

## Amendment 1: Questions and Answers 1-11

Q1) I am preparing our response to RFP No. MEMO-MNCH-2014-TP and have a question about graphics. In the RFP, Appendix A, mention is made of the following in reference to graphics and branding:

*Within these four areas, maintaining a common look-and-feel in all conference spaces is paramount*

Recognizing this as a critical need, do you have any graphical elements, pantone numbered colours, slogans or fonts selected that we can incorporate into our proposal?

A1) All graphic elements of the contract will be provided to the successful bidder by the Project Authority upon contract award.

Q2) Please let us know by what date the contract award announcement will be made to the successful proponent.

A2) The anticipated contract award date is Wednesday, April 30, 2014.

Q3) On Page 3 of 33, in Part I, Item 1, it is stated that ...” The purpose of this RFP is to select a supplier to enter into a contract with DFATD, to provide part time group French and English second language training”... Can you please clarify this point?

A3) Please disregard this statement, it has no bearing on this solicitation.

Q4) On Page 3 of 33, in Part I, Item 2, it is stated that ...” The period of the Contract is from date of award for a period of one (1) month”... Can you please clarify this point?

A4) Given that the anticipated contract award date is April 30, 2014 and the final date of the conference is May 30, 2014, the period of the contract is for one month.

Q5) On Page 15 of 33, in Appendix A, Section B, the Plenary seating as described includes the number of chairs per block where the drawing in file < annex\_3\_-\_plenary\_floorplan.pdf> shows the seating without the aforementioned blocks. Can you please clarify which supersedes – the text or the drawing?

A5) The drawing represents the proper layout. The audience riser should appear as one continuous piece when assembled, with an aisle separating each section of seats. The center section is limited to four rows of seating, to allow for the installation of the Media/ Camera riser and sufficient egress space.

Q6) On Page 16 of 33, in Appendix A, Section D, fourth point, we are asked to identify those necessary services that will be provided by on-site or exclusive facility suppliers, including internet, telephone, electricity and rigging, and that these charges should not be included in final estimate/bill. Please confirm that the successful proponent will not be liable for associated facility and exclusive facility supplier charges, levies and fees such as, but not limited to, design approval fees, personnel lift fees, inspection fees, patch fees, loading dock fees, supervision fees and other services charges.

A6) The drawing represents the proper layout. The audience riser should appear as one continuous piece when assembled, with an aisle separating each section of seats. The center section is limited to four rows of seating, to allow for the installation of the Media/ Camera riser and sufficient egress space.

Q7) Can you please clarify what exactly you are looking for on page 29 under the Contract Period. I am not sure what hourly rate you are looking for.

A7) Rather than providing an hourly rate, please provide a price with a detailed cost breakdown for each resource and service to be provided.

Q8) In Annex 4 there are references in 1.2 to provide 6 podium signs and 2 outdoor banners with sizes and specifications to be determined. Does this mean bidders do not provide an estimate for these articles at this time or do you have some guidance on what a bidder quotes on if you do request a cost now?

A8) The bidders are not requested to provide a quotation for the podium signs and the outdoor banners listed on the request for proposal as there are no specifications on the exact size required.

Q9) Appendix B, pages 20 to 26, details the Point Rated Requirements. Can we confirm that you do not request bidders to make any entries in relation to this section and it is for our information on the evaluation process only?

A9) This is confirmed. All information satisfying the mandatory and point rated requirements must be reflected in the proposal but do not need to be entered into the chart in Appendix B.

Q10) Appendix D on Page 29, clause 1.1 asks bidders to provide firm prices as per the tables below. There are no tables below on the posted tender. How do you want the pricing structured. Just one price for the whole request? There is also a question at the bottom of the page (from the posting) that requires definition. There is a dollar sign and asterix for a number of hours than equals A \$. ....cost and then taxes extra. It is not clear what figures you are requesting in these blanks. Is it just an hourly labour cost? How do you want the hours determined when they are not defined?

A10) Rather than providing an hourly rate, please provide a price with a detailed cost breakdown for each resource and service to be provided.

Q11) Appendix A, page 15 - Staging - there are references to stage decks being existing and then optional custom build. Do you mean existing risers from the hotel or from the bidder? We are aware from the note mid-page that the hotel will provide the risers for the interpretation and cameras. The facilities risers are actually 6' x 8' and not 4' x 8'. They have many more risers than this small provision.

A11) The risers in question, refer to existing pieces that bidders may already have in-stock (vs having to build completely new sections). Dimensions and quantities of the hotel's inventory, were provided by the Event Management team at the Royal York. If they have additional pieces in-stock, all the better.