

RFP-CASE-462831 — International Trade

Question Number	Question	Answer
1	For an international bidder incorporated outside the United States and proposing to provide services primarily in overseas markets, is registration with Michigan LARA and submission of a Michigan-issued Certificate of Good Standing mandatory at the proposal stage? If not, would a valid certificate of incorporation/good standing issued by the bidder's jurisdiction of incorporation be acceptable?	No. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The Section II-A.1 documents (Michigan LARA certificate of good standing, UEI, federal attestation, and Tax Identification Number) are required of the prime Bidder only.
2	We would appreciate confirmation that bidders may propose services for a specific geographic market or region, such as Southeast Asia, rather than demonstrating coverage across all regions listed under Foreign Office Services.	No. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
3	The RFP states that MEDC may select one or more bidders to provide foreign office services and/or other international trade support. For the Foreign Office Services component, may a respondent submit a proposal limited to a specific market, which in my firm's case would be Canada, or must a respondent demonstrate the ability to provide Foreign Office Services across all of the geographic regions identified in the RFP? If market-specific proposals are permitted, may MEDC make a separate award for Canada, including to a bidder or subcontractor whose proposed scope is limited to the Canadian market?	No. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
4	The proposal indicated that MEDC is seeking a proponent to provide support services across the following markets: Asia, Canada, Europe, Mexico, the Middle East, India, Oceania, and South America. Would MEDC be interested in evaluating, and therefore accept a proposal covering a limited selection of markets from among those listed above? e.g. Canada and Mexico? Provided this is, of course, reflected in the proposed budget and the proponent's overall ability to deliver the desired services in these markets?	Not for Foreign Office Services. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
5	Geographic coverage — Section I-C: Must each bidder proposing foreign office services demonstrate coverage across all seven listed regions, or may bidders propose individual countries or selected regions?	Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Proposals covering individual countries or selected regions do not meet this requirement. Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
6	Mexico: Section I-B includes Mexico among the target markets, while Section I-C omits it from the minimum coverage list. Is Mexico an eligible market, and is it intended to form part of the minimum coverage requirement?	Mexico is an eligible target market (Section I-B) but is not part of the minimum Foreign Office Services coverage requirement (Section I-C).
7	Regional definitions: Which countries, or minimum number of countries, must be covered within Asia, Europe, the Middle East, Oceania, and South America?	The RFP does not specify countries or a minimum number of countries within each region (Section I-C).
8	Collaborative proposals: May independent consultancies submit a coordinated proposal through one lead contractor, with regional partners acting as subcontractors? Can their combined capabilities satisfy the geographic coverage requirement?	Yes. Bidders may deliver services in collaboration with other organizations (Section I-C). Subcontractors must be listed in the proposal and require MEDC's prior written consent; the prime Bidder remains responsible for all contractual activities (Sections II-A.8, IV-A.10, and IV-B). Combined capabilities may satisfy the coverage requirement.
9	Foreign bidder eligibility — Section II-A.1: May a company incorporated outside the United States serve as the lead bidder? How should such a company satisfy the Michigan certificate of good standing requirement, and are equivalent foreign documents acceptable?	No. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The Section II-A.1 documents (Michigan LARA certificate of good standing, UEI, federal attestation, and Tax Identification Number) are required of the prime Bidder only. Home-country equivalents are not accepted.
10	Partner documentation: Must every participating organization provide a Michigan certificate of good standing, UEI, federal good-standing attestation, and tax identification number, or do these requirements apply only to the lead bidder? Are foreign tax identification numbers acceptable?	The Section II-A.1 documents are required of the prime Bidder only. For each subcontractor, the proposal must provide the firm name, address, contact person, description of the subcontracted work, and its organization and abilities (Section II-A.8).
11	Contract term and budget: What are the anticipated contract start date, initial duration, and renewal options? Does the allocation of up to USD 1 million cover all awards combined, and what period does it cover?	The estimated term is January 1 through December 31, 2027; MEDC may extend it at its discretion, subject to available funding (Section IV-A.1). The allocation of up to \$1,000,000 covers all awards under this RFP; the RFP does not set per-award amounts (Section I-B).
12	Submission deadlines: Please confirm the applicable time zone for the October 14 questions deadline and the November 6 proposal deadline.	All deadlines are Eastern Time: questions were due by 3:00 p.m. ET on October 14, 2026, and proposals are due by 3:00 p.m. ET on November 6, 2026 (Sections II-A and III-B).
13	Michigan Certificate of Good Standing: Is this certificate required for all bidders, including companies legally incorporated and operating outside the United States? If so, would an equivalent certificate of legal existence or good standing issued by the company's country of incorporation be acceptable?	Yes, for prime Bidders; it is part of the Step I compliance screen (Sections II-A.1 and III-D). Home-country equivalents are not accepted. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10).
