



Bidder's Conference Call – Tuesday February 6, 2018

Host Photographer

Request for proposal no7384143

I. List of questions & answers

RELATED TO THE FINANCIAL BID

1. How was the \$75,000 maximum expenditure determined? The publicly available online RFP for Host Photographer services for the 2010 G8/G20 Summit has similar scope as the G7 2018 Summit RFP, but the 2010 RFP set a limit of \$115,000.
The 2010 G8/G20 Summits were two separate summits with two separate locations.
RELATES TO:
Item 7.7.1(1) Limitation of Expenditure (page 19)

2. How was the number of editors and photographers determined for the personnel requirements?
Draft numbers were decided by reviewing the potential program, and host photographer services at previous events.
RELATES TO:
Item A.8 Host Photographer Projected Personnel requirements (page 25)

3. How did you determine that the “work day” would be

comprised of 10 hours?
It is common practice for a Summit since the work days will be at least 10hr long.
RELATES TO:
Annex B – Basis of Payment (page 29)

4. What will happen if there are no bids submitted for this RFP?
Another request for proposal will be published, as this need is required for the G7 Summit.



5. Our understanding is the financial bid must not exceed \$75,000 before tax to be considered responsive and that the bid must cover the estimated “at cost” amount of authorized travel and living/hotel expenses. Is this correct?

Yes.

RELATES TO:

Item 4.2 (1a) Basis of Selection (page 12)

Item 7.7.1(1) Limitation of Expenditure

(page 19) Annex B1. Travel and Living

Expenses (page 29)

6. Our understanding is that the Resource/Cost per period table in Annex B needs to be completed and included in the financial bid for ALL personnel listed in the Projected Personnel requirements table, not just the five personnel listed in the table in Annex B. Is that correct?

Yes.

RELATES TO:

Annex B1. Travel and Living Expenses (page 29)

7. If the SMO already has hotel rooms booked that the Host photographers can use, please provide the number of rooms and the hotel names, in the event we need this information to estimate the accommodation costs required in the financial bid.

Budgeted at \$200 per room.

RELATES TO:

Annex B1. Travel and Living Expenses (page 29)

8. Does the financial bid have to cover an estimated amount for additional assignments given, on an as needed basis, in the days preceding the Summit dates? In other words, are the costs for those additional assignments separate from Canada’s \$75,000 expenditure limit?

This would be an add on and a change to the contract, if needed.

RELATES TO:

Item 7.7.1(1) Limitation of Expenditure

(page 19) Item A.6 Project Deadlines –

Bullet 2 (page 24)



9. Our understanding is the high-quality prints of selected photographs required within four hours of request will be provided by the printers required at LMR and the International Media Centre, and therefore the estimated costs of the printers and prints should be covered by the financial bid. Is that correct?

Printers to be provided by the bidder. Cost of the prints would be an add on to the contract.

RELATES TO:

Item 7.7.1(1) Limitation of Expenditure
(page 19) Item A.4(a) Scope of Work –
Bullets 7 and 8 (page 24) Item A.6 Project
Deadlines – Bullet 2 (page 24)

10. Does the financial bid have to cover an estimated amount for providing high-quality prints that may be required in the weeks following the Summit? In other words, are the costs for those post-Summit prints separate from Canada's \$75,000 expenditure limit?

Printers to be provided by the bidder. Cost of the prints would be an add on to the contract.

RELATES TO:

Item 7.7.1(1) Limitation of Expenditure
(page 19) Item A.6 Project Deadlines –
Bullet 2 (page 24)

RELATED TO THE SCOPE OF WORK

11. What is the date range (start and end date) for which the Bidder must provide printers on site at the two locations (LMR and the International Media Centre)?

June 6th to June 9th inclusive.

RELATES TO:

Item A.4(a) Scope of Work – Bullet 8 (page 24)

12. Please provide examples of times, locations and events for what needs to be covered on June 6th. Because the example of projected personnel lists two photographers at Le Manoir Richelieu (LMR) from June 6 to 9 and two photographers for Airport 2 from June 6 to 8, but the example schedule of projected assignments does not list any example assignments for June 6.

There are currently no events planned or photographic needs for June 6th

RELATES TO:

Item A.7 Host Photographer Projected Assignments (page 25)
Item A.8 Host Photographer Projected Personnel requirements (page 25)



13. Services are required “primarily” from June 6 to 9, but the SMO is ensuring food services for the Host Photographer up until June 10th. What, if any, are the anticipated photography needs on June 10th?

There are no events planned or photographic needs for June 10th.

RELATES TO:

Item A.6 Project Deadlines – Bullet 1 (page 24)

Item A.15(c) – Bullet 2 Hospitality Services (page 27)

14. The Projected Personnel Requirement section identifies the need for two photographers at Airport 2 and identifies the location as Quebec City. Airport 2’s location is TBD. Regardless, Airport 2 and Quebec City will likely each need their own contingents of photographers. If that is the case, how many will be needed at Airport 2 and how many in Quebec City?

Airport 2 and Quebec City reference the same location. A total of 2 photographers will be needed.

RELATES TO:

Item A.8 Host Photographer Projected Personnel requirements (page 26)

15. To meet the requirement to have one principal liaison per summit location who can converse in both official languages, please confirm you’re referring to 5 different locations listed in A.5 as:

- i. Fairmont Le Manoir Richelieu
- ii. La Malbaie, QC
- iii. The International Media Centre in Quebec City
- iv. CFB Bagotville Airport in La Baie, Quebec City
- v. Airport 2 in province of Quebec

Specifically, is La Malbaie considered a separate location from Le Manoir Richelieu since separate activities will be happening in different locations simultaneously?

