

## **RFP 269-247 Travel Publication Fulfillment Questions and Answers**

1. In what platform or other method will the contract awardee receive the orders from the IEDA?

*We currently upload the orders via Excel Spreadsheet into the fulfillment officer's software.*

2. What is the estimated number of incoming skids at the start of the contract? We understand that the warehouse needs to be able to house up to 300 skids, but it seems from the bulk and consumer quantities listed that it does not equal 300 skids.

*Iowa Transportation Maps: Approximately 2 skids/pallets*

*Iowa Travel Guide: Approximately 41 skids/pallets (12 Fall/Winter Guides and 29 Spring/Summer Guides)*

*Iowa Wine & Beer Guide: Approximately 2 skids/pallets*

3. What is the average number of bulk and consumer orders that have been fulfilled per month based on FY 20? We realize these are unique times that can't be compared but hoping to get a starting point.

*During FY20 (July 1, 2019 – June 30, 2020:*

*Consumer (Individual Pieces):*

*Iowa Travel Guides/2,024 per month*

*Iowa Transportation Maps/20 per month*

*Iowa Wine & Beer Guide/25 per month*

*Bulk/Case:*

*Iowa Travel Guide/3,218 pieces per month (40 per case)*

*Iowa Transportation Maps/3,168 pieces per month (250 per case)*

*Iowa Wine & Beer Guides/819 pieces per month (120 per case).*

4. Does the \$49,900 all-inclusive max include postage and freight?

*The amount is all inclusive, if the amount of the compensation to be paid by IEDA according to the terms of the contract is equal or greater than \$50,000 (fifty thousand dollars), then the contract must be approved by the Iowa Economic Development Authority Board.*

5. How often does the IEDA upload orders via Excel Spreadsheet to be fulfilled?

*Leads are uploaded daily, but the materials must be sent out within two working days of the upload.*

6. The RFP references the Travel Guide, DOT Transportation Map, and Beer & Wine Guide. However, on your website I noticed an option to receive information based on specific locations. Would printed information on any of these destinations ever accompany the Travel Guide?

*The partners listed on the "Order an Iowa Travel Guide" page download their leads and they provide their own fulfillment.*