



Supplier Q & A Template

RFX Number: 42900-DED000002026CANADA	RFX Title: GDEcD International Trade Representation In Canada
Requesting State Entity: GDEcD	Date: 11/21/2025
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The purpose of this document is to provide answers to supplier questions. Please see Questions and Answers included herein.

Note: This document is intended for informational purposes only. Any changes to the RFX must occur through a published addendum (or through publication of a new version of the RFX in Team Georgia Marketplace™). If multiple Q & A documents are posted, the most recent Q & A shall govern in the event of a conflict.

QUESTIONS AND ANSWERS

#	Questions	Referenced RFX Section	Answers
1.	The RFP stipulates a workload of approximately 40-50 work orders per year and includes the various tasks considered to be work orders i.e., Initial Market Assessment, Business Partner Identification, Specific Information Requests etc. Is it possible to provide a typical breakout of how many of <i>each</i> of these specific tasks (market assessment, partner identification, in-country appointment) are conducted annually on behalf of Georgia companies?	RFP Section Work Order Definitions	In 2024 the breakdown of work orders was as follows: Initial Market Assessment: 21 Business Partner Identification: 19 Specific Information Request: 4 Key Industry Contacts: 2 Due Diligence: 1 So far in 2025 the breakdown of work orders has been as follows: Business Partner Identification: 19 Initial Market Assessment: 12 Specific Information Request: 13 Virtual In-Country Appointment Teleconference: 4 Key Industry Contacts: 2 Each year some work orders may be completed that were opened the previous calendar year, which was still part of the current fiscal year.



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2.	The RFP stipulates a workload of approximately 40-50 work orders per year and includes the various tasks considered to be work orders i.e., Initial Market Assessment, Business Partner Identification, Specific Information Requests etc. Are individual meetings with Georgia companies during the annual visit to the state considered to be work orders?	RFP Section Work Order Definitions	No, individual meetings with Georgia companies during the annual visit to the states are not considered to be work orders.
3.	The RFP stipulates a workload of approximately 40-50 work orders per year and includes the various tasks considered to be work orders i.e., Initial Market Assessment, Business Partner Identification, Specific Information Requests etc. From past years, is there a sense of how many of the annual work orders are part of inbound trade mission or trade show activities?	RFP Section Work Order Definitions	Based on our past experience, we anticipate that very few, if any, of the annual work orders (40–50 total) will be related to trade missions or trade shows. In recent years, we haven't had many inbound trade missions or major trade show activities in the Canadian market, meaning no work orders have been related to such events. When we do have a major trade mission or trade show, the number of related work orders would likely be in the range of 1-2 per participating company. These work orders would primarily involve the tasks of In-Country Appointments (ICA) and Business Partner Identifications (BPI) for the companies participating in the event.
4.	Salesforce is referenced as the GDEcD's CRM, what will the responsibilities be for the Canadian contractor to update, input or report in Salesforce?	RFP Section Performance Measures	GDEcD's international contractors have no responsibilities to update, input or report in Salesforce. Their only responsibilities related to Salesforce are to keep track of their work orders and to review work order related company information to help with their work.



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5.	Are there any monthly reporting requirements for the contract?	RFP Section Performance Measures	In regards to monthly reporting we will provided the awarded contractor a monthly template for reporting. In regards to reporting in Salesforce, access for reporting is limited to tracking work orders.
6.	From past years, is there a sense of how many of the annual work orders are part of inbound trade mission or trade show activities?	RFP Section Performance Measures	Based on our past experience, we anticipate that very few, if any, of the annual work orders (40–50 total) will be related to trade missions or trade shows. In recent years, we haven't had many inbound trade missions or major trade show activities in the Canadian market, meaning no work orders have been related to such events. When we do have a major trade mission or trade show, the number of related work orders would likely be in the range of 1-2 per participating company. These work orders would primarily involve the tasks of In-Country Appointments (ICA) and Business Partner Identifications (BPI) for the companies participating in the event.
7.	The section notes that the “Contractor will be expected to acknowledge requests from GDEcD and from client companies within one (1) business day and provide specific timeline regarding when the request will be handled.” • Is there any flexibility as the standard with other U.S. state clients is 2 or 3 business days? And with respect to providing a specific timeline, can you clarify if that means when the client call will take place, when the project starts, and anticipated completion?	Section Mandatory Responsibilities	We understand that most U.S. state clients have a standard response time of two or three business days. We aim to be highly responsive while also being practical. Urgent Requests: For requests deemed urgent, we require the contractor to acknowledge the request within one (1) business day. Standard Requests: For all other requests, a response within two (2) business days is acceptable. The “specific timeline” reference just means that Contractors should provide



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			timelines, when possible, if a specific short-term action or result is requested. With regard to longer-term client-related projects and work, timelines will be established between the Contractor and the trade manager.
8.	There are significant Insurance requirements that seem more relevant for a contractor acting within the state. The RFP notes: "The foregoing policies shall be obtained from insurance companies licensed to do business in Georgia and shall be with companies acceptable to GDEcD. All such coverage shall remain in full force and effect during the initial term of the Contract and any renewal or extension thereof". We currently carry a "Commercial General Liability & Professional Liability" Insurance provided by a Canadian carrier to conduct export promotion activities on behalf U.S. clients. Would the expectation be that we would require further insurance as per what's noted above?	RFP Section 15 Insurance	The insurance requirement is a contract condition; you may submit a Contract exception with your noted revision. All contract exceptions will be reviewed for compliance with all applicable state laws and resolved before an award will be made.
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