

July 13, 2018

CLARIFICATION NO. 1

Re: Solicitation No. 8005227 Professional Advertising – Marketing Services

Please be advised of the following clarifications to the above-referenced Solicitation:

Q1.	Regarding SOW Section 3.1.2, the level of executive leadership seems out of line with the scope of work...it excludes small businesses...please let us know if this is a mandatory to bid.
A1.	It is not mandatory to bid. There is no expectation that an organization will have all roles listed. Nor is there an expectation that a minimum number of such roles be assigned to the DFW account. However, we expect that those skill sets and relative level of expertise be part of the account team. It may be one person. It may be five. How the agency chooses to apply its available capacity is up to them and should be addressed in the proposal.
Q2.	Can companies from Outside USA apply for this? (like from India or Canada)
A2.	Yes, companies from outside of the U.S. can bid on this solicitation.
Q3.	Do we need to come over there for meetings?
A3.	Yes, we expect the winning proposer to meet at our facility from time to time, and to locate an account manager at our facility for 2-3 days per week.
Q4.	Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
A4.	Many tasks associated with this RFP will need to be performed in close conjunction with and proximity to the airport.
Q5.	Can we submit the proposals via email?
A5.	No. The Proposals must be delivered or mailed to the address set forth on the first page of the Request for Proposal.

NOTE: Proposer shall acknowledge (sign) this Clarification Letter and attach it to the proposal.

Company Name

Signed Date

If you have any questions regarding this matter, contact during normal working hours (8:00 AM to 4:30 PM, Monday through Friday) at 972-973-4663 (p), 972-973-1102 (f) or at the email address of sshepherd@dfwairport.com.

Sincerely,



Sherry Shepherd, CPCM
Contract Administrator
Procurement and Materials Management Department