



Canadian Tourism
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Negotiated Request for Proposal DC-2016-JW-03 Event Planning and Management (BEC) Addendum #1

NRFP DC-2016-JW-03 Event Planning and Management (BEC)

Close Date/Time:

December 2, 2016

14:00 hours

Pacific Time

Issue Date: November 25, 2016 **From:** DC Procurement

To: All Vendors **E-mail:** procurement@destinationcanada.com

Below are answers to question(s) submitted in regards to the above noted NRFP as of November 18, 2016.

Q1. Does DC anticipate selecting one proponent for all aspects of the NRFP, or is it possible that more than one proponent may be selected?

Answer: DC anticipates contracting with one company for the entire scope of work but reserves the right to award multiple contracts.

Q2. It states that the proponent must have, or be willing to establish upon contract commencement, a physical presence in Canada and/or US. Does DC prefer to have offices in both locations? If not, does DC have a preference as to whether they prefer the selected company to be located in Canada or US?

Answer: DC does not have a preference.

Q3. Section E.2 - Q3 1 through 5 specify a one page response limitation. Is this one page per example or one page per case study for a maximum of 2 pages per bullet? Would expanded responses available in an appendix be accepted?

Answer: Proponents are required to limit their responses to one page per case study/project summary/example for Q3 1 through 5, up to a maximum of two pages per question. Anything further may not be considered by DC in the evaluation process and should not be used.

Q4. It is understood that DC prefers to work with a management fee that is a percentage of total cost. Please confirm that the rates requested in F.2 are for any additional services required outside of the intended scope of work?

Answer: That is correct.

Q5. It is stated that BEC is responsible for securing a registration/website supplier for Incentive Canada. Please confirm if BEC is also responsible for securing a registration website / supplier for all other events included in this RFP (if required)?

Answer: The Contractor will be responsible for securing, designing, and managing an online registration platform, including coordination and management, for all events, not including Incentive Canada.

Q6. Please confirm that the contractor is responsible for managing the budget including the items listed in Section C.7.1

Answer: Yes. The contractor is responsible for managing the budget related to all items in Section C.7.1, with ongoing input, direction, and approval of budget line items by BEC representative(s).

Q7. Please confirm that the contractor will be responsible for managing the budget including the items listed in Section C.7.3.

Answer: No. The host city is responsible for the budget related to all items in Section C.7.3, as specified. The Contractor will manage and liaise with suppliers and buyers of the host city.

Q8. Are there any factors beyond the evaluation criteria stated in the NRFP that may play an additional role in selecting a contractor, such as core company values, strategic meetings management, industry leader of innovation?

Answer: Proposals will be evaluated based on the criteria specified within the NRFP.

Q9. Please list the top Key Performance Indicators (KPI) that will determine success for the specified events, such as, delivered to program specifications and budgets, 'X' number of US businesses brought business to Canada within six months of the event.

Answer: DC and BEC's goals and objectives are specified within the NRFP. No further information will be provided in this regard at this stage.

Q10. Will each event specified in Section C.2.1 be based on the same concept and act as a "roadshow" of client events with each changing scope based on the number of attendees or will there be a stand-alone concept for each event? Please clarify what type of activities these events will entail, such as speaker presentation with reception, evening vs daytime events, entertainment required.

Answer: DC anticipates the events having stand-alone concepts with the opportunity for new strategies in how synergies can be created throughout all the events, when appropriate. The events may entail a variety of components depending on the overall goals and vision to be created with the project team.

Q11. Given the number of events between Canada and the US, and the different market segments, will there be different BEC individuals working with the contractor on each event?

Answer: There may be multiple contacts within BEC depending on the region/project.

Q12. Does BEC prefer that the Contractor dedicate individual project teams specifically for the US-based events and specifically for the Canada-based events, or that the same team work on all events?

Answer: Continuity of the Contractor's key personnel is ideal, such as an overall Project Manager/Account Director. However, DC is constrained by a limited budget and therefore proponents are encouraged to present an innovative proposal that provides best value for cost.

Q13. Who will be responsible for identifying and inviting potential buyers to all events?

Answer: BEC is responsible for curating the event invite lists.

Q14. Who will be responsible for registering and managing partner participation?

Answer: BEC is responsible for registering and managing partner participation.

Q15. Does BEC plan to utilize the same third-party partners (public relations company, registration system, etc.) that were used previously for similar events, such as Canada Media Marketplace?

Answer: BEC will review synergies between DC's third-party partners and whether or not there is a fit with the events.

Q16. Please send the NRFP in Word format in order to complete the necessary forms and seamlessly integrate it into the proposal.

Answer: Please see the attached native version of the NRFP.

Q17. Section E – Desirable Criteria Questionnaire specifies that any document attached as part of a response to a specific question should be referenced in their response. Is this statement in reference to the appendices included in the NRFP by DC? If so, does DC prefer that the information be presented solely in the format of the appendix document with reference listed in Section E or would DC prefer that the information be provided in both Section E and the appropriate appendix?

Answer: No, this statement is not in reference to the Appendices attached to the NRFP document. The request is for proponents to indicate the section number and question number in their responses for ease of navigation between NRFP questions and matching proponent responses.

Q18. Is DC able to divulge how many proponents are submitting in this tender?

Answer: It is unknown how many proposals will be submitted until the Closing Date. At which point however, DC will not divulge the number of received proposals.

Q19. Are we able to offer a consortium bid (with a lead proponent) or strictly one organization with subcontractors?

Answer: DC encourages creativity that presents the best value for money. Therefore, proponents are allowed to submit a consortium bid.

Q20. Section B.4.1 states what sections of the NRFP are to be included in the proposal. As sections G through I are reference documents only, may they be omitted from the proposal?

Answer: Yes, Sections G through I are for reference only and do not need to be included in proposals.

Q21. Section E.1 replicates Appendix 1 (with the exception of corporate offices and branch locations). Is it required to list the criteria only in the Appendix 1 template, or does it require duplication?

Answer: Please complete Appendix 1. Duplication of the information is not necessary.