14	Unique Entity Identifier (UEI) and U.S. Tax Identification Number: Are these requirements mandatory for non-U.S. bidders, or can equivalent foreign registration and tax identification documents be submitted?	Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The Section II-A.1 documents (Michigan LARA certificate of good standing, UEI, federal attestation, and Tax Identification Number) are required of the prime Bidder only. Home-country equivalents are not accepted.
15	Federal Attestation of Good Standing: How should a non-U.S. company demonstrate compliance with this requirement?	Not applicable. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The federal attestation is required of the prime Bidder only (Section II-A.1).
16	Audited Financial Statements: We understand that the RFP specifically refers to two years of third-party financial audits for 501(c)(3) organizations. Could you confirm whether independently audited financial statements are also required from foreign, for-profit companies? If so, how many years of audited financial statements must be provided?	No. The two-year third-party audit attestation applies only to 501(c)(3) organizations (Section II-A.1). Companies incorporated outside the United States may participate only as subcontractors.
17	Participation of Foreign Companies: Can a company incorporated outside the United States submit a proposal directly as the prime contractor, or would registration in Michigan or a U.S.-based prime contractor be required?	No. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10).
18	For foreign office services, must a single bidder demonstrate capacity across all listed regions, or may MEDC award foreign office services for an individual region, such as Europe, to a bidder focused on that region?	No. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
19	May a firm participate as a named subcontractor to a prime bidder for a specific region, and in that case, which eligibility documents (LARA certificate of good standing, UEI, insurance) apply to the subcontractor rather than the prime?	Yes. Section II-A.1 documents and the \$1,000,000 errors and omissions insurance requirement apply to the prime Bidder (Sections II-A.1 and IV-A.9). For each subcontractor, the proposal must provide the firm name, address, contact person, description of the subcontracted work, and its organization and abilities (Section II-A.8).

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20	For a bidder organized outside the United States, how should the LARA certificate of good standing and the federal good-standing attestation be satisfied?	Not applicable. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The Section II-A.1 documents (Michigan LARA certificate of good standing, UEI, federal attestation, and Tax Identification Number) are required of the prime Bidder only.
21	Will MEDC publish the names of organizations that submit questions or intend to bid, so that potential bidders and subcontractors can identify one another?	No.
22	Section I-C requires foreign-office respondents to demonstrate capacity across seven listed global regions, while other sections refer to bidders' proposed markets. May a bidder propose coverage of Europe and Africa without also covering the remaining regions?	No, not for Foreign Office Services. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C); African markets may be included in addition. Bidders may propose Europe and Africa for export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
23	Section I-C does not expressly include Africa in the geographic list. Is African coverage eligible under foreign-office services, export development technical assistance, and trade mission or trade show support?	Yes. African markets are eligible for export development technical assistance and trade mission and trade show support, and may be included in Foreign Office Services in addition to the minimum regions listed in Section I-C.
24	Would MEDC accept a Europe-and-Africa framework with a defined initial country work plan, with additional markets activated based on company demand and MEDC approval?	Not for Foreign Office Services, which require capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). A Europe-and-Africa framework with a defined initial work plan may be proposed for export development technical assistance and/or trade mission and trade show support (Sections I-A and I-C).
25	Does MEDC define particular countries as within or outside the eligible European and African scope? Are there country exclusions or restrictions that bidders should reflect in their proposals?	The RFP does not identify country exclusions or restrictions, and African markets are eligible (see Q23). All activities must comply with applicable U.S. export control and sanctions laws.
26	Would a Hague-based regional office, supported by named country specialists and subcontractors, satisfy the presence requirement? What evidence of local networks, language capability and operational capacity is required?	Foreign Office Services require an in-country or regional presence providing localized market intelligence, representation, and business development connections (Section I-D.2). Proposals must describe that presence, its networks, operational capacity, and staff language, cultural, and regulatory knowledge (Sections II-A.5(a)(i) and II-A.5(b)). The RFP does not require a specific office model.
27	If the seven-region requirement is mandatory for foreign-office services, may we submit a Europe-and-Africa proposal for technical assistance and trade mission support only?	Yes. A Europe-and-Africa proposal may be submitted for export development technical assistance and/or trade mission and trade show support (Sections I-A and I-C).
28	May a Netherlands-registered, for-profit business act as prime contractor? Is a U.S. entity, office or Michigan registration required?	No. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). A U.S. office is not required of a subcontractor.
29	Would MEDC accept a recent Dutch Chamber of Commerce extract and supporting documents in place of the Michigan certificate of good standing? If Michigan registration is mandatory, must it be completed before submission or before award?	Not applicable. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). Subcontractors do not need a Michigan certificate of good standing; the prime Bidder must provide one dated within 90 days of submission (Sections II-A.1 and III-D).
