require us to keep the format in Word, and then attach it separately as part of our Technical Proposal submission?	You must fill out the Intake Form as is. Powerpoint or pdfs may be used only as addendums.
24	Given the importance of personnel experience, Is it acceptable to add Profiles / cv's of team members in a separate appendix, so they do not count towards the 75 page limit?	Personnel experience must be included within the 75 page limit. You can submit a short set of bios.
25	Will the "Regional/Country" subcontractors have access to the ESD CRM to input and track trade activities?	We expect that the subcontractors will have access to the ESD CRM but will confirm at the time of finalizing a contract with the winning bidder.
26	Language translation service to English for NYS companies and ESD: Is this cost to go in the Marketing and Events line item? Translation and interpreter service can be very expensive and up to \$1000 a day in certain markets for qualified technical translation and interpretation. Most manufacturing and service companies need technical translation.	This is an expected service that foreign offices need to be able to provide. If it is something you are going to charge additional for it must be listed in the budget



No.	Question	Answer
27	The Appendix A Investment worksheet doesn't have the "Total Personnel Costs" and "Average Personnel Costs/Year" cells. They appear in the trade worksheet. Should we add these two calculations to the investment worksheet?	You can add that if you like
28	Are you only considering one consultant to manage all markets? Or Independent consultants can bid for one market since we are interested in bidding only for Canada?	This is a contract for full global coverage. We are not interested in bids for single locations.