



Tourism Promotion Strategy Response for Proposal Questions and Responses

October 19, 2023

Q: Is the City of Wilsonville/Explore Wilsonville open to having companies partner together to develop the Tourism Development Strategy?

A: Responses can be submitted with as a consultant partnership or team, although the City will only contract with the primary consultant and list the secondary consultant team(s) as subcontractors within the contract.

The City is willing to modify section 10 of the professional services agreement to include a specific subcontractor identified as a part of the consultant team in the response the RFP.

Q: According to the RFP, the minimum requirements list extensive work and knowledge in Oregon. Our firm has not worked in Oregon, can we submit a response to the RFP?

A: Yes, the firm may submit, but should demonstrate knowledge of the Oregon tourism industry in the response to the RFP.

Q: I was wondering if we could request an extension to the proposal submission deadline and could we request for an electronic submission in light of the lifting of all delivery guarantees from all the courier companies?

A: Interested consultants shall submit eight (8) hard copies of their written proposal and one digital, electronic-file version on a flash "thumb drive," sealed in an opaque envelope, plainly marked "RFP – Tourism Services," and include the name and address of the Proposer. Proposals shall be addressed and submitted to the following location by 2:00 p.m. local time on Friday, October 27, 2023:

City of Wilsonville
Attn: Zoe Mombert, Assistant to the City Manager
29799 SW Town Center Loop East
Wilsonville, OR 97070