30	What UEI, SAM.gov, tax identification and federal good-standing documentation must a foreign bidder provide, and at what stage? Are prescribed attestation templates available?	Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). Subcontractors are not required to provide a UEI, SAM.gov registration, Tax Identification Number, or federal attestation. For each subcontractor, the proposal must provide the firm name, address, contact person, description of the subcontracted work, and its organization and abilities (Section II-A.8). The RFP does not provide attestation templates.
31	What financial statements or evidence of financial capacity are required from a for-profit foreign bidder?	None. The two-year audit attestation applies only to 501(c)(3) organizations; all Bidders must describe their policies on financial reporting, grant management, and fraud prevention (Section II-A.1). Companies incorporated outside the United States may participate only as subcontractors.
32	Which European and African countries and industries does MEDC expect to prioritize? Can MEDC share historical demand, anticipated company numbers or indicative assignment volumes?	The target markets are Asia, Canada, Europe, Mexico, the Middle East, India, Oceania, and South America (Section I-B), and African markets are also eligible (see Q23). MEDC has not identified priority countries or industries and will not provide historical demand data.
33	How closely do our proposed sectors align with the needs of Michigan businesses expected to participate? Should bidders prioritise export-ready companies, first-time exporters or both?	Both. Technical assistance programs may address distinct stages of a business's export journey, such as export readiness, market entry, and growth (Sections I-C and I-D.3).
34	Would identifying export opportunities linked to African critical-minerals projects and their power, water, transport and processing requirements fall within the scope, where the objective is sales of Michigan goods and services?	Yes, where the objective is sales of Michigan goods and services. African markets are eligible (see Q23), and Bidders may propose one or more service types (Sections I-A and I-C).
35	May the proposed work include monitoring USDA-supported project development and relevant Department of Commerce opportunities, qualifying prospective buyers, and connecting Michigan suppliers with project sponsors and procurement teams?	Yes. Bidders may propose one or more service types, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
36	For food and agricultural exporters, should contractors coordinate with USDA's Foreign Agricultural Service and Michigan's agricultural trade programs? How should referrals and responsibilities be divided?	No. This program is not intended for agricultural exporters, which are supported by the Michigan Department of Agriculture and Rural Development (MDARD).
37	Which European and African markets already receive support through continuing MEDC arrangements? How would a new contractor complement those services, and how would overlapping assignments be allocated?	MEDC does not publish details of its current international service arrangements. Bidders should describe their proposed markets and services, which may include African markets (Section II-A.5(a); see Q23). If awarded services overlap with existing MEDC resources, MEDC's International Trade team will coordinate client assignments to avoid duplication.
38	May bidders use a prime contractor/subcontractor or consortium structure? Which eligibility documents must each partner provide, and are signed commitment letters sufficient at submission?	Yes. Bidders may deliver services in collaboration with other organizations (Section I-C). Subcontractors must be listed in the proposal and require MEDC's prior written consent; the prime Bidder remains responsible for all contractual activities (Sections II-A.8, IV-A.10, and IV-B). For each subcontractor, the proposal must provide the firm name, address, contact person, description of the subcontracted work, and its organization and abilities (Section II-A.8). Commitment letters are not required.
39	Must all country specialists be named at submission, or may additional specialists be appointed with MEDC approval as demand develops?	The Project Manager and assigned staff must be identified by name and title (Section II-A.7). Additional or substitute staff require MEDC's prior approval (Section IV-D).
40	Are there minimum staffing levels, dedicated hours, local-language capabilities or response-time standards?	No. The RFP does not establish minimum staffing levels, dedicated hours, or response-time standards. Proposals must describe staffing, expertise, language and cultural knowledge, and key personnel's dedicated management time (Sections II-A.5(b) and II-A.7).

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41	Will MEDC provide company referrals, or must the contractor independently recruit participants? Who confirms eligibility, approves assignments and determines the level of assistance each company receives?	The Contractor is responsible for identifying, recruiting, and enrolling Michigan small and medium-sized businesses and must describe how client referrals will be coordinated with MEDC (Section II-A.5(d)); MEDC referrals are not guaranteed. MEDC confirms business eligibility where required (see Q99 and Q100), and the Contractor determines the level of assistance consistent with its proposal and approved work plan.
42	For regulatory and compliance support, is the contractor expected to provide initial guidance and specialist referrals, or formal technical assessments? May specialist costs be included in pricing?	Either is acceptable. Bidders should describe the full scope of services offered and include all associated costs, including specialist costs, in the Price Proposal (Section II-B).
