

MEDC Trade Show Services Spring 2019
RFP-Case-264458
Questions & Answers

Q1) Are we just to submit our service charges for events? Since we do not have had info on the events - or materials - some costs are unknown.

A1) Yes. We understand that the nature of this RFP doesn't offer specifics on number and types of events and materials that will be required. When the vendor is selected, a purchase order (P.O.) will be opened for a set amount and the chosen vendor will bill against the P.O. In addition to any proposed annual costs (i.e. inventory management and storage), each event will have an individual budget estimate created that details out the specific requirements including development costs, travel, show services coordination, shipping, etc.

Q2) Do you have pictures of the existing materials that you would like to be used in the future for better understanding of what may be needed?

A2) We prefer that bidders provide examples of their work so we can review ideas and capabilities that companies are able to offer.

Q3) Does this necessarily need a budget to go by?

A3) When the vendor is selected, an annual P.O. will be opened for an amount set by MEDC. The chosen vendor will bill against the P.O., which will be adjusted if required.

Q4) Just looking for clarification or if this is just a RFP for measuring costs such as - Warehouse Labor, Inventory management(Website portal) Project manager time, Show Supervision Costs, Show Expense up-charges(Shipping, drayage, electrical, carpet, cleaning, I/D), Storage Fee per cubic ft, etc.....

A4) The MEDC is looking for responses that present cost measurement via explicit costs or examples.