



REQUEST FOR PROPOSAL

("RFP") for

**FOREIGN REPRESENTATIVE SERVICES FOR
SAN ANTONIO TRAVEL INDUSTRY IN UNITED KINGDOM (UK)**

Release Date: August 9, 2022
Proposals Due: September 9, 2022

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002 - BACKGROUND

Visit San Antonio (VSA) is seeking proposals from professional consultant service firms/organizations in the United Kingdom (UK) specializing in promoting tourism resources to designated audiences, effectively educating the market on the San Antonio tourism product and other travel-related tourism business opportunities, through an ongoing promotional campaign of information. This will be the first year VSA contracts with a foreign representative agency in the UK (there is no prior contract). In compliance with the Management Agreement with the City of San Antonio and Small Business Economic Development Advocacy (SBEDA) Ordinance, VSA is required to undergo a competitive solicitation process for this contract. VSA has allocated a budget not to exceed annual Retainer Fee of \$120,000.00. Respondents are encouraged to provide their most competitive pricing for the requested Scope of Services.

One of the important tasks for destination management and marketing organizations is to identify potential markets for growth. VSA's vision is to position San Antonio as the UK's preferred global destination for tourism, cultural, medical, educational, real estate and commercial activity. The goal is to establish a comprehensive understanding of the UK market which will lead to promising opportunities for (1) enticing new visitors, (2) getting current visitors to increase their frequency of visitation, (3) increase length of stay and (4) increase the amount spent when visiting.

Visit San Antonio (VSA) is charged with promoting and marketing San Antonio as a premier convention and meetings destination and a domestic and international visitor destination, for the purpose of positively affecting the City's economy. VSA employs a variety of strategies that include convention and group sales efforts, as well as a leisure marketing campaign that includes various media, digital strategies, communications, and tourism efforts. VSA is the key economic driver that supports San Antonio's \$17.4 billion visitor industry and welcomes 41 million annual visitors.

Respondents are to live, work and have an office in the UK. Also, respondents are preferred to have five (5) years experience in specializing in promoting tourism resources to designated audiences/destinations, and have completed at least one such project at a medium or large Convention & Visitors Bureau/Destination Management Organization.

Goals and objectives of the VSA are as follows:

- **Selling** – Increase the number of visitors, visitor spending and related economic impact to San Antonio through effective sales and marketing programs in order to grow the Hotel Occupancy Tax
- **Marketing & Communications** – Increase awareness of San Antonio's brand diversity, drive visitation through earned media and social media influencers, promote reasons to travel through key initiatives and events, and grow awareness in the UK market and key interior regional markets
- **Service** – Maintain and encourage high service at all levels to build attendance and maximize repeat business/visitation.
- **Research** – Utilize research to the fullest extent in order to make fact-based sales, marketing and operational decisions.
- **Accountability Measures** – Meet and exceed clear accountability measures can be associated with VSA activities to ensure a maximum return on investment on all those activities, including but not limited to increasing visitation from the UK as measured by Oxford Economics, online engagement, earned media value, media and social influencers hosted in the destination.
- **Technology** – Maximize the integration of technology in all aspects of VSA internal and external operations to ensure maximum operational effectiveness and efficiency.

003 - SCOPE OF SERVICES

VSA is seeking proposals from firms that can assist the organization in expanding its tourism industry, serving as VSA's foreign representative for the San Antonio Travel Industry in the UK and will hereby promote tourism resources to designated audiences. Promotional efforts must create and sustain an accurate image and/or understanding of San Antonio as a coveted tourism travel destination. Campaigns must be developed in a way that highlights the destinations diversity, and will entice, educate, and facilitate visitor interest through the

dissemination of information using the most up to date technology, and/or literature to public outlets such as tourism travel and trade agencies and/or partners, travel and trade shows/conferences, media, email blasts, social media and other effective means to promote the San Antonio's tourism product and related assets.

With the objective of increasing the number of visitors to San Antonio from UK, activities performed by the selected Contractor under contract include, but are not limited to, the following:

Operational Services

1. Provide storage for VSA collateral materials.
2. Submit monthly activity reports that include travel industry initiatives, trends, activities, results, and developments along with supporting back up.
3. Secure courier and postal services for shipping and transporting of VSA's communications/promotional materials.

Sales Calls/Client Training

Firm staff shall make personal sales calls and/or client training sessions on a regular basis to key travel trade clients on behalf of the VSA. The purpose of the calls is to maintain relationships and/or contact with the travel trade industry and to continue in promoting assets, building awareness, and maintaining a positive image of San Antonio's travel and related products, services and activities that are associated with the San Antonio tourism industry.

A minimum of 10 sales calls per month, 1 of which should be destination training with call centers and or sales staff.

Strategic Direction

Firm shall participate in Strategic Direction meetings in San Antonio in development of the Marketing/ /Media plans for the

UK. Firm shall provide on an on-going support by sharing their market expertise to help inform marketing plans as needed. Firm must attend two (2) Meetings in San Antonio per year.

New Programs and Product Expansion

Firm shall initiate the development of two (2) creative initiatives per year. These initiatives should be direct to consumer; with a key partner that will generate awareness as well as room nights for the destination. Some potential partners could include banks, airlines, tour operators, credit cards, consumer product goods companies or retail entities.

Consumer and Travel Trade Shows

Firm shall represent VSA by actively participating with participation in consumer and travel trade shows (that are cost-effective), as an exhibitor to maximize San Antonio's presence and exposure in the marketplace. The intent is to target a large number of specific travel agents and consumer groups to build awareness of San Antonio's travel products.

Firm Shall:

- Maintain visible presence throughout each of the shows to represent VSA's interest to all attendees,
- Attend all networking functions and provide VSA with a recap in monthly reports noting activities and be accompanied by a list of contacts made. In addition, provide a synopsis of the attendees met and a recommendation on VSA's future participation.

Potential Annual Travel Shows:

Show Name	Date	Responsibility
Brand USA Travel Week	Sep/Oct	Create Product with key Tour Operators, Online Travel Agencies to promote Vacation Packages to be sold to the consumer during this trade show.

