



ADDENDUM I

RFP FOR FOREIGN REPRESENTATIVE SERVICES – United Kingdom (UK)

SUBJECT: Request for Proposals (RFP) for Foreign Representative Services – UK, dated August 9, 2022

FROM: Visit San Antonio

Date: August 23, 2022

THIS NOTICE SHALL SERVE AS ADDENDUM NO. I TO THE ABOVE REFERENCED REQUEST FOR PROPOSALS

A. QUESTIONS RECEIVED BY VISIT SAN ANTONIO STAFF ARE ANSWERED AS FOLLOWS:

Question 1: Is there also an RFP for the German Market or Continental European Markets?

Answer: No. Visit San Antonio (VSA) will be weighing its options about work for Germany and Continental Europe in the next twelve months, potentially including additional ad hoc contracting.

Question 2: Are we correct in understanding that no creative ideas are required? The RFP document states that our plan should be completed in line with Attachment A, Part Three but this attachment does not seem to offer any scope to propose tactics or an outline marketing plan for Visit San Antonio, instead focusing on examples of our approach and previous work.

Answer: That is correct, no creative ideas are required at this time. Examples of previous work and approach should illustrate the type of creative projects and ideas you could bring to the table for San Antonio. For clarification purposes, please prepare and submit the Proposal Plan based on the requirements stated in the RFP and included as Attachment A, Part Three.

Question 3: When does the contract begin?

Answer: The timing of an executed contract with successful Respondent will be based on the evaluation and recommendation from the evaluation committee and in mutual agreement with the selected Respondent. The goal will be to have an executed contract by the end of October 2022 or sooner.

Question 4: Will the contract be awarded to the successful Respondent based on the written response or will there be a presentation and/or secondary round?

Answer: VSA will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Based on the review and evaluation of the written responses, the evaluation committee will make a recommendation if a presentation or secondary round is needed. A presentation or secondary round is not required.

Question 5: How many UK visitors visit per year? What is the current length of stay? What is the current average spend?

Answer: The City of San Antonio welcomed 22,000 visitors from the UK in 2019 and is projected to welcome an estimated 21,000 UK visitors for 2022 (Source: Oxford Economics). Unfortunately, VSA does not have detailed visitor demographics for UK visitors.

Question 6: Local Preference Program Identification Form - Page 2 of 4 and top of page 3 of 4 it says if the answers to the questions above are “Yes”, stop here. If the answer to either of the above questions is “No”, provide responses to the following questions. The following questions are then asking for further details about being a local vendor. Would it be correct if, instead, it said if the answers to the questions above are “NO”, stop here?

Answer: The questions on page 2 are to determine if a firm is locally headquartered. If they are not, the questions on Page 3 of 4 are determine if the firm has a local office. If a firm has neither headquarters or a local office in the incorporated San Antonio city limits, the answers to both pages 2 and 3 would be “No”.