

**Posted Date:** April 14, 2021

**Solicitation No.:** RFP210186DWJ

**Solicitation Name:** VCB United Kingdom, Ireland, & Scandinavia Representation

**Subject:** Addendum Number 4

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

**1. REVISION TO SUBMITTAL REQUIREMENTS & EVALUATION CRITERIA**

The following shall be revised where indicated as it pertains to TAB 5: Detailed Proposal - PERSONNEL HOURLY RATE:

Existing: Provide both a domestic and international rate for anticipated personnel such as:

Replace with: Provide a breakdown of the hourly rates per personnel working on the account and an estimated amount of hours dedicated for anticipated personnel such as:

All other elements and details of Tab 5 remain unchanged.

**2. ATTACHMENT: NONE**

**3. QUESTIONS/ANSWERS**

1.	The RFP mentions that we need to provide both a domestic and international rate for anticipated personnel, can you clarify what is meant by this?
<b>Answer</b>	<b>Please see revision to Submittal Requirements &amp; Evaluation Criteria above. Rate shall be in USD and hourly.</b>

2.	Under the following section 10.1.2. 'VCB Trade Show Registrations table you have provided estimated costs to be paid for by the VCB and the Proposer. Can you advise if only the 'costs paid by Proposer' would come out of the \$300,000 annual budget and if yes, how are the costs typically allocated towards 'VCB Budget' and The 'The Proposer budget'?
<b>Answer</b>	<b>The VCB budget covers trade show and event registrations, this would be a separate budget from the annual budget \$300,000 included in this proposal. The proposer's budget would cover any travel expenses to attend a trade show or event on behalf of Lee VCB subject to prior approval. The costs are allocated during the budget plans phase and are proposed by the in market representation firm and approved by Lee VCB. For instance, registration for The Beaches of Fort Myers and Sanibel to be participating at WTM in London would be paid for by VCB Budget, the proposer needs to cover any travel expenses or miscellaneous costs that may accrue to successfully execute the show and meetings. All costs are subject to approval by Lee VCB staff.</b>

3.	To confirm the financial proposal is to be included within the main proposal under Tab 5: Detailed proposal?
<b>Answer</b>	<b>Yes, interested firms shall include their detailed financial proposal under Tab 5. Please be sure to review the Submittal Requirements &amp; Evaluation Criteria listed on page 23 and TAB:5 details on page 25 of the proposal solicitation package.</b>

4.	Are you able to confirm the weighting between UK and Ireland and the Scandinavia markets?
Answer	<b>The weighting is to be determined by the proposer with final approval by Lee VCB. UK provides the largest share in visitations to Lee County across all three regions. The proposer should reflect the share in line with their strategy to grow the maximum number of visitations to Lee County.</b>

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*David Jones*

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