



**Responses to Questions Proposed to the
2019 Philadelphia Marathon Request for Proposals**

Questions related the Merchandise Provider (Scope # PM2019-010)

1. Question: Who currently holds the position of Executive Race Director? Is this person on staff with the City of Philadelphia or a contracted position?

Answer: The position of Executive Director is held by Leo Dignam, who is employed by the City of Philadelphia.

2. Question: To understand the compliment of the current planning and organization, can a detailed list be shared outlining responsibilities and current planning for 2019?

Answer: A PDF of the current Race Organization Chart has been posted on the Marathon RFP page (<http://www.mayorsfundphila.org/rfp-pm2019/>).

3. Question: To better understand the Merchandise Provider position, can more clarification be provided? Specifically, does this include fulfillment?

Answer: The Merchandise Provider will be required to design all merchandise, subject to approval by the Philadelphia Marathon office. Merchandise Provider will purchase all merchandise, and set up the online store, Expo and race site merchandise sales areas. The Merchandise Provider is required to staff all these areas race weekend. The Philadelphia Marathon does not purchase any of the unsold items. Fulfillment of all online orders is the responsibility of the Merchandise Provider.

4. Question: Working within the timeframe of this RFP, a selection date to award a contract, and the date of the Philadelphia Marathon Weekend, will there be latitude to negotiate costs and budgets after determining current level of planning and progress towards this project?

Answer: We anticipate selections to be made by August 16, 2019. The fees listed in your proposal are non-negotiable. All budgets will be approved by the Executive Director.

5. Question: With respect to warehousing operations, how is this currently being managed? Is there a dedicated person currently managing an existing facility?

Answer: The warehouse for the Philadelphia Marathon operates will operate from August to December 31, 2019. In the past dedicated person has been assigned to this position (and the role is currently included as part of the 2019 Marathon RFP).