



REQUEST FOR PROPOSALS ADDENDUM

Request for Proposals Title:	Japanese Business Development and Relationship Consultant
Solicitation Number:	20-01
Addendum Number:	1
Solicitation Coordinator:	Nick Ioanna, CPPB
Contact Information:	ioannan@prosperportland.us
Issue Date of this Addendum:	October 22, 2020

1.0 PURPOSE OF THIS ADDENDUM

The Portland Development Commission d/b/a Prosper Portland (“Prosper Portland”) is issuing this Addendum to the Request for Proposals named-above (the “RFP”) to respond to questions Prosper Portland received about the RFP during the Pre-Proposal Conference held on October 22, 2020 and to make changes to the RFP.

2.0 QUESTIONS & ANSWERS FROM PRE-PROPOSAL CONFERENCE

1. How often is the newsletter circulated and is it in Japanese?
 - a. It is distributed once per quarter. Yes, the newsletter is in Japanese and is targeted to Japanese citizens living in Japan but there is some circulation in Portland
2. How is the newsletter distributed?
 - a. Distributed through Email, Mail Chip, Medium, and sent to the Tokyo office.
3. Is the consultant reporting to Prosper Portland? Or is there a connection with some other offices? How does communication flow?
 - a. Report to Prosper Portland and the communications will flow through Prosper Portland.
4. Is the consultant responsible for creating the newsletter?
 - a. It's a collaborative effort between Prosper Portland, partners and the consultant when it comes to choosing topics. The consultant will create the newsletter and translate it into Japanese and be responsible for distribution.

5. How would you describe this role – business development, business management, or administrative assistant?
 - a. Business development with administrative responsibilities.
6. How many people on Prosper Portland team?
 - a. Just three.
7. Do you focus on a particular industry every year?
 - a. No particular focus every year, just our regular clusters. However, this year is an exception because of the upside for the Food and Beverage industry for 2020. Next sector focus is green cities, sustainability, clean technology clusters, and tech start-ups.
8. How is this closing any gaps now that Travel Portland has reduced their staff?
 - a. We work closely with travel in some areas, but not closing any gaps. We do different things from them.
9. Does this initiative work with Greater Portland Inc?
 - a. Yes, but not primarily. Only if there are investments
10. Focus right now is clean tech – what about tech & media and athletic & outdoor and other things on the website?
 - a. Food & Bev is not a major cluster. But yes, all the clusters are part of it when relevant. We have other team members that lead those clusters.
11. What is the frequency of traveling?
 - a. Anticipate going once to twice a year (in the future). We try to coordinate with the City of Portland's Mayor.
12. What does success look like for this program?
 - a. Increased trading between Portland and Japan. A growth in the information we have about Japan and a growth of information we can share about Portland. More investments from Japan. Newsletter up to 3-4 thousand. Success in all of the areas of the RFP. The contract will have metrics we expect the consultant to meet
13. Does the scope include inviting attendees and coming up with the presentation and then consultant is also responsible for giving the webinar?
 - a. The webinars are ones we join. The consultant should identify which webinars Prosper Portland should be a part of.

14. How often would we want to be participating in webinars?

- a. When they come up – can't say exactly when these will occur or how many we should be a part of. Consultant should be working to identify opportunities for us.

15. Who needs to have the minimum insurance requirements?

- a. The contract lead should be able to meet the minimum insurance. Prosper Portland has tried to work with and be flexible on the insurance requirements with small businesses in the past. The amounts listed is our standard requirements, but we are open to negotiating amount limits.

16. How many hours do you expect the consultant to be working?

- a. It's going to depend a lot upon what we need to get done.

3.0 CHANGES TO THE RFP

This addendum adds the requirement that any firm, vendor, or consultant responding to the RFP must be fluent in Japanese or have someone in their firm who speaks Japanese.

Attachment A to this addendum makes several changes to the RFP.

- Section 4.4 Promotion of Certified Firms is replaced in its entirety with Section 4.4 in Attachment A.
- Section 4.6 Proposer Certification has been modified and the table is removed and now resides in Section 4.7.
- Section 4.7 has been added.

