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Negotiated Request for Proposal DC-2016-JW-03 Event Planning and Management (BEC) Addendum #2

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

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

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

**Q1. Section E.2 Q.1 replicates Appendix 4. Is it required to list the criteria only in the Appendix 4 template, or does it require duplication?**

Answer: E.2 Q.1 specifies submitting a list of sub-contractors the proponent intends to use by completing Appendix 4. If the proponent does not intend on using a sub-contractors, the form is not applicable. There is no requirement of duplication of information.

**Q2. Please provide the evaluation criteria that will be used to evaluate the Desirable Criteria Questionnaire?**

Answer: Refer to Section B - NRFP Evaluation Criteria and Instructions. Section E.1 is for information only. All 11 questions under Section E.2 will be weighted equally.

**Q3. Please provide what DC was pleased with from your previous Event Management Services Contractor?**

Answer: The goals and objectives of DC and BEC are specified throughout the NRFP. No further information will be provided at this point.

**Q4. Can you share what will be a welcome addition with a new Contractor?**

Answer: The goals and objectives of DC and BEC are specified throughout the NRFP. No further information will be provided at this point.

**Q5. While it is noted that links to websites will not be followed and should not be included, would there be an exception for video content via YouTube?**

Answer: As specified in the NRFP, references to hyperlinks or links to social media sites, including YouTube, may not be considered by DC in the evaluation process and should not be used. Therefore, any information provided for evaluation should be included in your written proposal.

**Q6. Do the event budgets provided include all labour, expenses, logistics fees and event management rates inclusive of the management fee?**

Answer: The event budgets are estimated totals that include labour, expenses, logistics fees, and management fees. These are estimated, subject to change, and provided for reference only.

**Q7. Will the management fee be earned on the expenses listed under C.7.1, minus any out of pocket expenses as referred to in F.2?**

Answer: Yes. The management fee will be earned on expenses listed under C.7.1 and not those listed under F.2.