



NEGOTIATED REQUEST FOR PROPOSAL (“NRFP”) AMENDMENT #01

NRFP DC-2017-JW-08 Europe and U.S. Trade Show Display Booth Design and Build

Close Date/Time:

June 20, 2017
14:00 hours
Pacific Time

<u>Issue Date:</u>	June 9, 2017	<u>From:</u>	DC Procurement
<u>To:</u>	All Vendors	<u>E-mail:</u>	procurement@destinationcanada.com

Below are amendment(s) to the above noted NRFP DC-2017-JW-08 Europe and U.S. Trade Show Display Booth Design and Build.

Section C.3 Scope of Work A: Europe Trade Show Display Booth Design and Build is amended as follows:

The booths dimensions should aim to comply with the following specifications. Note that the specifications are subject to change based upon increase/decrease of partner investments.

- ITB:
 - ~~306~~ 332.5 m² ground level
 - ~~99~~ 107 m² second level
- IMEX:
 - 144 m²
- Top Resa:
 - ~~400~~ 231 m²
- WTM:
 - 288 m² ground level
 - 99 m² second level
- IBTM:
 - 170.25 m²

Section E.1 Desirable Criteria is amended as follows:

E.1 Desirable Criteria

E.1.1 Please submit a computerized model in full colour that illustrates your firm’s design, from various angles, of a sample display booth for WTM based on the information provided below that satisfies all the design requirements outlined in Section C of this NRFP.

Your design should include a description of the following: Marked out of 20%.

- (1) Dimensions;
- (2) Materials used; and
- (3) Adherence to safety policies and regulations surrounding the design and construction.

WTM London:

- Ground Level:
 - 12m² x 24m²
 - 18 small meeting stations
 - Cloakroom
 - A registration desk
 - 7 larger booths
- Upper level
 - 99 meters squared
 - Lounge with one meeting room and a bar
 - sofas and small tables

- E.1.2 Please provide three samples of display booths designed and constructed by your firm that demonstrate your capability in performing the work outlined in this NRFP. Provide images of the display booths design and of the completed display booths and include the display booths specifications. Marked out of ~~4~~ 5%.
- E.1.3 Please present a strong case for why the DC should engage your firm. Provide any information you believe to be essential in creating a thorough understanding of your suitability to perform the work outlined in this NRFP. Marked out of ~~4~~ 4%.
- E.1.4 Please describe your quality control procedures in ensuring all goods and services will meet the DC's standards. Marked out of ~~5~~ 2%.
- E.1.5 Please describe your project management plan and methodology in working with DC to complete the design and construction of, and logistical services for, the display booth in an efficient and effective manner. Marked out of ~~5~~ 2%.
- E.1.6 Please identify the specific account manager of your firm who will handle DC's account to perform the services and provide a summary, no greater than one page in length, which describes the relevant experience, education, credentials, and areas of expertise that demonstrates your ability to carry out the work as described in this NRFP. Marked out of 5%.
- E.1.7 Provide below a list of current or former clients where you have provided similar work to that of the work outlined in this NRFP. Include name of organization, key contact, telephone number, and a brief description of the work provided to each of these clients. DC reserves the right to contact references directly and without notice, for clarification and/or with questions, which will aid in the selection process. Marked out of ~~5~~ 2%.

Section E.2 Desirable Criteria is amended as follows:

- E.2.1 Please submit a full colour computerized model that illustrates your firm's design, from various angles, of a sample display booth for IMEX America based on the information provided below that satisfies all the design requirements outlined in Section C of this NRFP. Your design should include a description of the following: Marked out of 20%.

- (1) Dimensions;
- (2) Materials used; and
- (3) Adherence to safety policies and regulations surrounding the design and construction.

IMEX America:

- The current stand is 2500 square feet
- One level only
 - 24 small meeting stations (*varies)
 - One large video tower (with storage space inside)
 - Hospitality counter for BEC staff
 - A group presentation area with up to 12 chairs and 12 headsets
 - Hospitality area

- 10 foot table in front of video tower
- Two smaller semi-circular tables to display and lock materials within

- E.2.2 Please provide three samples of display booths designed and constructed by your firm that demonstrate your capability in performing the work outlined in this NRFP. Provide images of the display booths design and of the completed display booths and include the display booths specifications. Marked out of ~~40~~ 5%.
- E.2.3 Please present a strong case for why the DC should engage your firm. Provide any information you believe to be essential in creating a thorough understanding of your suitability to perform the work outlined in this NRFP. Marked out of ~~40~~ 4%.
- E.2.4 Please describe your quality control procedures in ensuring all goods and services will meet the DC's standards. Marked out of ~~5~~ 2%.
- E.2.5 Please describe your project management plan and methodology in working with DC to complete the design and construction of, and logistical services for, the display booth in an efficient and effective manner. Marked out of ~~5~~ 2%.
- E.2.6 Please identify the specific account manager of your firm who will handle DC's account to perform the services and provide a summary, no greater than one page in length, which describes the relevant experience, education, credentials, and areas of expertise that demonstrates your ability to carry out the work as described in this NRFP. Marked out of 5%.
- E.2.7 Provide below a list of current or former clients where you have provided similar work to that of the work outlined in this NRFP. Include name of organization, key contact, telephone number, and a brief description of the work provided to each of these clients. DC reserves the right to contact references directly and without notice, for clarification and/or with questions, which will aid in the selection process. Marked out of ~~5~~ 2%.