43	Does the minimum of two annual trade events apply only to bidders offering trade mission and trade show support? Would that minimum apply per contractor or separately to each proposed region?	Yes, it applies only to Bidders providing trade mission and trade show support (Section I-D.4). The RFP does not specify a per-region minimum.
44	May bidders support existing MEDC events through buyer recruitment, meeting preparation and follow-up, or must they propose additional events? What qualifies as a trade event for this requirement?	Bidders may support existing MEDC events or propose additional events. Trade mission and trade show support includes recruiting Michigan businesses, executing events, and evaluating results, with a minimum of two trade events annually (Section I-D.4). Proposals must identify proposed events, target markets, industries, and timing (Section II-A.5(a)(iii)).
45	How should responsibility and costs be allocated for company recruitment, exhibition space, travel, interpretation and local logistics?	The RFP does not prescribe a pricing structure. The Price Proposal must include a schedule of all expenses by project and/or activity, the estimated number of companies served, and the cost per company served for each program (Section II-B).
46	Is the anticipated allocation of up to \$1,000,000 shared across all awards and service categories? Are indicative regional budgets or contract ceilings available?	Yes. The allocation of up to \$1,000,000 covers all awards and service categories (Section I-B). The RFP does not establish regional budgets or per-contract ceilings.
47	May bidders propose a monthly regional service fee combined with fixed prices for company assignments and events, with the required cost-per-company breakdown?	Yes. The RFP does not prescribe a pricing structure. The Price Proposal must include a schedule of all expenses by project and/or activity, the estimated number of companies served, and the cost per company served for each program (Section II-B).
48	Must prices and invoices be in U.S. dollars? How should foreign bidders address applicable VAT, exchange-rate exposure and approved third-party expenses under the firm-price requirement?	Rates are firm for the duration of the Contract (Section III-L). The RFP does not specify currency or address VAT or exchange-rate adjustments. Companies incorporated outside the United States may participate only as subcontractors.
49	Is leveraged or matching funding mandatory? Are participant fees permitted, and how should they be reflected in the budget?	No. The RFP does not establish a minimum match or leverage requirement. The selected Bidder must document leveraged funding sources consistent with its proposal (Section I-D.8). Participant fees are permitted and may be reported as leveraged funding.
50	What is the payment period after invoice approval? Can approved event deposits or substantial third-party commitments receive advance funding?	Invoicing and reimbursement are quarterly; payment is made after the MEDC Contract Manager approves invoices demonstrating the work was appropriately performed (Section IV-A.2).
51	Does MEDC prescribe minimum performance targets, reporting templates or a CRM system? How should contractors measure export outcomes that arise after the contract period?	The RFP does not prescribe minimum performance targets. MEDC will provide report templates, and reporting requirements will be defined in the executed agreement. Reports are uploaded to the MEDC Salesforce portal, with email as a backup. Bidders propose outcome metrics and a data collection methodology (Sections I-D.7 and II-A.5(c)).
52	May a contractor serve other economic-development agencies and private clients in the same regions, subject to disclosure and confidentiality safeguards? Are there exclusivity requirements?	Yes. The RFP does not include an exclusivity requirement. Bidders must disclose any actual or potential conflict of interest in an exhibit to the proposal; unresolved conflicts may result in disqualification (Section III-G). The Contractor may not disclose information about Michigan's economic development efforts to any other party during the term and for two years after (Section IV-A.8).
53	Will MEDC accept the required liability coverage from an insurer covering a Dutch entity? What additional insurance, data protection or cybersecurity requirements apply?	The prime Contractor must carry errors and omissions insurance of not less than \$1,000,000 (Section IV-A.9) and must be a U.S. entity. The RFP does not specify additional insurance, data protection, or cybersecurity requirements.
54	Can MEDC provide the draft professional services agreement before submission, including provisions on intellectual property, approved non-cancellable expenses and contract extensions?	No. Contract terms are set out in Section IV, including term extension (Section IV-A.1). The final executed Contract controls in the event of any discrepancy (Section IV-C).
55	Within the published evaluation criteria, how will MEDC assess geographic breadth against depth of country expertise? May bidders offer separately priced regional modules so MEDC can award Europe, Africa or both?	Proposals are scored on the criteria in Section III-D. Separately priced regional modules, including Europe and Africa, are permitted; MEDC may award all or any part of the RFP (Sections I-A and II-B).
56	Are there page limits, submission templates, file-format requirements or attachment-size limits? Please also confirm the time zone governing the question and proposal deadlines.	MEDC can accept a maximum of 30 MB per email, and PDF format is preferred. Larger submissions may be sent in multiple emails, with each subject line identifying the sequence (e.g., "message 1 of 3") (Section II-C). Proposals should be prepared simply and economically, with attachments limited to those required or essential (Sections II and III-C). The Technical and Price Proposals may be submitted in a single email, provided they are separate, clearly labeled documents, using the subject line "RFP-CASE-462831 Technical and Price Proposals" plus the company name (Section II-C). Deadlines are 3:00 p.m. Eastern Time.