The following items will be provided to VSA for each show:

1. List of Leads and/or Tour Operators
2. Actions items and follow up completed by the firm
3. Strategy and recommendations on next steps

Familiarization (“FAM”) Trips for Media and Travel Trade

Coordinate individual and group media and travel trade to San Antonio. Please keep in mind that VSA will be responsible for creating the itineraries as well as securing and funding hotel rooms, ground transportation and additional logistical items that will take place in San Antonio.

Media/Influencer Visits

Coordinate assigned aspects of a minimum of three (3) individual and one (1) group media trips to San Antonio.

Assigned aspects include:

1. Qualify media and influencers invited to participate in familiarization visits by reviewing credentials and/or other appropriate documentation for validation, such as a letter of assignment from the publisher or broadcast medium that has commissioned their work, and for obtaining copies of recently published articles and/or broadcast work; as well as metrics supporting appropriate return on investment for media outlet(s) or influencer channel(s).
2. Provide a list of proposed participants for approval.
3. Send out invitations and make necessary phone calls to secure participants.
4. Work with airlines to secure complimentary or discounted airfare.
5. Conduct follow up surveys to get feedback on experience and or ideas on how to improve for future media trips.
6. FAM’s will include travel for one (1) agency representative to provide support during the FAM.
7. Send follow up and thank you notes to all participants including follow up to secure details of coverage produced from visit.

Travel Trade Familiarization/Educational (“FAM”) Trips

Coordinate aspects of one (1) group Travel Trade fams to San Antonio.

Assigned aspects include:

1. Qualify travel trade invited to participate by providing a profile the company. Information should include, number of agencies, where are they located, product currently selling, social media reach, partnerships and number of clients in their database.
2. Provide a list of proposed participants for approval.
3. Send out invitations and make necessary phone calls to secure participants.
4. Work with airlines to secure complimentary or discounted airfare.
5. Conduct follow up surveys to get feedback on experience and or ideas on how to improve.
6. FAM’s will include travel for 1 agency person to provide support during the FAM and will act as a staff member with responsibility of hosting our guests.
7. Send thank you notes to all participants.
8. Provide written feedback from clients on intent to package San Antonio and firm assistance with goal of packaging/including San Antonio in their product offerings.

Travel Trade and Media Sales Missions

Firm shall organize and implement a maximum of two (2) Sales Missions per year that would have a strategic Travel Trade and Media component in one to three UK cities. These missions will include participation from VSA staff as well as local partners such as airport, hotels, attractions, chefs and entertainers. There is a potential that we would have partner participation for these missions. Firm shall ensure that Sales Missions are logically and effectively planned as follows:

1. Schedule appointments with targeted travel trade and media clients.
2. Identify and make recommendations for event venues as well as provide proposed logistics (décor, menus, entertainment, etc.) for approval by VSA staff.
3. Prepare itineraries to be provided for each participant.
4. Arrange host hotel(s) designated specifically for the delegation at discounted rates, as well as ground transportation and other services as needed.
5. Work with airlines to secure complimentary or negotiated rates for all participants.
6. Provide a Sales & Media Mission Program to include agenda, country profile, market overview, account profiles with contact information and samples of San Antonio activity two weeks prior to the scheduled Sales & Media Mission.

Make necessary provisions to plan and execute a client reception(s), including:

1. Creation of formal invitation with approval from VSA
2. Distribution of invitations hand delivered/mail or email.
3. Take RSVPs and make any necessary calls to get RSVPs for the event.
4. Finalize all food, beverage and audio-visual needs.
5. Entertainment

Conduct premeeting prior to arrival to review plans for the Sales Mission. Also, conduct orientation meeting in market as well as a post meeting for feedback regarding mission activities.

Post Sales Mission - provide VSA with the information on how the firm will follow up on the items below:

1. Name of organizations.
2. Outcome/results each appointment.
3. Recommendations on how to proceed and or next steps.
4. Execute follow -up from Sales Mission.
5. Provide media value of coverage earned from Sales Mission.

Collateral Analysis Research

Firm will conduct research to include an annual review of all tour operator and other trade programs presently promoting San Antonio. This research would be information directly derived from the tour operators and airlines (if possible) that presently sell San Antonio. This report shall include tour operator company name, key contact, address, phone, e-mail, website, city package, group tours, hotels used, attractions and/or other products offered as well as number of room nights sold. This report will cover a timeframe and due on a date set in agreement between VSA and Firm.

Media and Industry Relations

1. Earned Media goal of USD \$200,000 or 2% of global VSA goal, whichever is greater
2. Ideal make up of 40% TV, Radio, Print and 60% Digital/Social; 90% Consumer and 10% Trade

Media Calls

Firm shall distribute 12 press releases provided by VSA per year to inform media about activities in San Antonio in order to promote what is new in San Antonio to key UK travel media. This would include travel, trade and consumer media distribution.

Media releases content will be provided by VSA as needed in advance of the events. In conjunction with VSA; firm must suggest the releases that are the most suitable to the interest of the UK market and distribute at least one per month to the media. Firm may be required to translate and/or edit the releases if needed and also distribute to the media databases suggested by the Firm and/or VSA. Media follow up, copies of the destination coverage (print, radio, online, broadcast etc.), and coverage reports to be reported on a monthly basis to VSA. All individual requests, photos, materials or other information should be handled by the Firm. VSA will provide materials to be distributed by the contractor. Media pitches and special destination highlight features will be also responsibility of the firm to assure constant media interest in San Antonio.

REPORTING

Monthly Reports

Firm will submit a monthly report to VSA, which shall provide complete details listing all services performed, and the outcome of activities including media and publicity back up. This report shall be e-mailed and uploaded to VSA's servers, to be received by the 10th of each month. Reports should include the following based on activities included:

- a. Number of travel trade sales calls and/or in-agency seminars made in person or virtually when necessary including name, company name, address, phone, email, and notes regarding calls.
- b. Number of media pitches made including name, publication name, address, phone, email, circulation, etc.
- c. Number of telemarketing/prospecting calls to potential clients including name, company name, address, phone, and email, results of calls.
- d. Number of inquiries, trade, media and consumer, fulfilled.
- e. Monthly reporting of earned media coverage, media hosted in the destination and digital copies of all coverage.
- f. List of notable initiatives and results of those initiatives.
- g. Provide details regarding media stories generated, and include name of the publication, circulation, etc.
- h. Provide details regarding co-op marketing or partnership efforts as necessary
- i. Provide copies of consumer advertisements regarding San Antonio.
- j. Information regarding the representation of VSA's interest at trade and consumer trade shows.
- k. Information regarding familiarization trips (FAMS) hosted, if any.
- l. Provide list of other relevant tourism events, meetings and/or conferences attended or organized for the purpose of promoting tourism to San Antonio.
- m. Report will include a monthly status report on year-to-date goals.

