

May 12, 2023

To: All Potential Respondents

From: Jessica O'Riley, IEDA Issuing Officer

Subject: RFP 269-262 Iowa Tourism Office Travel Guides

### **Addendum Two Answers to Questions**

**Please amend the subject RFP to include answers to the following additional questions:**

Q4. What do you mean by financial reports? I didn't understand what they mean by audited financial records in the RFP. Is there a specific tax form or form number that I can share with our accountant to get what you need?

**A4. Financial statements include profit and loss statements and balance sheets. At least two (2) financial references may be provided, if audited financial statements are unavailable. No tax forms are required.**

Q5. When you're asking for resumes for the people that are working on the guide, would a LinkedIn URL be sufficient?

**A5. The request for resumes is intended to assist proposal reviewers in evaluating the professional experience and performance record of potential contractors. Any format that communicates the relevant information will likely be sufficient.**