



REQUEST FOR PROPOSALS (RFP)
Global NY
Business Development and Related Services
Addendum # 6

Release Date: January 24, 2019

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://esd.ny.gov/doing-business-ny/requests-proposals/global-ny-business-development-rfp

Business Development and Related Services Worldwide RFP - Responses to Questions

Table with 3 columns: No., Question, Answer. Contains 4 rows of responses to questions regarding export assistance, notary acceptance, FDI models, and vendor questionnaires.



No.	Question	Answer
5	<p>Page 33. My company is a foreign entity, 100% owned by a woman. All work will be completed in-market and therefore we will have NO opportunity to engage W/MBE owners in New York as sub-contractors, employees etc. Are we required therefore to complete the following forms:</p> <ul style="list-style-type: none">- Policy Statement?- Staffing Plan?- Utilization Plan?- Waiver Request Form?	<p>Please complete all required forms as identified in the RFP. If any information is not known, such as a subcontractor name, please include 'TBD' or 'Not Applicable'.</p>
6	<p>Certification under State Tax law Section 5-a. As a Foreign Entity, do we complete the Affidavit instead of ST220-CA?</p>	<p>Yes (fill out the ST-220 Affidavit)</p>
7	<p>Insurance Requirement: As a foreign entity, we have Insurance relevant for our market. As all work will be completed in our home market, and we have no requirement for a US Office, are we still required to have US Insurance?</p>	<p>Evidence of your current insurance will suffice.</p>
8	<p>Will NYEDS accept a W-8BEN-E form instead of the W9 form (which is only for a US Person)?</p>	<p>Yes</p>
9	<p>Please specify if leads indicated in your RFP (in the investment / FDI section) are objectives set per year or per contract duration (4 years)?</p>	<p>The objectives listed are per year.</p>



No.	Question	Answer
10	Please indicate budgetary guidelines - estimation on yearly budget (separated in invest and trade) to be provided.	Separate budgets for Trade and FDI should be submitted. The budget formats are Appendix C (for Trade) and Appendix D (for FDI).
11	Do you need separate proposals for trade and FDI - or do you allow combinations of both areas?	Separate proposals for Trade and FDI should be submitted.
12	What is the annual minimum target for trade work order service for India? (refer page 7; the target for India is missing)	We are not seeking a Trade representative in India.
13	Also, do we use the Per Diem rates specified in the links for calculating travel costs in India?	Per Diem rates should be used when calculating travel.



No.	Question	Answer
14	Normally for an 'EMAS' type request, we identify a minimum of 3 potential distributors/agents. We usually visit these potential partners in person and then accompany the client during his/her visit. On average, it takes us 3 man days of travel while validating potential distributors and 3 man days of travel accompanying the client. If we use this average, then we will require 6 man days of travel for each EMAS request. If we assume 50 EA request, we end up with 300 days of travel. My question is that 'are we supposed to do physical due diligence of potential distributors/agents and are we expected to accompany the visiting NY company?	Physical due diligence is preferred but not required for finding distributors/agents. Physically accompanying a NY company on an individual trip is not required.
15	Do we submit proposal for Trade and the proposal for FDI in two separate packages or can we put packages for Trade and FDI in one common package?	Trade and FDI proposals should be sent separate.
16	If we are applying for both 'Trade' and 'FDI' contracts, do we submit two separate administrative proposals? And if some Administrative proposal is not applicable to Indian applicants?	Trade and FDI proposals should be sent separate.
17	Do we give an annual lump sum figure for each category or the hourly billing rates?	Annual lump sum.



No.	Question	Answer
18	What is implied by 'Contractual Services' row in the budget sheet?	General administrative costs such as bookkeeping.
19	It is mentioned that event costs like exhibition booth construction etc. Will be covered by a separate budget head. In that case what activities do you expect by marketing/promotion /Event Costs?	Registration fees for trade, FDI or networking events; marketing materials to promote New York; etc.
20	Are we expected to print promotional material in India or will it be provided by ESD?	Yes, you may need to print promotional material and ESD may also provide additional material.
21	Equipment and Supplies: Are we expected to maintain separate computers, landline and fax machine for this role?	Separate computers, landlines and faxes are not required, although any information relayed to you must be secure.
22	Do we have to comply with the insurance requirements stipulated on page 35?	Yes