Contract Summary Report

At the end of each fiscal year, Firm shall provide a comprehensive report to VSA which shall include:

- A statement regarding the attainment of goals and objectives.
- A summary of the outcome of any notable events or activities and/or changes.
- Provide recommendations for continued Sales and Marketing efforts, as well as feedback regarding the potential for added initiatives in the regions. Due 30 days after each 12-month period.

Financial Responsibility

Firm should respond to the RFP based on the information below.

The Firm will incur and pay all costs directly to vendors for all initiatives as per vendor requirements. VSA will reimburse the Firm for these expenses once they have submitted invoices to VSA for processing. This includes:

1. Deposits
2. Food & Beverage
3. Transportation
4. Marketing Initiatives
5. Printing

VSA will also reimburse previously agreed-upon expenses incurred by firm, such as air, hotel and/or client hosting, monthly. These expenses will need to be submitted with receipts and explanation as per VSA requirements.

Firm shall only incur costs that are related to maintain staff, office supplies, office as well as U.S. mobile line, phone lines, as well as any payments for agency staff as it relates to air, hotel, or client hosting such as breakfast, lunch, dinner or parking.

Billing for Initiatives and Events

Since the FIRM will be responsible for paying vendors for all initiatives/programs/missions and FAM's, it will be important that invoices for any required deposits and or payments are received in a timely manner (within one week following event/initiative) so that we can process them in order to meet vendor timelines.

004 - TERM OF CONTRACT

The anticipated term for a contract awarded in response to this RFP is three (3) years. VSA shall have the option to renew under the same terms and conditions for two (2) additional two (2) year extensions. All renewals shall be in writing and signed by President and CEO of VSA, or their designee. However, VSA may terminate a contract at any time if funds are restricted, withdrawn, not approved or service is unsatisfactory.

005 - PRE-SUBMITTAL CONFERENCE

A Pre-Submittal Conference will be held at **9:00 a.m. Central Time, on August 16, 2022, via TEAMS**. Respondents are encouraged to submit their questions (through the chat box function) during the Pre-Submittal Conference. Within 2-3 business days, written responses to questions (including attachments/addendums) will be developed and posted at <https://members.visitsanantonio.com/rfp>. Attendance at the Pre-Submittal Conference is optional but highly encouraged.

To attend the Pre-Submittal Conference, respondents must register at: <https://bit.ly/3zAIDhd>

006 - PROPOSAL REQUIREMENTS

Respondent's Proposal shall include the following items in the following sequence, noted with the appropriate heading as indicated below.

- **Electronic version of the proposal must be in PDF format and emailed to VisitSanAntonioRFP@visitsanantonio.com.**

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- TAB 1 – **RESPONDENT QUESTIONNAIRE**: Use the Form found in this RFP as Attachment A, Part One
- TAB 2 – **EXPERIENCE, BACKGROUND AND QUALIFICATIONS**: Use the Form found in this RFP as Attachment A, Part Two
- TAB 3 – **PROPOSED PLAN**: Prepare and submit the Proposal Plan based on the requirements stated in the RFP and include as Attachment A, Part Three
- TAB 4 – **PRICING SCHEDULE**: Use the Pricing Schedule that is found in this RFP as Attachment A, Part Four.
- TAB 5 – **CONTRACTS DISCLOSURE FORM**: Please complete the Contracts Disclosure Form in RFP Attachment B.
- TAB 6 – **LITIGATION DISCLOSURE FORM**: Complete and submit the Litigation Disclosure Form, found in this RFP as Attachment C. If Respondent is proposing as a team, then all persons or entities who will be parties to the contract (if awarded) shall complete and return this form.
- TAB 7 – **LOCAL PREFERENCE PROGRAM (LPP) ORDINANCE IDENTIFICATION FORM**. Complete, sign, and submit LPP Identification Form found in this RFP as Attachment D.
- TAB 8 – **VETERAN-OWNED SMALL BUSINESS (VOSB) PREFERENCE PROGRAM IDENTIFICATION FORM**. Complete, sign, and submit VOSB Identification Form found in this RFP as Attachment E.

- TAB 9 – PROOF OF INSURABILITY: Submit a letter from insurance provider stating provider's commitment to insure the Respondent for the types of coverage and at the levels specified in this RFP if awarded a contract in response to this RFP. Respondent shall also submit a copy of their current insurance certificate.
- TAB 10 – SIGNATURE PAGE: Respondent must complete, sign and submit the Signature Page found in this RFP as Attachment F. The Signature Page must be signed by a person, or persons, authorized to bind the entity, or entities, submitting the proposal. Proposals signed by a person other than an officer of a corporate respondent or partner of partnership respondent shall be accompanied by evidence of authority.
- TAB 11 – PROPOSAL CHECKLIST: Complete and submit the Proposal Checklist found in this RFP as Attachment G.

Respondent is expected to examine this RFP carefully, understand the terms and conditions for providing the services listed herein and respond completely. FAILURE TO COMPLETE AND PROVIDE ANY OF THESE PROPOSAL REQUIREMENTS MAY RESULT IN THE RESPONDENT'S PROPOSAL BEING DEEMED NON-RESPONSIVE AND THEREFORE DISQUALIFIED FROM CONSIDERATION.

007 - CHANGES TO RFP

Changes to the RFP, made prior to the due date for proposals shall be made by issuing Addendums. It is Respondent's responsibility to check for Addendums until the proposal due date. VSA will assume that all Respondents have reviewed all Addendums (if applicable) by the day proposals are due.

No oral statement of any person shall modify or otherwise change or affect the terms, conditions or specifications stated in the RFP.

008 - SUBMISSION OF PROPOSAL

All proposals must be submitted as referenced below:

- **Electronic version of the proposal must be in PDF format and emailed to VisitSanAntonioRFP@visitsanantonio.com. Ensure your electronic response incorporates all tabs referenced in Section 006-Proposal Requirements.**

Proposals must be signed by an officer(s) or principal(s) having legal authority to bind the Respondent and should include company address, telephone number, and the name of the contact person.