4.0 GENERAL INSTRUCTIONS

This Addendum constitutes an integral part of the RFP and is to be read in conjunction with the RFP. Unless specifically changed by this Addendum, all other requirements and provisions of the RFP remain unchanged. Capitalized terms used in this Addendum without definition have the same meaning ascribed to those terms in the RFP. It is the responsibility of all Proposers to conform to this Addendum and modify their proposals accordingly.

END OF THIS ADDENDUM

**ATTACHMENT A:
RFP 20-01 ADDENDUM 1
JAPANESE BUSINESS DEVELOPMENT & RELATIONSHIP CONSULTANT**

4.4 PROMOTION OF CERTIFIED FIRMS

Prosper Portland is committed to increasing contracting and subcontracting opportunities for State of Oregon certified disadvantaged, minority-owned, women-owned, and emerging small business enterprises (collectively, “Certified Firms”) in order to promote their growth, capacity-building, and economic success. As part of your response to this RFP, address the following:

- **Certification Status.** Is your firm currently a Certified Firm or has your firm recently applied for certification with the State of Oregon’s Certification Office of Business Inclusion and Diversity (“COBID”)? If so, provide a copy of the COBID’s approval letter certifying your firm as a Certified Firm or a copy of the letter confirming receipt of your application.
 - If you are in the process of applying for certification, please submit proof of your application.
 - Are you COBID eligible, but have not applied yet?
 - Please review the criteria at <https://www.oregon4biz.com/How-We-Can-Help/COBID/Get-Certified/>
 - Please provide a short explanation of how the Coordinator is eligible for COBID certification.
- **Subcontracting Plan.** Do you intend to subcontract any element of the work described in this RFP? If so, provide the following information (a) the name(s) of the Certified Firms(s) and (b) the aspects of the work that will be subcontracted to Certified Firm(s)
- **Past Experience.** Have you subcontracted or partnered with any Certified Firm(s) on any project(s) within the past thirty-six (36) months? If so, indicate both the project(s) and the role of the Certified Firm(s) on the project(s)?
- **Innovation.** Describe any innovative or successful measures your firm has undertaken to work with or attempt to work with Certified Firms on previous projects.

4.6 PROPOSER CERTIFICATION

Complete and return EXHIBIT A of this RFP, the “Proposer Certification,” with your proposal.

4.7 EVALUATION CRITERIA AND SCORING QUESTIONS

SUMMARY OF SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA FOR THIS RFP	
EVALUATION CRITERIA (SCORED)	MAXIMUM POINTS
➤ Qualifications and Experience of Your Firm	[20] Points
➤ Project Approach and Methods	[25] Points

<ul style="list-style-type: none"> ➤ Promotion of Certified Firms <ul style="list-style-type: none"> ○ COBID Certified: (5 Points) <ul style="list-style-type: none"> ○ 5 Points for Certification; ○ 3 Points for Proof of pending application; ○ 2 Points for COBID eligibility ○ Subcontracting Plan, Past Experience, Innovation (10 Points) ➤ Cost Proposal 	[15] Points Total [10] Points
Total Available Points	[70] Points
NON-SCORED SUBMITTAL REQUIREMENTS	
<ul style="list-style-type: none"> ➤ Cover Letter ➤ Proposer Certification 	Not Scored Not Scored

**ATTACHMENT B:
RFP 20-01 ADDENDUM 1
JAPANESE BUSINESS DEVELOPMENT & RELATIONSHIP CONSULTANT**

Attendee List:

- Sue Shinomiya, Portland, OR, Global Business Passport
- Deanna Morrow, Wavteq, VP Business Development-U.S.
- Rachel Bell - on behalf of Clyde Custom Publishing and Brio (rachel@overcupbooks.com)
- Joachim Arnold, Frankfurt, OCO Global on behalf of OCO Japan Tokyo office
- Kyoko Shinohara - Youi LLC
- Lisa Driscoll, Lisa Driscoll Consulting., LLC
- Rie Nakata, KANEMASU LLC