

Questions/assumptions for 2019 Clean Energy Ministerial (CEM)/Mission Innovation (MI) Ministerial Meeting RFP:

- Q.1 Language requirements – We assume that all materials will be produced in both Canadian official languages. Will NRCan engage its own in-house resources to do any of the document/content translation?
- A.1 It is the responsibility of the successful bidder to make available all public facing documents and content in both English and French, at their cost.
- Q.2 Will NRCan be promoting the event on the <http://www.cleanenergyministerial.org> website or, per previous CEMs, creating its own branding (associated with NRCan) and dedicated website? Does it want a password-protected portal for attendees (per CEM8)?
- A.2 Yes, in collaboration with the CEM Secretariat, NRCan will promote the event on the Clean Energy Ministerial website. NRCan would also have its own dedicated website. The successful bidder would be responsible for providing a password-protected (or other secure) portal for conference attendees and side events.
- Q.3 In the RFP on page 30, under Requirement 3, the RFP mentions organizing an awards program. Can you please provide further details if the awards program already exists or if it will be developed in connection with NRCan specific for this event? Any further information that you can provide on scope of the awards would be helpful.
- A.3 Awards programs are pre-existing. It would be the responsibility of the successful bidder to assist in the delivery of the awards from a logistical/coordination perspective.
- Q.4 Given the discussion on the bidders` teleconference that NRCan is to be seen as the only sponsor of this event, will the selected contractor have any public recognition as the organizing partner (e.g., logo can be included/permitted on promotional material)?
- A.4 No, the event is to be exclusively NRCan branded.
- Q.5 Budget assumptions - for the budget, we would like to clarify that the following budget items are included as part of the contract between Natural Resources Canada (NRCan) and the Vancouver Convention Centre (VCC) and, as such, should not be included as expenses in our proposal:
- Q5.1 Venue rental and space set-up (stages, seating) of the VCC, including pre- and post-conference rentals for set-up/tear down purposes (including loading bays and holding lots).
- A5.1 Venue rental and set up, including pre/post event, is included in the venue contract.
- Q5.2 Security on-site at the VCC (including pre- and post- event).
- A5.2 Baseline security services (i.e., roaming 24/7 security) is included in the venue contract. Additional security services, as required, will be NRCan's responsibility to procure and pay for.
- Q5.3 Daily housekeeping of all rented space for the event at the VCC.
- A5.3 Basic housekeeping is included in the venue contract. Additional housekeeping services, as required, fall under the auspices of the venue contract and will be paid by NRCan.
- Q5.4 All electrical costs for both the conference and technology showcase.
- A5.4 Basic electrical costs for the main conference events and technology showcase are included in the venue contract. Additional electrical services, as required, fall under the auspices of the venue contract for the conference and will be paid by NRCan. Additional electrical services, as required, for the technology showcase will be the successful bidder's responsibility to procure and pay for.
- Q5.5 Any general rigging costs that would not be charged back to a client (eg. Exhibitor).

- A5.5 General rigging costs are not included in the venue contract and will be the responsibility of the successful bidder to procure and pay for.
- Q5.6 Hospitality, which we interpret to mean all food and beverage costs provided by the VCC (meals, coffee breaks, receptions etc)
- A5.6 Yes, hospitality refers to all food and beverage costs.
- Q5.7 Internet charges (both wifi and hard-wired connections) in the VCC.
- A5.7 All internet charges fall under the auspices of the venue contract, and will be paid by NRCan.
- Q5.9 Digital meeting room signage for events taking place throughout the event.
- A5.9 Digital signage is included in the venue contract.
- Q.6 With regards to audio visual expenses for the conference, it was noted on the bidder's teleconference that these costs would be the responsibility of NRCan. That being said, we would like to confirm as the VCC has an in-house supplier but these charges would not be included as part of the overall VCC invoice and would be invoiced by, and paid separately by NRCan to, the selected supplier.
- A.6 Audio visual expenses fall under the auspices of the venue contract and will be paid for by NRCan.
- Q.7 An additional expense, outside the contract with the VCC, that will be paid by NRCan is the cost of simultaneous interpreters and their associated equipment.
- A.7 Simultaneous interpretation will be NRCan's responsibility to procure and pay for.