Proposals must be electronically received by VSA by no later than 3:00 p.m., Central Time, Friday, September 9, 2022 at VisitSanAntonioRFP@visitsanantonio.com. Any electronic proposal or modification received after this time shall not be considered. Respondents should strive for early submission to avoid the possibility of rejection for late arrival.

Modified Proposals. Electronic proposals may be modified provided such modifications are received prior to the due date for submission of proposals and submitted in the same format as original electronic proposal.

Correct Legal Name.

Respondents who submit proposals to this RFP shall correctly state the true and correct name of the individual, proprietorship, corporation, and /or partnership (clearly identifying the responsible general partner and all other partners who would be associated with the contract, if any). No nicknames, abbreviations (unless part of the legal title), shortened or short-hand, or local "handles" will be accepted in lieu of the full, true and correct legal name of the entity.

If an entity is found to have incorrectly or incompletely stated its name or failed to fully reveal its identity on the General Information form, the Respondent proposal may be subject to disqualification.

Firm Offer. All provisions in Respondent's proposal, including any estimated or projected costs, shall remain valid for one hundred and eighty (180) days following the deadline date for submissions or, if a proposal is accepted, throughout the entire term of the contract.

Confidential or Proprietary Information. All proposals become the property of VSA upon receipt and will not be returned. Any information deemed to be confidential by Respondent should be clearly noted; however, VSA cannot guarantee that it will not be compelled to disclose all or part of any public record under the Texas Public Information Act, since information deemed to be confidential by Respondent may not be considered confidential under Texas law, or pursuant to a Court order.

Cost of Proposal. Any cost or expense incurred by the Respondent that is associated with the preparation of the Proposal, the Pre-Submittal conference, if any, or during any phase of the selection process, shall be borne solely by Respondent.

009 - RESTRICTIONS ON COMMUNICATION

Respondents, and/or individuals acting on behalf of Respondents, are prohibited from communicating with: 1) Visit San Antonio Board members; 2) Evaluation Team members; 3) Visit San Antonio employees; and 4) City of San Antonio employees, regarding the RFP or proposals from the time the RFP has been released until the contract is awarded. These restrictions extend to "thank you" letters, phone calls, emails, gifts and any contact that results in the direct or indirect discussion of the RFP and/or proposal submitted by Respondent. Violation of this provision by Respondent and/or individuals acting on Respondents behalf may lead to disqualification of Respondent's proposal from consideration.

Exceptions to the Restrictions on Communication with VSA and/or City employees include:

- Respondents may ask questions concerning this RFP at the Pre-Submittal Conference.
- **Respondents may submit written questions concerning this RFP to VisitSanAntonioRFP@visitsanantonio.com, until 1 p.m. (CST) on August 23, 2022.**
- Also, please go to <https://members.visitsanantonio.com/rfp> for copy of RFP and updates/attachments/addendums (including written responses to questions) regarding this solicitation.

Questions received after the stated deadline will not be answered. A Respondent that has an ongoing business relationship with VSA and/or City may communicate with VSA and/or City employees to the extent necessary to perform the Respondent's duties and obligations related to that business relationship.

Questions submitted and VSA's responses will be posted with this solicitation.

VSA reserves the right to contact any Respondent to negotiate if such is deemed desirable by VSA. Such negotiations, initiated by VSA staff persons, shall not be considered a violation by Respondent of this section.

010 - EVALUATION PROCESS AND CRITERIA

VSA will conduct a comprehensive, fair and impartial evaluation of all proposals received in response to this RFP. VSA will appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondents for interviews. Final approval of a selected Respondent may be subject to the action of VSA's Board of Directors.

Evaluation Criteria:

- **Experience and Qualifications (up to 45 points)**
- **Proposed Plan (up to 35 points)**
- **Pricing (up to 5 points)**
- **Local Preference (LPP) Ordinance (up to 10 points):**

10 evaluation points for local businesses headquartered for one year or more within the incorporated San Antonio City limits, **OR**;

5 evaluation points for a business with an office within the incorporated limits of the City, which has been established for one year or more, from which at least 100 of its employees OR at least 20% of its total full-time, part-time and contract employees are regularly based or a minimum of 100 employees; and from which a substantial role in the business's performance of a commercially useful function or a substantial part of its operations is conducted by those employees.

- **Veteran-Owned Small Business (VOSB) Preference Program (5 points):**

5 evaluation points for a Prime business that is certified as a Veteran-Owned Small Business.

011 - AWARD OF CONTRACT AND RESERVATION OF RIGHTS

VSA reserves the right to award one, more than one or no contract(s) in response to this RFP.

The Contract, if awarded, will be awarded to the Respondent(s) whose Proposal(s) is deemed most advantageous to VSA, as determined by the selection committee, upon approval of the VSA Board of Directors (if applicable).

VSA may accept any Proposal in whole or in part. If subsequent negotiations are conducted, they shall not constitute a rejection or alternate RFP on the part of VSA. However, final selection of a Respondent may be subject to VSA Board of Directors approval.

VSA reserves the right to accept one or more proposals or reject any or all proposals received in response to this RFP, and to waive informalities and irregularities in the proposals received. VSA also reserves the right to terminate this RFP, and reissue a subsequent solicitation, and/or remedy technical errors in the RFP process.

VSA may require the selected Respondent(s) to execute a contract with VSA, prior to VSA Board of Directors award. No work shall commence until City signs the contract document(s) and Respondent provides the necessary evidence of insurance as required in this RFP and the Contract. Contract documents are not binding on VSA until approved by VSA Board of Directors. In the event the parties cannot negotiate and execute a contract within the time specified, VSA reserves the right to terminate negotiations with the selected Respondent and commence negotiations with another Respondent.

This RFP does not commit VSA to enter into a Contract, award any services related to this RFP, nor does it obligate VSA to pay any costs incurred in preparation or submission of a proposal or in anticipation of a contract.

If selected, Respondent will be required to comply with the Insurance and Indemnification Requirements established herein.

Conflicts of Interest. Respondent acknowledges that it is informed that this solicitation and resulting contract prohibit a VSA Board member or VSA employee, from having a substantial business and/or financial interest in this solicitation or resulting contract.

