

# REQUEST FOR QUOTE INTERNATIONAL TRADE CONSULTING SERVICES

**Project Title:** Nebraska Secretary of State (SOS) Market Exchange/Trade Mission to Egypt/Israel.

**Project Summary:** The Nebraska Secretary of State engages in international market exchanges and trade missions that actively seek appropriate contacts with officials in countries Nebraska has or wants to have active trade and educational partnerships. The Secretary of State facilitates the exchange of ideas and promotes the advancement of commerce, cultural exchange, or educational studies between such nations and the state. Currently, the SOS is planning a trade mission to Egypt/Israel, which is expected to include 10 participants related to the following public and/or private program areas:

- Agriculture, Biotechnology, and Medical Technology.

The focus areas outlined above are our best estimate at the time and are subject to change(s) including the addition of sectors that may be added depending on participant interest.

Market Exchange/Trade Mission estimated departure October 26, 2025, and return November 8, 2025.

**Objectives:** To facilitate and guide international market exchange trips/trade missions for the Nebraska Secretary of State by organizing and managing trips to foreign markets, arranging meetings with key government officials, potential clients, and educational partners, and providing expert knowledge in pre-trip preparation and in-county support.

**General Information:** This request for quote (RFQ) is designed to solicit responses in an openly competitive manner. Individuals who develop or draft specifications, requirements, statements of work, invitation for bids for these services and such individuals' families or partners, or an organization that employs or is about to employ any of the aforementioned, shall be excluded from competition from this procurement. Each solicitation for professional and technical services shall be based on a clear and accurate description of and requirements related to the services being procured. Please note the company that is awarded an agreement for services, is subject to the State of Nebraska Services Contract conditions (Attachment A) and must be authorized to transact business in the State of Nebraska and comply with all the Secretary of State registration requirements. The fee for registration is typically \$100 and requires obtaining a registered agent in the state at an additional cost to the bidder. Please also note the market exchange/trade mission could include the expenditure of federal grant funds and may have additional federal grant requirements.

**Scope of Work:**

Examples of tasks related to the Scope of Work are outlined in Attachment B.

The Nebraska Secretary of State will review the itemized menu of services submitted in the RFQ response and determine if all, or a portion thereof, will be selected. Services selected will be incorporated into the final contract.

**Point of Contact:** The point of contact (POC) for this RFQ response is as follows:

Name: Beckie Cromer, Compliance and Project Manager  
Constitutional Office: Nebraska Secretary of State  
Address: 310 S 13<sup>th</sup> St., Ste. 410  
PO Box 94608  
Lincoln, NE 68509-4608  
Telephone: 402.471.6148  
Email: [sos.trade@nebraska.gov](mailto:sos.trade@nebraska.gov)

**Schedule of Events:**

<b>Activity</b>	<b>Date/Time</b>
Release RFQ	April 11, 2025
RFQ response due date.	April 25, 2025
Contractor estimated start date.	Upon Notice to Proceed

**Submission of RFQ response:** The POC is accepting responses in PDF format via email at: [sos.trade@nebraska.gov](mailto:sos.trade@nebraska.gov). It is the bidder's responsibility to ensure the RFQ response is received via email by the date and time indicated in the Schedule of Events. Acceptance of late responses will be at the discretion of the Nebraska Secretary of State.

The RFQ response must include:

1. Statement of understanding of the scope of work, including timing and deliverables.
2. Resume(s) of those who will do the work, including the planning team and in-country representatives.
3. Tentative project plan that may include logistics, site visits/meetings, translation, and transportation as well as a project schedule that may include a sample of a prior itinerary.
4. A company summary that includes previous market exchange experience and introduction of the planning team and in-county representative(s), preferably with a description of their experience and qualifications. Examples could include experience in public sector support, including government advocacy, trade, and investment promotion with a focus on Agriculture, Biotechnology, and Medical Technology.
5. **The consultant is required to have a bank located in the United States.** Please include the name and address of the bank in a confirmation statement indicating an understanding of and agreement with this requirement.
6. Complete the Informal Bid Request for Quote (Attachment C).

In selecting a bidder, the Secretary of State will consider the bidders ability to create a safe, secure, and successful market exchange/trade mission as well as the costs proposed.

**Reference Checks:** The Secretary of State reserves the right to conduct and consider reference checks.

**Contract:** Responses to the RFQ will be incorporated into the final contract that will be posted to the State Contract Database at: <https://statecontracts.nebraska.gov/Search>. The final contract will include the detailed list of services selected for the market exchange/trade mission to Egypt/Israel.