



Supplier Q & A Template

RFX Number: 42900-DED00000CHINA2019	RFX Title: GDEcD Trade Representation in China
Requesting State Entity: Georgia Department of Economic Development	Date: 03/11/2019
Issuing Officer: Melisa Wilson	RFX Initially Posted to Internet: 02/18/2019
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The purpose of this document is to provide answers to supplier questions. Please see Questions and Answers included herein.

Note: This document is intended for informational purposes only. Any changes to the RFX must occur through a published addendum (or through publication of a new version of the RFX in Team Georgia Marketplace™). If multiple Q & A documents are posted, the most recent Q & A shall govern in the event of a conflict.

QUESTIONS AND ANSWERS

#	Questions	Referenced RFX Section	Answers
1.	Our office is currently representing another Southern US State Department of Agriculture in China, we are not sure if there will be conflict of interests from the view of your department. Thus we would like to obtain your advice on this issue before moving on submitting a proposal.	Mandatories: Contractor is required to advise GDEcD if Contractor currently represents or proposes to represent another U.S. state or international economic development agency. GDEcD reserves the right to terminate its contract with Contractor if GDEcD determines that the representation of an additional economic development agency is a conflict of interest for Georgia.	In regards to possible conflicts of interest, we ask offerors to identify any possible conflicts of interest and then ask that they outline how each account is handled so that the perception of a conflict of interest is removed.



#	Questions	Referenced RFX Section	Answers
		<p>Question 4: List any details that Offeror believes may create a conflict or appearance of a conflict of interest.</p> <p>Contract: 22. Conflict of Interest Contractor may accept work from other parties. However, Contractor must notify GDEcD immediately if considering accepting work from other parties with economic development interests or work from other entities located in the state of Georgia. Should GDEcD deem such work to be a Conflict of Interest, GDEcD may determine to terminate this contract</p>	<p>For example: If existing export clients do not oppose or view Georgia as a conflict of interest for their services; then a proposal outlining current client's approval would be submitted along with an outline as to how separation of duties would be addressed.</p>
2.	If recommendation letters are being provided, who should they address recommendation to? Any format requests regarding that?	<p>Additional Requirements (Additional Scored) Question #3. List of five (5) work references and the context for each. GDEcD reserves the right to contact these references in the course of RFP review.</p>	<p>When responding to the reference request, you may provide as little or as much information that you would like. Any letters of recommendation should be included in the reference section of the RFP response and addressed to "Whom it may concern" or to the "Georgia Department of Economic Development". A specific format would be the choice of the individual writing the letter.</p>
3.	Shall we write a summary which could cover all 19 points in our own word or shall we follow the numbers and make statements one by each?	<p>RFP Appendix C Page 19 Summary of Understanding of the Specialized Requirements</p>	<p>All of the items outlined in Appendix C require a Yes/No response. Failure to place 'yes' by each requirement will cause the Department to reject the</p>



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			<p>proposal. The Offeror must indicate their understanding of the services outlined in this solicitation and acknowledge that their proposal addresses all Mandatory Requirements and responsibilities.</p> <p>When responding to the Understanding of the specialized requirement, you may provide understanding in the format of your choice. An acceptable response would minimally address all of the requirements</p>
4.	The "1 copy" on a jump drive shall be one single file or could be separated into proposal and signed documents?	<p>Packaging the Response "Hard Copy" and Electronic Copies Required Offeror must provide the following number of copies:</p> <ol style="list-style-type: none"> 1. Technical Proposal: <ol style="list-style-type: none"> a. 4 hard copies, with one (1) marked "Original" with original signatures; and b. 1 copy on a jump drive. 2. Cost Proposal: BUDGET FROM X to Y <ol style="list-style-type: none"> a. 2 hard copies, with one (1) marked "Original" and with original signatures; and b. 1 copy on a jump drive. 	The jump drive may contain separate files for the proposal and the signed documents.
5.			



#	Questions	Referenced RFX Section	Answers
6.			