Additionally, in accordance with VSA's Conflict of Interest Policy, all VSA employees (full-time, part-time, contract, and temporary) and their family members (spouse, domestic partner, cohabitant, child, stepchild, grandchild, parent, stepparent, mother-in-law, father-in-law, son-in-law, daughter-in-law, grandparent, great grandparent, brother, sister, half-brother, half-sister, step-sibling, brother-in-law, or sister-in-law) are prohibited from being a supplier or vendor to VSA and shall not transact any business in his/her official capacity on behalf of the organization with any entity in which he/she has a substantial business interest.

No financial or business advantage may be derived from being a member of the Board or the appointment to a committee serving the Corporation. Board Members or any committee member shall not participate in a vote or decision on a matter (including a contract) involving a business entity or real property in which the Board Member has a substantial interest or has a family relationship within the third degree by consanguinity or second degree of affinity, as defined by Chapter 573, Texas Government Code, as amended. The Corporation's Code of Ethics (described with the Bylaws) shall govern the actions taken regarding conflicts of interest.

Respondent is required to warrant and certify that it, its officers, employees and agents are neither officials, VSA Board members, nor employees of VSA (or VSA family members).

Independent Contractor. Respondent agrees and understands that, if selected, it and all persons designated by it to provide services in connection with a contract, are and shall be deemed to be an independent contractors, responsible for their respective acts or omissions, and that VSA shall in no way be responsible for Respondent's actions, and that none of the parties hereto will have authority to bind the others or to hold out to third parties, that it has such authority.

012 - SCHEDULE OF EVENTS

Following is a list of **projected dates** with respect to this RFP:

Action Item	Date
RFP Issue Date	August 9, 2022
Pre- Submittal Conference	August 16, 2022
Final Questions Due	August 23, 2022
Proposals Due	September 9, 2022

Note: Dates & Times Subject to Change

RFP EXHIBIT 1

INSURANCE REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the insurance requirements set forth below:

A) Prior to the commencement of any work under this Agreement, Contractor shall furnish copies of all required endorsements and completed Certificate(s) of Insurance to VSA, which shall be clearly labeled "Foreign Representative Services - UK" in the Description of Operations block of the Certificate. The Certificate(s) shall be completed by an agent and signed by a person authorized by that insurer to bind coverage on its behalf. VSA will not accept a Memorandum of Insurance or Binder as proof of insurance. The certificate(s) must be signed by the Authorized Representative of the carrier and list the agent's signature and phone number. The certificate shall be mailed, with copies of all applicable endorsements, directly from the insurer's authorized representative to VSA. VSA shall have no duty to pay or perform under this Agreement until such certificate and endorsements have been received and approved by VSA. No officer or employee, other than VSA's President and CEO, shall have authority to waive this requirement.

B) VSA reserves the right to review the insurance requirements of this Article during the effective period of this Agreement and any extension or renewal hereof and to modify insurance coverages and their limits when deemed necessary and prudent based upon changes in statutory law, court decisions, or circumstances surrounding this Agreement. In no instance will VSA allow modification whereby VSA may incur increased risk.

C) A Contractor's financial integrity is of interest to VSA; therefore, subject to Contractor's right to maintain reasonable deductibles in such amounts as are approved by VSA, Contractor shall obtain and maintain in full force and effect for the duration of this Agreement, and any extension hereof, at Contractor's sole expense, insurance coverage written on an occurrence basis, unless otherwise indicated, by companies authorized to do business in the State of Texas and with an A.M Best's rating of no less than A- (VII), in the following types and for an amount not less than the amount listed below:

<u>TYPE</u>	<u>AMOUNTS</u>
1. Commercial General Liability Insurance to include coverage for the following: a. Premises/Operations b. Products/Completed Operations c. Personal/Advertising Injury	For <u>Bodily Injury</u> and <u>Property Damage</u> of \$1,000,000 per occurrence; \$2,000,000 General Aggregate, or its equivalent in Umbrella or Excess Liability Coverage

D) When applicable, Contractor agrees to require, by written contract, that all subcontractors providing goods or services hereunder obtain the similar categories of insurance coverage required of Contractor herein, and provide a certificate of insurance and endorsement that names the Contractor and VSA as additional insureds. Policy limits of the coverages carried by subcontractors will be determined as a business decision of Contractor. Respondent shall provide VSA with said certificate and endorsement prior to the commencement of any work by the subcontractor. This provision may be modified by VSA's President & CEO or their designee, when deemed necessary and prudent, based upon changes in statutory law, court decisions, or circumstances surrounding this agreement. Such modification may be enacted by letter signed by VSA, which shall become a part of the contract for all purposes.

E) As they apply to the limits required by VSA, VSA shall be entitled, upon request and without expense, to receive copies of the policies, declaration page, and all required endorsements. Contractor shall be required to comply with any such requests and shall submit requested documents to VSA at the address provided below within 10 days. Contractor shall pay any costs incurred resulting from provision of said documents.

Visit San Antonio
Attn: Javier Tamez, Administration Division
317 Alamo Plaza
San Antonio, Texas 78205

F) Contractor agrees that with respect to the above required insurance, all insurance policies are to contain or be endorsed to contain the following provisions:

- Name VSA, its officers, officials, employees, volunteers, and Board members as additional insureds by endorsement, as respects operations and activities of, or on behalf of, the named insured performed under contract with VSA, with the exception of the workers' compensation and professional liability policies;
- Provide for an endorsement that the "other insurance" clause shall not apply to VSA of San Antonio where VSA is an additional insured shown on the policy;
- Workers' compensation, employers' liability, general liability and automobile liability policies will provide a waiver of subrogation in favor of VSA.
- Provide advance written notice directly to VSA of any suspension or non-renewal in coverage, and not less than ten (10) calendar days advance notice for nonpayment of premium.

G) Within five (5) calendar days of a suspension, cancellation or non-renewal of coverage, Contractor shall provide a replacement Certificate of Insurance and applicable endorsements to VSA. VSA shall have the option to suspend Contractor's performance should there be a lapse in coverage at any time during this contract. Failure to provide and to maintain the required insurance shall constitute a material breach of this Agreement.

H) In addition to any other remedies VSA may have upon Contractor's failure to provide and maintain any insurance or policy endorsements to the extent and within the time herein required, VSA shall have the right to order Contractor to stop work hereunder, and/or withhold any payment(s) which become due to Contractor hereunder until Contractor demonstrates compliance with the requirements hereof.

