

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions**  
**- TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0B2 / Noyau 0B2**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## **SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### **Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St. / 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> 82082-160083/A	<b>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> 82082-16-0083	<b>Date</b> 2015-09-15
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-028-67897	
<b>File No. - N° de dossier</b> cx028.82082-160083	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2015-09-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Baxter, Emily	<b>Buyer Id - Id de l'acheteur</b> cx028
<b>Telephone No. - N° de téléphone</b> (613) 949-1285 ( )	<b>FAX No. - N° de FAX</b> (613) 991-5870
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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## Amendment 001

The purpose of this amendment is to respond to potential bidders' questions.

### Question 1:

Can you confirm in table B.1 - Event Management Services: **# 4 Production and Logistics** refers only to costs for the event management firm and not delegate/participant expenses for catering, venue and transportation?

### Response 1:

All costs related to production and logistics (including but not limited to catering, venue and transportation) must be included. Participants will be required to pay for their own travel and accommodations. Costs for catering and venue will be covered under this budget. All costs related to guest speakers will be covered by the CRTC under a separate budget.

### Question 2:

If the EM firm is required to pay the event expenses (including all delegate/participant costs), would any sponsorship funds collected be used to offset these expenses in addition to the \$350,000.00 maximum amount paid by the CRTC?

### Response 2:

Per the Annex A Statement of Work, 4.0 Scope of Work;

The services provided by the Contractor must include *"developing sponsorship program, negotiating and securing sponsorship, partnership and official supplier arrangements"*.

### Question 3:

Do you have an incumbent agency that you have done previous work with that will be bidding on this project?

### Response 3:

The CRTC has not worked with an incumbent agency for a project of this nature.

### Question 4:

Before we submit our bid, our team noticed an opportunity that we wanted to present to the CRTC as an exciting option for its consideration. Although it requires a slight adjustment to the proposed date of the event, shifting it from May 2016 earlier to March 2016, we believe it will be to the advantage of the event. We would like your permission to submit a bid with March, 2016 dates to run the Discoverability Summit alongside CIC Toronto (Content Industry Connect) in March 2016.

Solicitation No. - N° de l'invitation

82082-160083/A

Amd. No. - N° de la modif.

001

Buyer ID - Id de l'acheteur

cx028

Client Ref. No. - N° de réf. du client

82082-16-0083

File No. - N° du dossier

cx02882082-160083

CCC No./N° CCC - FMS No/ N° VME

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*Response 4:*

The CRTC is working with the May 2016 date in preparing and structuring the pre-summit events that will lead up to and set the stage for the Summit. May 2016 is a firm date.

**All other terms and conditions remain unchanged.**