As mentioned under A.13 “The Host Photographer must provide at least one principal liaison person per summit location who can converse in both official languages”. We are asking for one per site. There are three summit locations: Le Manoir Richelieu in La Malbaie, the International Media Centre in Quebec City and CFB Bagotville in Saguenay.

RELATES TO:

Item A.5 Locations (page 24)

Item A.7 Host Photographer Projected Assignments
(page 25) Item A.13 Language of Work – Bullet 3 (page
26)



16. What is the latest date that the Host Photographer will receive the final and complete photography schedule (including required personnel, dates/times, locations, events)?

The Summit will be held June 8th and 9th with arrivals on June 7th. SMO will work with the Host Photographer to provide the Schedule to best of their knowledge.

RELATES TO:

Item A.7 Host Photographer Projected Assignments (page 25)

Item A.8 Host Photographer Projected Personnel requirements (page 25)

17. Our understanding is the one person who needs to be the principal liaison/consultant with the Summit Management Office (SMO) for the duration of the contract is also referred to as the "Project Leader" (i.e. they are the same person). Is that correct?

That is correct.

RELATES TO:

Item A.10 Management Personnel (page 26)

18. Our understanding is the Project Leader/principal liaison with the SMO
- does NOT need to be on-site at the Summit and
- does NOT need to be bilingual.

Are we correct in our understanding of the above two things?

That is correct

RELATES TO:

Item A.10 Management Personnel (page 26)

19. Our understanding is the Editor in Chief does NOT need to be bilingual. Is that correct?

That is correct.

RELATES TO:

Item A.8 Host Photographer Projected Personnel requirements (page 25)

Item A.13 Language of Work (page 26)

20. For the one day per month (minimum), for the duration of the contract, that the principal liaison/consultant must be provided, what's involved? Is this for a regular meeting by phone?

It could be by phone or in person.



RELATES TO:

Item A.10 Management Personnel (page 26)

21. Our understanding is the photos need to contain bilingual metadata and the photo databases need to allow for English and French keyword searches. But does this also mean the language of the user interface (e.g. buttons, links, field labels) of the photo database needs to be bilingual?

The user interface will be built by the Summit Management Office in English and French. This is not a requirement of the Host Photographer.

RELATES TO:

**Item A.4(a) Scope of Work – Bullet 4 and
5 (page 24) Item A.13 Language of Work
– Bullet 2 (page 26)**

22. The requirement “the Host Photographer service must: Be accessible on a server two hours following the event covered” refers to the *photo databases having the photos of the event two hours following the event*, is that correct?

That is correct.

RELATES TO:

Item A.4(a) Scope of Work – Bullet 7 (page 24)

23. Why can't the photographers' identification appear in the captions/metadata in the Jpegs or on prints? The photographer's name is normally in the caption, at the very least. Do you mean the Bidder's *company name* cannot appear in the captions/metadata?

The photographer's name can appear in the captions/metadata.

The Bidder's company name cannot appear in the captions/metadata.

RELATES TO:

Item A.4(b) Scope of Work – Bullet 1 (page 24)

RELATED TO THE EVALUATION CRITERIA

24. Our understanding is that EACH project the Bidder lists should:
Criteria (a) Be an example where the Bidder has experience in photographic coverage and technical support services with official events including IPPs and VVIPs in the context of large- scale multilateral international meetings;

AND



Criteria (b) Be an example where the Bidder's responsibility was to supply photographic services to the media in attendance and the meeting organizers in the manner described in the Statement of Work.

Is that correct? In other words, if the Bidder has a project where it meets criteria (a) but NOT criteria (b) because the services were only provided to the meeting organizers and NOT directly to the media, the project should NOT be listed.

Correct. Related or not, both are mandatory.

RELATES TO:

Annex E – M.1 Experience of the Bidder (page 36)

25. The Bidder must provide a web link for the evaluation team to view the folders of each photographer's portfolio. There are (minimum) nine photographers projected, but the scoring table (R.2.3) only shows a possibility of two points each for four photographers, maximum of eight points multiplied by the 2.5 factor for 20 total points.

Does this mean only four photographers' portfolios need to be provided because only four of them will be rated?

That is correct, only four photographer's portfolios.

RELATES TO:

Annex E - R.2.3 – Photographer's Portfolio (pages 44-45)

26. The Production Technology/Equipment scoring table has an incomplete sentence that appears to be cut off. The last column of the table says:
Clearly demonstrates the Bidder's capability to complete the G7 Host Photographer requirements as per the Annex "A" Statement of Work
AND

Each project relates to the provision of Host Photographer

What was it meant to say after "provision of Host Photographer..."?

The following sentence should of been deleted

AND

Each project relates to the provision of Host Photographer

RELATES TO:

Annex E – R.3 – Production Technology/Equipment (page 45)

27. R.4.2c asks for "the client's information for whom the work was performed".
What type of "information" is required (e.g. The company name, the main client contact's name and title)?

Company name, the main client contact's name and title.



RELATES TO:

Annex E – R.4 – Experience and expertise of the Bidder (page 47)

28. Are you looking for an Internet database only or a closed network database?
The Host Photographer pictures will be on the web, accessed by accredited journalists that will be provided a password. A discussion still needs to be held with the SMO Web team relating to access of a GAC database.
If I was to send you an example could you respond to it?
Send it to veronique.sabourin@international.gc.ca and we will provide you an answer.
29. Are four (4) separate events sufficient to meet the mandatory criteria M1 and M2?
Yes.
30. In the Statement of Work, you ask to provide a userfriendly database, but do you want it bilingual?
The user interface will be built by the Summit Management Office in English and French. This is not a requirement of the Host Photographer.
31. Are you looking for tangible deliverables?
Tangible Deliverables is what we are looking for.
32. How long, prior to the closing date, can we submit questions/comments?
Ten (10) days prior to the closing date of the request for proposal.