I) Nothing herein contained shall be construed as limiting in any way the extent to which Contractor may be held responsible for payments of damages to persons or property resulting from Contractor's or its subcontractors' performance of the work covered under this Agreement.

J) It is agreed that Contractor's insurance shall be deemed primary and non-contributory with respect to any insurance carried by VSA for liability arising out of operations under this Agreement.

K) It is understood and agreed that the insurance required is in addition to and separate from any other obligation contained in this Agreement and that no claim or action by or on behalf of VSA shall be limited to insurance coverage provided.

L) Contractor and any subcontractors are responsible for all damages to their own equipment and/or property.

RFP EXHIBIT 2

INDEMNIFICATION REQUIREMENTS

If selected to provide the services described in this RFP, Respondent shall be required to comply with the indemnification requirements set forth below:

INDEMNIFICATION

RESPONDENT covenants and agrees to FULLY INDEMNIFY, DEFEND and HOLD HARMLESS, VSA and VSA Board of Directors, employees, officers, volunteers and representatives of VSA, individually and collectively, from and against any and all costs, claims, liens, damages, losses, expenses, fees, fines, penalties, proceedings, actions, demands, causes of action, liability and suits of any kind and nature, including but not limited to, personal or bodily injury, death and property damage, made upon VSA directly or indirectly arising out of, resulting from or related to RESPONDENT'S activities under this Agreement, including any acts or omissions of RESPONDENT, any agent, officer, director, representative, employee, consultant or subcontractor of RESPONDENT, and their respective officers, agents employees, directors and representatives while in the exercise of the rights or performance of the duties under this Agreement. The indemnity provided for in this paragraph shall not apply to any liability resulting from the negligence VSA, its Board of Directors, officers or employees, in instances where such negligence causes personal injury, death, or property damage.

The provisions of this INDEMNITY are solely for the benefit of the parties hereto and not intended to create or grant any rights, contractual or otherwise, to any other person or entity. RESPONDENT shall advise VSA in writing within 24 hours of any claim or demand against VSA or RESPONDENT known to RESPONDENT related to or arising out of RESPONDENT's activities under this AGREEMENT and shall see to the investigation and defense of such claim or demand at RESPONDENT's cost. VSA shall have the right, at its option and at its own expense, to participate in such defense without relieving RESPONDENT of any of its obligations under this paragraph.

Defense Counsel - VSA shall have the right to select or to approve defense counsel to be retained by RESPONDENT in fulfilling its obligation hereunder to defend and indemnify VSA, unless such right is expressly waived by VSA in writing. RESPONDENT shall retain VSA approved defense counsel within seven (7) business days of VSA'S written notice that VSA is invoking its right to indemnification under this Contract. If RESPONDENT fails to retain Counsel within such time period, VSA shall have the right to retain defense counsel on its own behalf, and RESPONDENT shall be liable for all costs incurred by VSA. VSA shall also have the right, at its option, to be represented by advisory council of its own selection and at its own expense, without waiving the foregoing.

Employee Litigation - In any and all claims against any party indemnified hereunder by any employee of RESPONDENT, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, the indemnification obligation herein provided shall not be limited in any way by any limitation on the amount or type of damages, compensation or benefits payable by or for RESPONDENT or any subcontractor under worker's compensation or other employee benefit acts.

RFP EXHIBIT 3

LOCAL PREFERENCE PROGRAM (LPP) ORDINANCE

In accordance with Chapter 271, Texas Local Government Code, the City adopted a policy, known as the Local Preference Program, described in the San Antonio City Code Chapter 2, Article XII.

This solicitation is subject to the Local Preference Program. For more information on the program, refer to the Local Preference Program Identification Form attached to this solicitation.

All bidders are required to complete and submit the Local Preference Identification form, regardless of the location of their business.

RFP EXHIBIT 4

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM (VOSBPP) ORDINANCE

Pursuant to Ordinance No. 2013-12-05-0864, effective for solicitations issued after January 15, 2014, all solicitations issued by the City are subject to tracking of Veteran Owned Small Business (VOSB) participation.

For more information on the program, refer to the Veteran-Owned Small Business Preference Program Identification Form attached to this solicitation.

Respondent must complete and return the attached Veteran-Owned Small Business Preference Program Identification Form.

014 - RFP ATTACHMENTS

RFP ATTACHMENT A-1, Part One

Respondent Questionnaire - GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent.

Respondent Name: _____
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____

Website address: _____

Year established: _____

Provide the number of years in business under present name: _____

Federal Employer Identification Number: _____

Texas Comptroller's Taxpayer Number, if applicable: _____
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

Business Structure: Check the box that indicates the business structure of the Respondent.

- Individual or Sole Proprietorship: If checked, list Assumed Name, if any: _____
- Partnership
- Corporation: If checked, check one: For-Profit Nonprofit
Also, check one: Domestic Foreign
- Other: If checked, list business structure: _____

Printed Name of Contract Signatory: _____

Job Title: _____

Provide any other names under which Respondent has operated within the last 10 years and length of time under for each:

Provide address of office from which this project would be managed:

City: _____ State: _____ Zip Code: _____

Telephone No. _____

Annual Revenue: \$ _____

Total Number of Employees: _____

Total Number of Current Clients/Customers: _____

Briefly describe other lines of business that the company is directly or indirectly affiliated with:

List Related Companies:

2. **Contact Information:** List the one person who VSA may contact concerning your proposal or setting dates for meetings.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone No. _____

Email: _____

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes ___ No ___

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes ___ No ___ If "Yes", list authorizations/licenses.

5. Where is the Respondent's corporate headquarters located? _____

6. **Local/County Operation:** Does the Respondent have an office located in San Antonio, Texas?

Yes ___ No ___ If "Yes", respond to a and b below:

- a. How long has the Respondent conducted business from its San Antonio office?

Years _____ Months _____

- b. State the number of full-time employees at the San Antonio office. _____

If "No", indicate if Respondent has an office located within Bexar County, Texas:

Yes ___ No ___ If "Yes", respond to c and d below:

- c. How long has the Respondent conducted business from its Bexar County office?