57	Which time zone applies to the October 14 question deadline and November 6 proposal deadline, both stated as 3:00 p.m.? Which working-day calendar applies to the initial workplan due five working days after MEDC contract execution?	All deadlines are Eastern Time: questions were due by 3:00 p.m. ET on October 14, 2026, and proposals are due by 3:00 p.m. ET on November 6, 2026 (Sections III-A and III-B). The RFP does not otherwise define working days.
58	Will MEDC provide prescribed monthly progress, invoice and outcome-report templates, including outcome-report due dates? If so, will those be supplied with the published responses or with the contract?	Yes. MEDC will provide report templates with the Contract. The Contractor submits quarterly written progress reports (Section IV-D) and reports outcomes on the schedule and in the format MEDC specifies (Section I-D.7).
59	What company-level reporting fields and supporting source information should the provider transmit to MEDC, and what approved transfer method should it use?	Reporting fields will be defined in the executed agreement. Information is uploaded to the MEDC Salesforce portal, with email as a backup.
60	Please confirm whether organisations incorporated outside the United States are eligible to bid for this opportunity and whether bidders are required to maintain an office, legal entity, employees or other physical presence in the State of Michigan either at proposal submission or during contract delivery.	Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The prime Bidder is not required to maintain a Michigan office, employees, or physical presence but must provide a Michigan LARA certificate of good standing dated within 90 days of submission (Section II-A.1).

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61	Section II-A requires bidders to provide a Certificate of Good Standing from the Michigan Department of Licensing and Regulatory Affairs dated within 90 days of proposal submission. For a bidder incorporated outside the United States, please confirm whether registration as a foreign entity in Michigan and a Michigan Certificate of Good Standing are mandatory prior to proposal submission, or whether equivalent evidence of good standing from the bidder's jurisdiction would be accepted.	Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). The prime Bidder must provide a Michigan LARA certificate of good standing dated within 90 days of submission (Sections II-A.1 and III-D). Home-country equivalents are not accepted.
62	Please confirm whether a Unique Entity Identifier is mandatory for all bidders at the point of proposal submission, including non-US entities, or whether a successful bidder may obtain a UEI prior to contract award.	A UEI is required of the prime Bidder at submission (Section II-A.1). Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). Subcontractors do not need a UEI.
63	Please confirm that bidders may submit proposals for one or more individual service types, for example Export Development Technical Assistance and/or Trade Mission and Trade Show Support, without also being required to provide Foreign Office Services.	Yes. Bidders may propose one or more service types, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
64	The RFP states that respondents seeking to provide Foreign Office Services must demonstrate capacity across, at minimum, Asia, Canada, Europe, India, the Middle East, Oceania and South America. Please confirm whether a bidder must provide coverage across all listed regions to bid for Foreign Office Services, or whether proposals covering selected markets/regions will be considered.	Yes. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
65	Where a bidder proposes Foreign Office Services, can the required international geographic coverage and in-country presence be delivered through named subcontractors or delivery partners, provided these organisations and their capabilities are fully described within the Technical Proposal?	Yes. Bidders may deliver services in collaboration with other organizations (Section I-C). Subcontractors must be listed in the proposal and require MEDC's prior written consent; the prime Bidder remains responsible for all contractual activities (Sections II-A.8, IV-A.10, and IV-B).
66	Please clarify what MEDC considers sufficient evidence of an "in-country or regional presence". Specifically, does this require a permanent owned office and directly employed personnel, or can an established delivery partner/network with demonstrable local expertise, relationships and operational capacity satisfy this requirement?	Foreign Office Services require an in-country or regional presence providing localized market intelligence, representation, and business development connections (Section I-D.2). Proposals must describe that presence, its networks, operational capacity, and staff language, cultural, and regulatory knowledge (Sections II-A.5(a)(i) and II-A.5(b)). An established delivery partner or network may satisfy the requirement if described in the proposal.
67	Is MEDC able to provide an indicative number of Michigan businesses expected to receive support during the 12-month contract period, either overall or by service type, and any indicative profile of those businesses in terms of size, sector, export experience or priority international markets?	The RFP does not establish a number of businesses to be served. Bidders estimate the number of companies served for each program in the Price Proposal (Section II-B). The RFP does not profile businesses beyond Michigan small and medium-sized businesses (Section I-A).
68	Does MEDC have an indicative allocation of the programme's up-to-\$1,000,000 budget between Foreign Office Services, Export Development Technical Assistance, and Trade Mission/Trade Show Support, or should bidders propose the scale and budget of their own programme based on anticipated company volumes and outcomes?	No. The RFP does not allocate the budget among service types (Section I-B). Bidders propose pricing, the estimated number of companies served, and the cost per company served for each program (Section II-B).
