

State of Indiana IDDC2020-1  
 Indiana Destination Development Corporation Indiana Travel Guide RFQ  
 Question and Answer Response Template

Respondent Name:

Indiana Destination Development Corporation
Please Complete Yellow Shaded Regions

Question No.	Page (including the RFQ cover page)	Topic	Specific Question/Inquiry	State's Responses
1	1	Scope of Work/Photography	Is there a mandatory percentage or number of photos required to be taken by vendor? For example, vendor will provide up to 10 new photos, and 10 photos from stock, and obtain rights for those 20?	There is no maximum or minimum use of photos.
2	1	Scope of Work/Photography	When referencing "purchased" in Section 4(a)(iii) and (iv) ("Photography"), are you purchasing direct, or the Vendor will be required to purchase?	IDDC has a library and can get photos from partners. Other than that, vendor would take their own. No stock images.
3	2	Scope of Work/Prohibitions	Do you consider St. Louis, MO or Missouri Division of Tourism competitive regarding this section?	No.
4	2	Scope of Work/Distribution	Distribution centers mentioned: Bulk, INDOT, VC, DMO, Attractions. Can you provide a breakdown of how quantity to each and location addresses?	As of 9/18/20, the estimated amounts are approximately 140,000 copies to polybag or "other distribution," 135,000 guides to 4 to 6 specific large quantity distributions (IDDC PostMasters warehouse, INDOT, AAA, etc.) and 25,000 guides to tourism destinations.
5	3	Subcontractors	As a goal, we understand the outlined percentages for each designation, however, is it mandatory for subcontracts to come from this list or to qualify in one of the 3 categories?	No.
6	2	Evaluation Criteria	Is there any grading criteria you can share with us?	Please see "Evaluation Criteria" section of the RFQ as it does describe the areas in which the evaluators will review and sort bids that it receives.
7		General	Is it mandatory to be an Indiana based parent company to bid on or be chosen to contract from this request?	No.
8	1	Budget	Maximum IDDC funding for this project is \$225,000. Are these co-op funds that the State provides to businesses? If so, what is the normal percentage granted to advertisers?	The \$225,000 maximum funding is entirely IDDC funding.
9		General	Is the State looking at a revenue share for the Travel Guide? Are there certain thresholds here we should be aware of?	This is not a revenue share; IDDC's regional account executives sell any advertising for the Travel Guide.
10	1	Budget	Should a proposal detail all expenses, enabling IDDC to "pick" what will fit within the proposed funding amount?	Yes
11	3	Proposal Content	The RFQ notes suggestions on how to maximize ad revenue; is the vendor going to be responsible for this aspect and does the vendor retain the revenue from the advertising to help offset the additional costs to meet all aspects of this RFQ?	IDDC shall maintain the revenue; responsive vendors may certainly propose something for IDDC consideration, but there are no guarantees.
12	1 through 2	Scope of Work	Will vendor be responsible for any of the advertising sales?	No.
13	1 through 2	Scope of Work	Will vendor be solely responsible for ad sales or will we be expected to work alongside the RAEs?	Work with IDDC, who will work with RAEs to sell and proof ads.
14	1 through 2	Scope of Work	Will vendor need to set up credit checks/billing/collections?	No.
15	1 through 2	Scope of Work	If vendor is responsible for ad sales, will there be an expected advertising revenue share to support the cost of production of the guide & maps?	No revenue share.
16	2	Scope of Work	If vendor is a publisher of multiple (other) state tourism guides, would that vendor be disqualified under the "Prohibitions" section of the RFQ?	A determination made whether this would fall under the prohibited competition referenced in the RFQ and, if not, the proposal would still be considered for this project.
17	2	Evaluation Criteria	Will the decision be heavily weighted to support an Indiana business (will vendor be disqualified for not having a State of Indiana vendor ID & bidder number)?	You do not need to be currently registered with the State of Indiana, though if chosen you will need to be registered to do business in this state, have a vendor ID and a bidder ID.

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18	3	Subcontractors	Do any of the RAE's (regional account executives) qualify as Minority or Women's Business Enterprises for this contract?	Information about currently certified businesses as well as obtaining said certifications can be found at <a href="https://www.in.gov/idoa/mwbe/index.htm">https://www.in.gov/idoa/mwbe/index.htm</a>
19	3	Subcontractors	Is it mandatory to have 4% minority and 9% women-owned subcontractor participation? Will decision be heavily weighted to the advantage of the company that can find qualifying subcontractor(s) that fit within this range? Do you have recommended certified subcontractors that would be appropriate to this type of project?	Subcontractor participation of any kind is not required for this RFQ, and such participation (if any) proposed by vendors in response to this RFQ is only one of a number of criteria for vendor selection. Information about currently certified businesses as well as obtaining said certifications can be found at <a href="https://www.in.gov/idoa/mwbe/index.htm">https://www.in.gov/idoa/mwbe/index.htm</a> .
20	1	Scope of Work	The technical specs reference a BRC - what is the purpose of the BRC? Is this for reader service leads? If so, is vendor expected to provide the reader service functions such as gathering the leads and sending them to appropriate partners?	If the BRC is used for leads to IDDC and advertisers, IDDC will gather and distribute.
21	1	Scope of Work	Since the print quantity is 300,000 plus minimum 3% overrun, should the shipping quote and distribution quote each reflect a total quantity of 309,000?	Yes, and it can be separated out in the quote.
22	1	Scope of Work	Is there a specific quantity per carton that the shipping quote should reflect?	No.