Years _____ Months _____

- d. State the number of full-time employees at the Bexar County office. _____

7. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes ___ No ___ If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

8. Surety Information: Has the Respondent ever had a bond or surety canceled or forfeited?

Yes ___ No ___ If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

9. Bankruptcy Information: Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes ___ No ___ If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

10. Disciplinary Action: Has the Respondent ever received any disciplinary action, or any pending disciplinary action, from any regulatory bodies or professional organizations?

Yes ___ No ___ If "Yes", state the name of the regulatory body or professional organization, date and reason for disciplinary or impending disciplinary action.

11. Previous Contracts:

a. Has the Respondent ever failed to complete any contract awarded?

Yes ___ No ___ If "Yes", state the name of the organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

b. Has any officer or partner proposed for this assignment ever been an officer or partner of some other organization that failed to complete a contract?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

c. Has any officer or partner proposed for this assignment ever failed to complete a contract handled in his or her own name?

Yes ___ No ___ If "Yes", state the name of the individual, organization contracted with, services contracted, date, contract amount and reason for failing to complete the contract.

REFERENCES

12. Provide three (3) references, that Respondent has provided services to within the past three (3) years. The contact person named should be familiar with the day-to-day management of the contract and be willing to respond to questions regarding the type, level, and quality of service provided.

Reference No. 1:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone No. _____

Date and Type of Service(s) Provided: _____

Reference No. 2:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone No. _____

Date and Type of Service(s) Provided: _____

Reference No. 3:

Firm/Company Name _____

Contact Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Telephone No. _____

Date and Type of Service(s) Provided: _____

RFP ATTACHMENT A-2

BACKGROUND, QUALIFICATIONS & EXPERIENCE

Prepare and submit narrative responses to address the following items.

1. **Visit San Antonio's Primary Contact:** Provide the name of the individual who will be the primary contact for VSA's account. The individual must have sufficient authority to solve routine problems, command the resources necessary to address complex problems, and be accessible as necessary. Please provide his or her relevant experience on accounts of similar size and scope and include the following information:
 - a. Name, Title, Phone Number, Office Location, Mailing Address, and Email Address
 - b. Brief resume including years of experience with Respondent firm and years of experience in Foreign Representative Services
 - c. Role on VSA's account
 - d. Availability during normal business hours, after hours, weekends, and holidays
 - e. Other major accounts for which primary contact will be responsible during the term of the Contract

2. **Other Key Personnel:** List any other key personnel to be assigned to VSA's account and each person's relevant experience on accounts of similar size and scope. Include the following information:
 - a. Name, Title, Phone Number, Office Location, and Email Address
 - b. Brief resume including years of experience with Respondent firm and years of experience in Foreign Representative Services
 - c. Role on the VSA account
 - d. Availability during normal business hours, after hours, weekends, and holidays
 - e. Other major accounts for which key personnel will be responsible during the term of the Contract

3. **Experience, Background, and Qualifications:** Prepare and submit narrative responses to address the following items.
 - a. Describe your experience in providing the services referenced within the Scope of Services for Foreign Representative Services to include:
 - Years of experience
 - Number of any Destination Marketing Organization (or VSA) clients
 - Reference to any high profile clients
 - b. Describe your largest Foreign Representative Service project/agreement performed within the last 5 years and share elements of complexity, summary of requirements and summary or success.

4. **Additional Information:**
 - a. Additional Information. Identify any additional skills, experiences, qualifications, and/or other relevant information about the Respondent's qualifications.

RFP ATTACHMENT A-3

PROPOSED PLAN

Prepare and submit the following items.

Strategic Planning

1. Describe your agency's approach to strategic planning and the evaluation measures that are imposed during the process to ensure that the thinking generated and solutions presented best serve the interests of the client. (Limit to one page)

2. Provide an explanation of how your agency measures/determines the effectiveness of tourism campaigns including return on investment (ROI). At minimum, discuss your agency's approaches to consumer engagement, destination sales training, travel trade product management, airline development and sales familiarization trips. (Limit to one page)

3. Describe 2-3 examples of your agency's experience in representing services in UK, including the leisure travel market, meetings/convention market, and travel trade market. For each listing, highlight your agency's ability to generate relevant strategy and effective communications that speaks to relevant audiences, particularly as it relates to your understanding of the "sweet spot" of various offerings in terms of the core consumers.

4. Provide an explanation of how your agency works with traditional editorial media and social media influencers to provide exposure to client destinations. Include the volume of media leads, conversations and trips your agency handles on a monthly basis. (Limit to one page)

5. Describe your impression of and familiarity with the San Antonio market.

6. Provide 2-3 detailed examples on how you have created innovative sales and marketing efforts for clients.

7. Provide samples of the following work completed by your agency. You may provide samples in electronic format (e.g. Dropbox, WeTransfer, etc.).

- a. Secured editorial media clips (print, broadcast, online, social)
- b. Digital promotions
- c. Travel trade promotions
- d. Collateral
- e. Consumer engagements, collaborative or consumer product good partnerships
- f. Destination sales training

For each sample, briefly describe the work your agency provided to include program results.

**RFP ATTACHMENT A – 4
PRICING SCHEDULE**

Complete the chart below. If possible, indicate the Proposed Retainer Fee for the scope of services that have been identified in this solicitation.

Year of Contract	Proposed Retainer Fee
Year 1	
Year 2	
Year 3	
Year 4	
Year 5	
Year 6	
Year 7	
Total Seven (7) Year Cost:	

RFP ATTACHMENT B



Contracts Disclosure Form

1. Name of person submitting this disclosure form.

First: _____ M.I. _____ Last: _____ Suffix: _____

2. Contract information.

Contract or project name: "FOREIGN REPRESENTATIVE SERVICES - UK"

3. Name of individual(s) or entity(ies) seeking a contract with Visit San Antonio (i.e. parties to the contract).

4. List any individual(s) or entity(ies) that is a partner, parent, or subsidiary entity(ies) of the individual or entity listed in Question 3.

Not applicable - Contracting party(ies) does not have partner, parent, or subsidiary entities.

Names of partner, parent, subsidiary entities, and all the board members, executive committee members and officers of each entity: _____

5. List any individuals or entities that will be subcontractors on this contract.

Not applicable. No subcontractors will be retained for this contract.

Subcontractors may be retained, but have not been selected at the time of this submission.

List of subcontractors, including the name of the owners (s), and business name.