69	As MEDC reserves the right to award all or part of the RFP, please confirm whether MEDC anticipates appointing multiple providers specialising in different service types and/or geographic markets, and whether there is any anticipated maximum or minimum contract value per successful provider.	MEDC may select one or more Bidders and may award all or any part of the RFP (Section I-A). The RFP does not establish a minimum or maximum award amount within the up-to-\$1,000,000 allocation (Section I-B).
70	For bidders proposing Trade Mission and Trade Show Support, should bidders identify two specific trade events within their proposal, or would MEDC accept indicative target markets/sectors and subsequently agree the most appropriate events with the successful contractor based on participating company needs and market opportunities?	Proposals must identify proposed events (minimum of two annually), including target markets, industries, and anticipated timing (Section II-A.5(a)(iii)).
71	Please clarify the anticipated division of responsibility between MEDC and the successful contractor for identifying and recruiting Michigan SMEs. In particular, will MEDC provide/referral-source a pipeline of potentially eligible companies, or should bidders assume primary responsibility for generating and recruiting participating businesses?	The Contractor is responsible for identifying, recruiting, and enrolling Michigan small and medium-sized businesses and must describe how client referrals will be coordinated with MEDC (Section II-A.5(d)).
72	Deliverable 8 requires documentation of leveraged funding sources supporting the project. Please clarify whether leveraged funding is a mandatory requirement of the programme and, if so, whether MEDC has a minimum expected leverage ratio or financial contribution from the bidder or participating businesses.	No. The RFP does not establish a minimum match or leverage requirement. The selected Bidder must document leveraged funding sources consistent with its proposal (Section I-D.8).
73	Section III-D notes that MEDC may consider economic impact on the State of Michigan when evaluating pricing. For an international bidder delivering services primarily outside Michigan, please clarify how MEDC expects bidders to evidence or quantify Michigan economic impact within the Price Proposal.	In Step III, MEDC may consider economic impact to Michigan, including job creation, job retention, and tax revenue (Section III-D). The RFP does not prescribe a method for quantifying economic impact.
74	Can bidders submit proposals for selected services and/or geographies, rather than providing coverage across the full scope? The RFP does not appear to divide the requirement into formal lots, so it would be useful to understand if this is possible, and if so, how partial bids will be evaluated.	Yes. Bidders may propose one or more service types, and MEDC may award all or any part of the RFP (Sections I-A and I-C). Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). All proposals are evaluated on the criteria in Section III-D.
75	The Technical Proposal requires bidders to provide, among other information, a Michigan certificate of good standing, UEI number, federal attestation of good standing and Tax Identification Number. Is the RFP open to organisations that are not incorporated or based in Michigan or the US? if so, can international bidders provide equivalent corporate, tax and good-standing documentation from their home jurisdiction?	U.S. organizations outside Michigan may bid as prime by registering with LARA as a foreign entity and providing the Section II-A.1 documents. Companies incorporated outside the United States may participate only as subcontractors to a U.S. prime Bidder, with MEDC's prior written consent (Sections II-A.8 and IV-A.10). Home-country equivalents are not accepted.
76	The RFP requires bidders to maintain an in-country or regional presence and provide localised market intelligence, representation and business development connections. - What level of in-market presence is expected? - Is a permanent physical office required, or would locally based staff/partners meet the requirement? - What volume of activity and businesses is anticipated per market?	Foreign Office Services require an in-country or regional presence providing localized market intelligence, representation, and business development connections (Section I-D.2). Proposals must describe that presence, its networks, operational capacity, and staff language, cultural, and regulatory knowledge (Sections II-A.5(a)(i) and II-A.5(b)). The RFP does not specify activity volumes per market.
77	Export development programmes - How many export development programmes does MEDC expect to commission in total? - Is there an anticipated number of programmes per geography, sector or target cohort? - Is there an expected number of Michigan SMEs to be recruited and supported?	The RFP does not establish a number of programs or businesses to be served. Bidders may offer one or more export development programs and estimate companies served for each in the Price Proposal (Sections I-C and II-B).
78	The RFP refers to periodic check-ins, site visits and reporting requirements. - Are regular face-to-face meetings or site visits in Michigan expected? - If so, what frequency should bidders assume for pricing purposes?	The Contractor must participate in periodic check-ins, site visits, and reporting as reasonably requested by MEDC (Section I-D.10). The RFP does not specify frequency.
79	Bidders are required to propose a minimum of two trade events annually. - Is the minimum of two events applicable to the overall contract, each supplier or each geography?	The minimum of two trade events annually applies to each selected Bidder providing trade mission and trade show support (Section I-D.4). The RFP does not specify a per-geography minimum.

