

Office: Japan

Date: April 8, 2019

Shared Trade Office – Request for Proposal

The Great Lakes St. Lawrence Governors & Premiers (GSGP) is a partnership of the eight Great Lakes States—Illinois, Indiana, Michigan, Minnesota, New York, Ohio, Pennsylvania and Wisconsin—and the Provinces of Ontario and Québec. GSGP seeks the services of a qualified Contractor to provide trade promotion services to companies for the primary purpose of expanding exports of products and services to Japan. Proposals are sought from qualified contractors to provide these services in Japan.

Documents included in the Request for Proposal:

- [Request for Proposal](#)
- [Appendix A: Scope of Work and Pricing Structure](#). Please fill out pricing for items in blue
- [Appendix B: Example of a Market Assessment Template](#)
- [Appendix C: Example of a Partner Search Template](#)
- [Appendix D: Example of a Business Meeting Facilitation Template](#)
- [Appendix E: GSGP Trade Mission Pricing](#). Please fill out estimated prices in the excel spread sheet.

Proposal Submission

Proposals must be submitted via email to rfptrade@gsgp.org.

Proposals will be accepted via email until **8 a.m. Central Time on April 30, 2019**.

Due to the expected number of proposals, GSGP is unable to respond to questions on this RFP separate from the interviews with selected candidates.

Schedule of GSGP Request for Proposal

GSGP Releases RFP.....April 8, 2019

Submission Deadline.....April 30, 2019

Potential Interviews of Top Candidates and Reference Checks..... May 14-16, 2019

GSGP Notification.....June 15, 2019

Pending State/Provincial budget approvals, the Contractor will be expected to start work under the contract on July 1, 2019.