6. Disclosure of conflict of interest.

Are you aware of any fact(s) with regard to this contract that would raise a "conflict of interest" issue for any Visit San Antonio Board member?

I am not aware of any conflict(s) of interest issues for Visit San Antonio Board members.

I am aware of the following conflict(s) of interest:

7. Prohibited Interest in Contracts.

Currently, or within the past twelve (12) months, have you, your spouse, sibling, parent, child or other family member served on the Visit San Antonio Board of Directors?

Currently, or within the past twelve (12) months, has an owner, partner or employee of a business entity in which you, your spouse, parent, child own 10% or more of the voting stock or shares, or 10% or more of the fair market value served on the Visit San Antonio Board of Directors?

Currently, or within the past twelve (12) months, has an owner, partner, or employee of a business entity who owns 10% or more of the voting stock or shares, or 10% or more of the fair market value, that will be a subcontractor for this contract, served on the Visit San Antonio Board of Directors:

- No
- Yes

Acknowledgements

1. Updates Required

I understand that this form must be updated by submission of a revised form if there is any change in the information before the discretionary contract is the subject of action by the Visit San Antonio Board of Directors, and no later than 5 business days after any change has occurred, whichever comes first. This includes information about political contributions made after the initial submission and up until 30 calendar days after contract has been awarded.

2. No Contact with VSA Board Members or Staff during Contract Evaluation

I understand that a person or entity who seeks or applies for a VSA contract or any other person acting on behalf of that person or entity is prohibited from contacting VSA Board members and VSA employees regarding the contract after a Request for Proposal (RFP) has been released.

If contact is required with VSA Board members or VSA employees, the contact will take place in accordance with procedures incorporated into the solicitation documents. Violation of this prohibited contacts provision may lead to disqualification of their offer from consideration.

Oath

I swear or affirm that the statements contained in the Contracts Disclosure Form, including any attachments, to the best of my knowledge and belief are true, correct, and complete.

Your name: _____

Title: _____

Company Name or DBA: _____

Date: _____

Please fill this form out and submit completed form with proposal to Visit San Antonio.
317 Alamo Plaza
San Antonio, TX 78205

RFP ATTACHMENT C

LITIGATION DISCLOSURE FORM

Respond to each of the questions below by checking the appropriate box. Failure to fully and truthfully disclose the information required by this Litigation Disclosure form may result in the disqualification of your proposal from consideration or termination of the contract, once awarded.

Have you or any member of your Firm or Team to be assigned to this engagement ever been indicted or convicted of a felony or misdemeanor greater than a Class C in the last five (5) years?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been terminated (for cause or otherwise) from any work being performed for Visit San Antonio, the City of San Antonio or any other Federal, State or Local Government, or Private Entity?

Yes ___ No ___

Have you or any member of your Firm or Team to be assigned to this engagement been involved in any claim or litigation with Visit San Antonio, the City of San Antonio or any other Federal, State or Local Government, or Private Entity during the last ten (10) years?

Yes ___ No ___

If you have answered "Yes" to any of the above questions, please indicate the name(s) of the person(s), the nature, and the status and/or outcome of the information, indictment, conviction, termination, claim or litigation, as applicable. Any such information should be provided on a separate page, attached to this form and submitted with your proposal.

RFP ATTACHMENT D

LOCAL PREFERENCE PROGRAM IDENTIFICATION FORM

Posted as a separate document.

RFP ATTACHMENT E

VETERAN-OWNED SMALL BUSINESS PREFERENCE PROGRAM IDENTIFICATION FORM

Posted as a separate document.

RFP ATTACHMENT F

SIGNATURE PAGE

By submitting a proposal, Respondent represents that:

If awarded a contract in response to this RFP, Respondent will be able and willing to execute a contract in the form shown in the RFP, with the understanding that the scope and any compensation provisions will be negotiated and included in the final document.

If Respondent is a corporation, Respondent will be required to provide a certified copy of the resolution evidencing authority to enter into the contract, if other than an officer will be signing the contract.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with the insurance and indemnification requirements set out in RFP Exhibits 2 and 3.

If awarded a contract in response to this RFP, Respondent will be able and willing to comply with all representations made by Respondent in Respondent's proposal and during proposal presentation & interview process, if any.

Respondent has fully and truthfully submitted a Litigation Disclosure form with the understanding that failure to disclose the required information may result in disqualification of proposal from consideration.

Respondent agrees to fully and truthfully submit the General Information Form and understands that failure to fully disclose requested information may result in disqualification of proposal from consideration or termination of contract, once awarded.

Respondent agrees to comply with the Restriction on Communications provision of this RFP and that violations of that provision may result in disqualification of proposal from consideration or termination of contract, once awarded.

(S)he is authorized to submit this proposal on behalf of the entity.

If submitting your proposal by paper, complete the following and sign on the signature line below. Failure to sign and submit this Signature Page may result in rejection of your proposal.

Respondent Entity Name

Signature: _____

Printed Name: _____

Title: _____

(NOTE: If proposal is submitted by Co-Respondents, an authorized signature from a representative of each Co-Respondent is required. Add additional signature blocks as required.)

While Co-Respondent does not have to submit a copy of Respondent's proposal, Co-Respondent should answer any questions or provide any information directed specifically to Co-Respondent.

RFP ATTACHMENT G

PROPOSAL CHECKLIST

Use this checklist to ensure that all required documents have been included in the proposal and appear in the correct order.

Document	Initial to Indicate Document is Attached to Proposal
Table of Contents	
General Information & References Questionnaire, RFP Attachment A - 1	
Background, Qualifications & Experience Questionnaire, RFP Attachment A-2	
Proposed Plan Questionnaire RFP Attachment A-3	
Pricing Sheet, RFP Attachment A-4	
* Contracts Disclosure Form RFP Attachment B	
Litigation Disclosure RFP Attachment C	
Local Preference Program Identification Form RFP Attachment D	
Veteran-Owned Small Business Preference Program Identification Form RFP Attachment E	
Proof of Insurability (See RFP Exhibit 2) Insurance Provider's Letter Copy of Current Certificate of Insurance	
* Signature Page RFP Attachment F	
Proposal Checklist RFP Attachment G	
Electronic Proposal Submission - incorporating all Tabs referenced in Section 006 – Proposal Requirements.	

* Documents marked with an asterisk on this checklist require a signature. Be sure they are signed prior to submittal of proposal.