Question Number	Question	Answer
80	The Statement of Work identifies objectives including increasing export readiness and international sales, diversifying business revenues, strengthening firm-level resilience, and supporting job creation and economic growth in Michigan. Can MEDC clarify the specific outcomes and KPIs that successful bidders will be expected to achieve (e.g. businesses supported, export sales/revenue generated, jobs created or safeguarded, new markets entered), including any minimum targets? Please also confirm the timeframe over which these outcomes will be measured and reported.	The RFP lists example outcomes (export sales, new markets, jobs supported, client satisfaction, businesses served, new contracts, and in-market meetings) but sets no minimum targets (Section I-D.7). Bidders propose outcome metrics and a data collection methodology, reported on the schedule and in the format MEDC specifies (Section II-A.5(c)).
81	For non-Michigan based companies, will a certificate of good standing from their state of incorporation suffice instead of one from Michigan Department of Licensing and Regulatory Affairs? If not, how can an out of state company procure this certificate?	No. A Michigan LARA certificate of good standing dated within 90 days of submission is required of all Bidders. Out-of-state entities may obtain one by registering with LARA to transact business in Michigan (Sections II-A.1 and III-D).
82	Can a single applicant institution apply for multiple awards under this RFP on behalf of distinct operating units or Doing Business As (DBA) entities?	No. Each legal entity may submit one proposal under this RFP. A DBA or operating unit is not a separate legal entity; the proposal, Section II-A.1 documents, and any Contract must be in the legal entity's name. An organization may also submit one proposal under each of the other concurrent RFPs.
83	What is the maximum allowable or required MEDC indirect cost rate for budget calculations under this application?	Indirect costs are limited to 15% of modified total direct costs (MTDC), consistent with the federal de minimis rate (2 CFR 200.414(f)). Because these are not federal funds, federally negotiated or previously approved rates do not apply. Show indirect costs in the Price Proposal (Section II-B).
84	Exhibit A and Section II-B state that quoted rates must remain firm for the duration of the contract. Will MEDC permit line-item budget adjustments prior to final contract execution to reflect the final allocated award amount?	Yes. Line-item budget adjustments to reflect the final award amount may be made prior to contract execution. Once the Contract is executed, quoted rates are firm for its duration (Sections II-B and III-L).
85	May a bidder submit a proposal covering a subset of the components or geographic regions outlined in Section I-C without proposing to deliver on all program areas?	Yes. Bidders may propose one or more service types, and MEDC may award all or any part of the RFP (Sections I-A and I-C). Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C).
86	For foreign office services, Section I-C lists minimum regions (Asia, Canada, Europe, India, Middle East, Oceania and South America), while the Objectives in Section I-B also include Mexico. Will MEDC consider foreign office proposals covering a subset of these regions (for example, Japan, India and South Asia only)?	No. Bidders proposing Foreign Office Services must demonstrate capacity across, at a minimum, Asia, Canada, Europe, India, the Middle East, Oceania, and South America (Section I-C). Bidders may instead propose export development technical assistance and/or trade mission and trade show support, and MEDC may award all or any part of the RFP (Sections I-A and I-C).
87	Which Section II-A-1 documents (LARA Certificate of Good Standing, UEI, Attestation of Good Standing with the Federal Government, Tax Identification Number) are required from subcontractors, including subcontractors organized outside the United States, as opposed to the prime bidder only?	None. The Section II-A.1 documents are required of the prime Bidder only. For each subcontractor, the proposal must provide the firm name, address, contact person, description of the subcontracted work, and its organization and abilities (Section II-A.8). This applies equally to subcontractors organized outside the United States.
88	Is there a required form or format for the "Attestation of Good Standing with the Federal Government"? Is a SAM.gov registration record or UEI confirmation acceptable?	Yes. There is no prescribed form, and documentation from a federal agency is not required. A signed statement from an authorized representative certifying that the organization is in good standing with the federal government and is not suspended, debarred, or otherwise excluded from federal awards or contracts, together with its UEI, satisfies the requirement (Section II-A.1). A copy of the active SAM.gov registration may be included as support.
89	Should trade mission and trade show budgets include costs for participating Michigan companies (travel, booth space, registration), or only the bidder's logistics and program delivery fees? May bidders charge participation fees to companies, and should these be reported as leveraged funding under Deliverable 8?	Budgets should include the Bidder's program delivery fees to MEDC. Bidders may charge participation fees to companies, which may be reported as leveraged funding (Section I-D.8).
