

Addendum #1

State of Iowa Tourism Iowa Travel Guide Production Request for Proposals
July 14, 2017

Questions, Requests for Clarification, and Suggested Changes

Service Providers are invited to submit written questions and requests for clarifications regarding the RFP. The questions or requests for clarifications must be in writing and received by the Issuing Officer by noon July 11, 2017. Oral questions will not be permitted. If the questions, requests for clarifications, or suggestions pertain to a specific section of the RFP, Contractor shall reference the page and section number(s). The IEDA will send written responses to questions, requests for clarifications, or suggestions received from Contractors on or before July 14, 2017. The IEDA's written responses will become an addendum to the RFP. If the IEDA decides to adopt a suggestion that modifies the RFP, the IEDA will issue an addendum to the RFP.

Q1. Whether companies from Outside USA can apply for this? (like, from India or Canada)

A1. Yes.

Q2. Whether we need to come over there for meetings?

A2. Yes.

Q3. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

A3. It is the vendor's responsibility to determine whether it can perform the duties explained in the RFP. The vendor's proposal should explain how these duties will be performed.

Q4. Can we submit the proposals via email?

A4. Proposals may be emailed to jessica.oriley@iowaeda.com provided the proposal is submitted in a PDF format. IEDA shall not be responsible for any proposals not received due to spam filters or other electronic intercepts.

Q5. Would you like us to mail and email our formal response to your attention, or will email only suffice?

A5. Proposals may be sent to Jessica O'Riley, Iowa Economic Development Authority, 200 East Grand Avenue, Des Moines, IA 50309 OR emailed to jessica.oriley@iowaeda.com provided the proposal is submitted in a PDF format. IEDA shall not be responsible for any proposals not received due to spam filters or other electronic intercepts. It is not necessary to send a hard copy and emailed versions.

Q6. Would you consider having our professional sales team handle the advertising sales and pull-through?

A6. Display ads in five sizes (from 1/6 page to full page) are sold by the Iowa Tourism Office for placement in the Iowa Travel Guide. Ad sizes will remain the same as in previous editions. The Iowa Tourism Office will collect all ads and supply to the Service Provider as primarily hi-res, press-ready PDFs. Vendor is not expected or required to provide design services to advertisers.

Q6. Will the printing, paper and fulfillment remain separate and handled by the Iowa Tourism Office?

A6. This RFP does not include printing, paper or fulfillment for the Guide.