

Request for Proposal (RFP) for the logistical, strategic planning, design and facilitation of the Clean Energy Ministerial (CEM) / Mission Innovation (MI) Ministerial Meetings in Vancouver in May 2019.

Bidders Teleconference, April 24, 2018

Attendees:

Natural Resources Canada (NRCan):

Sarah Stinson  
Olivia Letemplier  
Lindsay Coyle  
Nick Lukach  
Valerie Holmes  
Robert Elkington

Potential Bidders:

**Globe Series:** Nancy Wright and Trish Maisonville

**Prime Strategies:** Katie Goodheart

**Delphi Group:** Alex Carr and Nancy Greene

**Stratos:** Nadim Kara

**Golden Planners Inc.:** Phil Ecclestone

General:

- NRCan provided context and an overview of the CEM/MI Ministerial Meetings to be held in Vancouver, British Columbia in May 2019.
- NRCan requested that potential bidders identify whether there is sufficient detail in the RFP to allow them to provide a fixed price proposal. No significant concerns were raised.
- NRCan requested that potential bidders identify whether there is sufficient time for them to provide proposals that will respond to the requirements. No significant concerns were raised on the call; however, it was noted that additional time could be required to digest the responses and additional information that will be provided by NRCan following the bidder teleconference.
- Primary hub for travel purposes is Vancouver, British Columbia. Discussion of impact on potential bidder advantage/disadvantage.
- Evaluation criteria was reviewed; no concerns were raised.

Questions:

Q1. Can the overall event be company sponsored?

A1. No, this is a NRCan branded and sponsored international event; however, company sponsoring of individual elements (e.g., coffee at breaks) could potentially be permitted.

Q2. How many participants are expected?

A2. Approximately 600-700.

Q3. How many paying vs. non-paying participants?

A3. There is no registration fee for the event's participants; however, we expect that there will be fees associated with the technology showcase, which will be developed, managed and implemented by the successful bidder. \*Noted by potential bidders as being of prime importance for proposal development.

**Action items:**

- Amend RFP, as required.
- Provide potential bidders with traditional charging (e.g., from previous CEM/MI Ministerial meetings or other comparable events).

**Action item responses:**

- Amended SW4, Requirement 4 Notes: Deleted "and participant fees".
- Examples of exhibition space pricing to demonstrate traditional industry charges from open source (internet) website links are below:

1. 7<sup>th</sup> Clean Energy Ministerial: [https://tacr.cz/CEM7\\_Showcase\\_Info.pdf](https://tacr.cz/CEM7_Showcase_Info.pdf)
2. PDAC International Convention, Trade Show and Investors Exchange: [http://www.pdac.ca/docs/default-source/conventions/convention-2018/pdac\\_2018\\_exhibitor\\_prospectus.pdf?sfvrsn=5108b898\\_4](http://www.pdac.ca/docs/default-source/conventions/convention-2018/pdac_2018_exhibitor_prospectus.pdf?sfvrsn=5108b898_4)

Q4. Is experience delivering on a large, high profile 'energy' event an absolute requirement or could other related experience (e.g., mining) be acceptable?

A4. Experience in delivering a large, high profile 'mining' event would be acceptable.

**Action item: Update RFP accordingly, as required.**

**Action item response: In lieu of RFP amendments, information provided in this document provides the necessary clarification.**

Q5. Will the successful bidder be responsible to engage stakeholders along with NRCan?

A5. Yes, the engagement of stakeholders will be joint between NRCan and the successful bidder.

Q6. Will NRCan be promoting this event at other multi-lateral events?

A6. Yes. Some promotion has already taken place (i.e., CEM/MI 8 and 9) and we are looking at fora to promote (e.g., G7) and other public facing advertising.

Q7. With regard to promotion at other events, can we submit our assumptions (e.g., travel, venue rental, hospitality)? When do these assumptions need to be submitted?

A7. Yes, please submit any assumptions seven days prior to bid closing.

Q8. Are proceeds from the technology showcase above and beyond the up to \$1M contract?

A8. Yes, the proceeds would be above and beyond the contract, which is for professional services. **Action item: Amend RFP accordingly, as required.**

**Action item response: In lieu of RFP amendments, information provided in this document provides the necessary clarification.**

Q9. Will registration of all participants be required and is the registration process the responsibility of the successful bidder?

A9. Yes. Despite the fact that there is no registration fee for participants, all must be registered and this is the responsibility of the successful bidder.

Q10. Is it possible to obtain a complete programme for the entire event to enable us to determine an order of magnitude?

A10. Yes, a redacted and/or publicly available programme will be provided.

**Action item: Provide programme example of CEM/MI event.**

**Action item response: Below are links that provide the programme of the planned activities, including side events, for the duration of the upcoming 2018 CEM/MI. This is provided to potential bidders as an example to help them determine an order of magnitude for the 2019 CEM/MI:**

**Conference site - <https://cem9-mi3.eu/#>**

**Logistics note - <https://cem9->**

**[mi3.eu/themes/custom/mostrab4/img/21.03Practical\\_note\\_CEM9\\_MI-3.pdf](https://cem9-mi3.eu/themes/custom/mostrab4/img/21.03Practical_note_CEM9_MI-3.pdf)**

**Side events – CEM - <https://cem9-mi3.eu/programme/cem9-side-events>, MI - <https://cem9-mi3.eu/programme/mi3-side-events>**

Q11. Will there be a requirement to travel to Ottawa? Please confirm that these costs will be covered by NRCan per the RFP.

A11. It is possible that travel to Ottawa will be required. The cost of this travel will be covered by NRCan.

**Action item: Confirm the likelihood that travel to Ottawa would be required.**

**Action item response: It is very likely that the successful bidder will be required to travel to Ottawa to meet with NRCan officials on two separate occasions. A single “to-and-from hub, Vancouver” is stipulated to minimize overall costs (which would include travel costs) as well enable as a defensible basis of comparison of financial bids.**

Q12. During the event, will there be a requirement for live video/web stream?

A12. It is unlikely that there would be a requirement for a continuous live video/web stream; however, should this be required at a later date it would constitute an amendment to the contract.

**Action item: Verify previous CEM/MI events and convey any use of live video/web streaming.**

**Action item response: Live video/web stream has been used in previous CEM/MI events for some high profile, public facing portions of the meetings and will be a consideration for the 2019 CEM/MI.**

Q13. What will be paid for by NRCan? Will branding materials (e.g., signage) be provided?

A13. NRCan will pay for the venue, including space for the technology showcase; hospitality; audio-visual equipment; VIP security; additional equipment; additional housekeeping and labour as required; and branding materials (e.g., NRCan backdrops for registration table).

Q14. Will basic services (e.g., power outlets, wireless internet) be provided as part of the venue contract?

A14. Yes. Basic services are provided as part of the venue contract, including baseline event security.

Q15. Will there be a requirement for ground transportation? Or special security transport?

A15. There is no ground transportation (e.g., shuttles) required, mainly because of the chosen venue. Delegations are responsible for their own transportation. Any additional security, and associated payment, will be NRCan’s responsibility.