90	Are Michigan education service providers (for example, colleges, universities and education technology companies) eligible participants for trade missions or technical assistance under this RFP, or is participation limited to small and medium-sized businesses exporting goods and non-education services? Is there a size definition for "small and medium-sized businesses"?	No. Participation is limited to Michigan small and medium-sized businesses exporting goods and non-education services (Section I-A). Size is based on the current U.S. Small Business Administration (SBA) definition. Cannabis-related businesses, gambling activities, adult-oriented businesses, and activities prohibited by federal or state law are ineligible for MEDC support.
91	Is there a minimum or expected number of companies to be served per program, per country location and does MEDC expect to make multiple awards?	The RFP does not establish a minimum number of companies per program or location. MEDC may select one or more Bidders (Section I-A).
92	As independent contractors serving multiple EDO clients, should bidders disclose economic development or investment attraction work performed for other U.S. states, regions or foreign governments as a potential conflict under Section III-G?	Yes. Bidders must disclose any actual or potential conflict of interest in an exhibit to the proposal; unresolved conflicts may result in disqualification (Section III-G). The Contractor may not disclose information about Michigan's economic development efforts to any other party during the term and for two years after (Section IV-A.8).
93	Is data collection only required to be done for the bidder/subcontractors' proposed services during the one-year period of the proposed contract period?	The Contractor must maintain records during the term and for seven years after the Contract ends, with MEDC access at any time (Section IV-A.5). The RFP does not require outcome reporting after the term.
94	Will MEDC require data collection after the closing of the contract period in December 2027?	The Contractor must maintain records during the term and for seven years after the Contract ends, with MEDC access at any time (Section IV-A.5). The RFP does not require outcome reporting after the term.
95	Is data collection required to be performed quarterly or monthly or at the end of the contract period?	Quarterly. The Contractor submits quarterly written progress reports (Section IV-D) and reports outcomes on the schedule and in the format MEDC specifies (Section I-D.7).
96	What type of international referrals would the subcontractor be required to provide to the MEDC, to whom the referrals would be sent to?	International referrals are sent to MEDC's Director of International Trade.
97	Who is MEDC Business Support Unit/contact that the awarded subcontractor will be required to work with for the International Trade Support services it will be performing?	The Contractor works under the direction of MEDC's Business Support Unit, and MEDC will appoint a Contract Manager (Section IV-D).
98	What indirect costs are allowed under the subcontractor services provided? Is there a maximum percentage allowed for bidders to include in their proposal?	Indirect costs are limited to 15% of modified total direct costs (MTDC), consistent with the federal de minimis rate (2 CFR 200.414(f)). Because these are not federal funds, federally negotiated or previously approved indirect cost rates do not apply. The limit applies to total indirect costs in the proposal, including subcontracted services. Show indirect costs in the Price Proposal (Section II-B).
99	Is there a requirement that awarded subcontractors will need to validate information/qualify businesses before providing the proposed services? If so, what is that process?	The Contractor identifies, recruits, and enrolls businesses as described in its proposal and coordinates client referrals with MEDC (Section II-A.5(d)). MEDC qualification, where required, typically takes three to five business days.
100	How long would it take MEDC to qualify the business before subcontractor could provide the contracted services?	MEDC qualification typically takes three to five business days.
101	Are subcontractors required to validate if a client is new to MEDC and ensure they complete any required MEDC international paperwork before providing its services?	This will be determined between MEDC and the Contractor after award.
102	Will subcontractors be asked to recruit for any international services outside of the subcontractors proposed international services?	No.

Question Number	Question	Answer
103	How many Michigan SMEs does MEDC anticipate supporting annually through this program?	The RFP does not establish a number of businesses to be served. Bidders estimate the number of companies served for each program in the Price Proposal (Section II-B).
104	Section IV - the Contract Terms and Conditions, item 2) Payments - Section states that "payments under the contract will be made monthly and after receipt and approval by the MEDC Contract Manager of billing statements/invoices demonstrating that the work for which payment is being requested was appropriately performed." Why is there not a set grant dollar amount being awarded in each of the grant opportunities? In the past we receive the grant award and pay invoices and then submit reports of expenditures and accomplishments. If payment is made as stated in T&Cs above, what are the expected payment terms? Net 15 or Net 30? As a nonprofit we expect to utilize subcontractors to deliver TA and will be processing payments to the subcontractors- which now will be delayed for additional review and approval after the work has been completed.	Funds are disbursed on a reimbursement basis.
105	Must small businesses receiving assistance under each grant be physically located in Michigan? Or, if they are located outside of Michigan, can they register in LARA to fulfill the Michigan requirement?	Yes. Services are for small and medium-sized businesses located in Michigan (Sections I-A and I-B); a business located outside Michigan does not become eligible by registering with LARA. Cannabis-related businesses, gambling activities, adult-oriented businesses, and activities prohibited by federal or state law are ineligible for MEDC support.