

REQUESTS FOR PROPOSALS FREQUENTLY ASKED QUESTIONS

Q. What is Visit California's financial year?

A. Visit California works on a fiscal year of July 1 to June 30.

Q. What are Visit California's 12 designated marketing regions?

A. Visit California recognizes 12 tourism regions are:

- North Coast
- Shasta Cascade
- San Francisco Bay Area
- High Sierra
- Gold Country
- Central Valley
- Central Coast
- Los Angeles County
- Orange County
- Deserts
- Inland Empire
- San Diego County

Find out more about California's regions at www.VisitCalifornia.com.

Q. How often does Visit California go out for RFP?

A. It depends. Many of Visit California's contracts go out for bid every three years, others every five years.

Q. Are you willing to provide nondisclosure of proprietary aspects of our proposal and financial documents?

A. Visit California policy is to keep all information submitted through RFP processes confidential. Financials should be submitted in a sealed envelope. They will only be reviewed by Visit California's COO and Compliance Officer, and will be shredded after review. Visit California will sign an NDA upon request. To request an NDA, contact rfps@visitcalifornia.com.

Q. Can I include attachments such as portfolios, images, video and related items?

A. Yes. Note, as stated in the RFP, all items become the property of Visit California and will not be returned.

Q. Do we have to use the same format as the budget example?

A. Yes.

Q. Due to unforeseen circumstances, I was not able to submit my Intent to Bid or Proposal by the deadline. Can I have an extension?

A. No.

Q. How can we be notified of future RFPs?

A. Email rfps@visitcalifornia.com to be placed in our database of potential bidders.

Q. What do you consider 'conflicts of interest' and how do we certify we have none?

A. Attach a statement that you have no conflict of interest with any of your other clients should you be chosen for this account. Visit California should be informed of any and all current and past tourism-related clients. Further information may be requested.

Q. Do financial statements need to be certified by an accounting firm?

A. No. However, they must be true and accurate to the best of your knowledge.

Q. How many people sit on a panel for oral interviews?

A. It depends on the project. Typically, seven people will sit on a panel.

Q. Can teams participate in finalist interviews?

A. Yes. Management, as well as staff involved in day-to-day activities, are encouraged to participate.

Q. Will incumbent organizations participate in the RFP?

A. It depends on the project.

Q. What are your invoicing and billing processes?

A. Should you be selected, terms will be handled through the contracts phase. Most vendors invoice monthly. Detailed invoices and supporting documentation are required before payment. A W-9 or W-8 is required before payment.

Q. Will the contract signed by the winning vendor be prepared by your organization or can we use our contract?

A. Visit California prefers to use its own contract.

Q. I'm a sole proprietor. Does that disqualify me from consideration?

A. No.

- Q. Will there be a bidder's conference or conference call to go over the RFP?
A. No.
- Q. Can companies from out of state or out of country respond to your RFPs?
A. It depends on the project. Review the requirements within each RFP.
- Q. Is your RFP and bidding process governed by the State of California?
A. No. Visit California is a private non-profit organization.
- Q. Can we change our proposal after submission?
A. No.
- Q. If you receive only one bid or proposal, is it an automatic award?
A. No.
- Q. Is the vendor selected always the lowest bidder?
A. No.

VISIT CALIFORNIA OFFICE DETAILS

555 Capitol Mall, Suite 1100
Sacramento, CA 95814

The office is between Capitol Mall and L Street in the Plaza Five Fifty Five Building.

A parking garage is connected to the building. The entrance is off of 6th Street between Capitol Mall and L Streets (L Street is a one-way street and Capitol Mall is not).

A taxi from Sacramento International Airport will cost \$35-\$45, and will take approximately 20 minutes.

The Bridge Conference Room

- 561 square feet | Seating for 18
- Existing AV capabilities available, with HDMI input and audio input available if you choose to use your own presenting device.

HOTEL SUGGESTIONS –

[Hyatt Centric Downtown](#)
1122 7th Street
Sacramento, CA 95814
916.371.7000

Sheraton Grand
1230 J St.
Sacramento, CA 95814
916.447.1700

[The Exchange Sacramento](#)
1006 4th St
Sacramento, CA 95814
916.931.3300

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