No.	Question	Answer
23	Most of the other forms like OCSD 1,2,4 do not seem relevant for an Indian vendor	Please complete all required OCSD forms as identified in the RFP. If any information is not known, such as a subcontractor name, please include 'TBD' or 'Not Applicable'.
24	Diversity Practices Questionnaire- All our revenue and expenditure is generated in India so there are no other questions which are applicable to us. Do we still need to fill it and send?	Yes, please complete. If any information is not known, please include 'TBD' or 'Not Applicable'.
25	OCSD 1 and OCSD 4- These two forms are not applicable to us as we are not a minority or women owned enterprise and neither are we a service disabled veteran business participation. So do we still require to fill it?	Please complete all required forms as identified in the RFP. If any information is not known, such as a subcontractor name, please include 'TBD' or 'Not Applicable'. OCSD-1 and OCSD-4 are applicable, regardless of the MWBE or SDVOB status of the entity responding to the RFP.
26	Are there three different potential scopes of work that may exist for each specific region; (a) promoting NYS exports to a Designated Area (b) promoting FDI into NYS from a Designated Area and (c) miscellaneous trade promotion and marketing activities for a Designated Area?	There is one scope of work for Trade in Canada, China, Europe, Israel, Mexico and South Africa (pages 3-10). There is one scope of work for FDI in Canada, China, Europe, Israel, India, Australia and Taiwan (pages 11-18).
27	If the answer to the above is "Yes", is it possible that each Designated Area could have one, two or three possible scopes of work?	See response above.



No.	Question	Answer
28	If the answer to the above is “Yes”, can a bidder bid on only one scope of work for a Designated Area or must one bid on all work associated with a Designated Area?	See response above.
29	Can a bidder submit a response that covers multiple Designated Areas for one scope of work, i.e. FDI for two Designated Areas?	If you would like to submit a bid for two Designated Areas, you must submit two separate bids.
30	To confirm, personnel located outside of the US can work on this project even if they are not located in the specific Designated Area, i.e. use offshore resources?	Yes, as long as there is a sub-contractor located in the designated area.
31	Is it accurate to say India is NOT a designated area for the export trade scope of work?	Correct, we are not seeking a trade representative in India.
32	If India should be included for the export trade scope of work, what would be the target quantity for the Export Assistance Requests	We are not seeking a trade representative in India.



No.	Question	Answer
33	What countries are included in the definition of the Designated Area for “Europe”?	Specific countries are not required. When your bid is submitted you should list the countries within Europe you are capable of servicing.
34	Can personnel be located in one country and cover all of Europe or is there an expectation that there will be personnel in each country?	Personnel can be located in one country within Europe if they are capable of serving other countries in Europe.
35	Should the pricing for export trade scope of work be fixed and based upon the annual minimum targets for Export Assistance Requests?	Yes, the pricing should be fixed based on the annual targets.
36	If the quantity of Export Assistance Requests exceeds the minimum target would there be additional compensation, i.e. should there be variable pricing for additional requests above the minimum?	ESD will track the number of Export Assistance Requests so they do not exceed the agreed upon amount.
37	When performing the FDI scope of work, can the industries listed on page 11 of the RFP be prioritized with input from the NYS ESD for a specific Designated Area?	Yes, ESD can prioritize the industries when the contractor is selected.



No.	Question	Answer
38	To clarify the role guidelines described on RFP pages 19 to 21, do those apply to ESD personnel or to roles that will be performed by the contractor(s)?	The roles listed under the section 'International trade Managers and International Investment Director' are specific to ESD (page 19-20). The roles listed under the section International Representative Office(s)' are specific to the contractor (page 20-21).
39	Can a contractor hire individuals in a Designated Area on a 1099 (self-employed) basis to perform the scope of work or must individuals be employees?	Yes, you can sub-contract services.
40	Affidavit of non-applicability of state tax law- We are a company based in India and we pay taxes in India to the Government of India so do we still require to fill that document and get notarized from an Indian notary?	NO
41	Iran Divestment Act- Do we have to fill the form and get it notarized by an Indian notary?	The language in the Iran Divestment Act has to be copied to the companies letter head and signed by an officer of the firm.
42	FDI Fee Proposal- Should we put a total cost for the fee proposal or hourly rates?	Include an annual total cost.



No.	Question	Answer
43	For how many people should we quote the salaries for?	Include salaries for the number of people who will be working on the Trade/FDI requests. There is no minimum/maximum number of employees.
44	For travel and equipment expense do we have to put hourly rates or total cost as it is difficult to put hourly rates?	Include an annual total cost.