



## **REQUEST FOR PROPOSAL ADDENDUM #2**

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### **RFP #CTC-2014-KH-04 General Sales Agent for Mexico**

#### **Close Date/Time:**

August 13, 2014  
14:00 hours  
Pacific Time

**Issue Date:** August 5, 2014

**From:** CTC Procurement

**To:** All Vendors

**E-mail:** procurement@ctc-cct.ca

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**Below are answers to question(s) submitted in regards to the above noted RFP as of July 31, 2014.**

- Q1. According to the NRFP, one of the items required is the presentation of the team and the team's different bios of the staff who would handle the account. If the account would be granted to us, we would need to hire capable and experienced staff to conduct the business for the CTC. Would not presenting the staff that would handle the account be a deterrent for our proposal?

**Answer:** If your Company is selected for the Shortlist, you will be invited to provide a presentation to the CTC. The CTC will request that the account team you propose to work on CTC's account be present. This is desired so that the CTC can meet and ensure this team is qualified to provide the services and meet the requirements outlined in the NRFP. Although you may not have the entire team present because you have to hire them or some of them, we would expect that at least the bios of the account lead or those that would be overseeing the work be submitted and these individuals are present if your company is invited to a presentation.

- Q2. In clause C 2.d there seems to be two subjects in one paragraph. Could you please clarify?

**Answer:** The media relations / public relations tactics and social media activities for the CTC are described in this section. All are considered forms of media and we request that the Contractor demonstrate their ability and knowledge in this regard. The deliverables, as stated, will be required from the successful Contractor if awarded the contract.

- Q3. In the event of been selected would it be a product training location and how long will take?

**Answer:** The selected Contractor will be provided information for review in Mexico City. The possibility of meetings at the Head Quarters in Vancouver may be another option during the transition period.

- Q4. What will be specifically the support that we can receive from the CTC in terms of FAM trips for media and trade?

**Answer:** The FAM trips are all to be approved as part of the overall marketing plan. The budget assigned to the program in Mexico, covers the costs associated with hosting and attending the FAM trips, as approved by the HQ Regional Hub.

Q5. Will email addresses be provided to the GSA by CTC?

Answer: The selected Contractor will use their company email. Your company email signature clearly identifying that the Contractor represents the CTC, will be required.

Q6. How often reports will be delivered by category of activities to the CTC?

Answer: Reporting on program status may be adhoc, or at a minimum on a quarterly basis.

Q7. Are any restriction for employees and former employees of the CTC in Mexico to participate in this NRFP?

Answer: There is no restriction. The RFP is open for any company to respond.