

Amendment # 1

1. In section 4.1, please remove:

Response Item	
#	Item
4.3	Covering Letter
4.4	Table of Contents
4.5	Executive Summary
4.6	Proponent's Qualifications
4.7	Response to Statement of Work
4.8	Project Management Plan
4.9	Financial Information
4.10	Other Information
4.11	Pricing Proposal

And replace with

Response Item	
#	Item
4.3	Covering Letter
4.4	Table of Contents
4.5	Proponent's Qualifications
4.6	Response to Statement of Work
4.7	Project Management Plan
4.8	Financial Information
4.9	Pricing Proposal

2. In section 7.2, please remove the evaluation table and replace with:

EVALUATION CRITERIA	A	B	C	D
	WEIGHT 100 Total	POINTS 1 to 5	UPSET SCORE	SCORE AxB
Proponent's Qualifications (Section 4.5) Include information about the proponent's qualifications as follows:	10		30	
a) A description of the firm, its organization, number of full-time employees and service specialization. b) Resumés for all project personnel, including subcontractors, if any. c) Minimum of 5 years of experience in property and theatre management. d) References				

EVALUATION CRITERIA	A	B	C	D
	WEIGHT 100 Total	POINTS 1 to 5	UPSET SCORE	SCORE AxB
Response to Statement of Work (Section 4.6)	40		120	
<p>In this section, the proponent should provide detailed information relative to the specifications listed in Section 3, The Statement of Work, specifically:</p> <ul style="list-style-type: none"> a) The proponent’s ability to provide all aspects of property management for each venue, and act on behalf of CMHC with respect to various administrative matters. b) The proponent’s financial reporting capabilities and its ability to develop and maintain capital plans and theatre improvement fees. c) Contracting and managing janitorial services and supplies. d) The proponent’s ability to provide all aspects of theatre management. e) Production management, site management, technical director and crew services as requested by CMHC on an as-and-when-required basis, approximately 350 hours per year. 				
Project Management Plan (Section 4.7) The proponent shall describe its project management plan including;	20		60	

EVALUATION CRITERIA	A	B	C	D
	WEIGHT 100 Total	POINTS 1 to 5	UPSET SCORE	SCORE AxB
<p>Its project management approach and organizational structure, reporting levels, and lines of authority.</p> <p>The methods used in ensuring quality of work, and response mechanisms in the case of errors, omissions, delays, etc.</p> <p>Its status reporting methodology, detailing written and oral progress reporting methods.</p> <p>The method it will use to ensure compliance with the work schedule.</p> <p>Interface points with CMHC, interface mechanisms and how internal issues and difficulties will be resolved.</p>				
<p>Pricing Proposal (Section 4.9) The proponent must provide a response relative to the pricing of its proposed solution.</p>	30		90	
TOTALS	100			