



NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM #1

NRFP #DC- DC-2021-CD-05 Business Events Impact and Legacy in Canada Study

Close Date/Time:

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Issue Date: July 6, 2021

From: CTC Procurement

To: All Vendors

E-mail: procurement@destinationcanada.com

Below are answers to question(s) submitted in regards to the above noted NRFP as of June 28, 2021.

- Q1. Section F Pricing: notes a limited budget for this work. In order to assist proponents in developing their responses, are you able to share what that budget is?

Answer: Destination Canada does not share this information. Proponents are encouraged to be conservative with their pricing offer.

- Q2. Will there be an opportunity to discuss the terms of business set out in the RFP, or should these be considered non-negotiable?

Answer: Yes, the successful proponent will have the opportunity to negotiate the business terms.

- Q3. Can you please provide guidance on the data (surveys, financial and attendance metrics etc.) that you already hold on past events that could be provided to the successful bidder for use in the retrospective study?

Answer: Destination Canada does not currently have actualized data on past events. Destination Canada partners will have attendance metrics and may have some surveys.

- Q4. Given the nature of this as a multiyear engagement, and the uncertainty over the scope of the future assessment (prior to the planning phase), are you open to a fee range being provided for latter stages of the work rather than a fixed fee? Would you, as an example, consider a fixed fee for Part One and Part Two, with the fees for Parts Three and Four being provided as ranges only at this stage? The results of Part One and Part Two would be used to inform and finalize the fees for Parts Three and Four.

Answer: Proponents must respond to the pricing as requested in the NRFP, however, DC may be open to other pricing strategies, please refer to Section F.3 Pricing Strategies of the NRFP.

- Q5. Reference Section D, D.1.1

This requirement states that the proponent must be “a legally incorporated firm...”. Our firm is a long-established Ontario limited liability partnership (LLP), and therefore is not “incorporated”. Please confirm that partnerships comply with this requirement.

Answer: Yes, we have amended the Criteria. Please refer to; Following is an amendment to the requirements of the above noted NRFP, section of this Addendum.

Q6. Parts Two and Three include an analysis of business events (six to eight conferences for Part Two and 10-12 business events for Part Three) culminating in a report. Is it your expectation that there will be an individual report created for each of the business events, or only one report for each of Parts Two and Three that will include initial findings related to the respective business events analyzed?

Answer: It is expected that there will be reports for Part 2 and Part 3 as noted in C.5 Deliverables and Schedule. The reports are not per business event specifically but would be compiled in the report as sections per event. It is not meant to be an overarching aggregate report however an overview would be requested.

Q7. Reference E.1.1, Copies of Financial Statements

As a private partnership, our firm does not publish or make available to the public financial information relating to its operations. However, to give you an understanding of the size of our Canadian operations, we are able to provide confidential summarized information in a letter from our Finance Director. Please confirm that this is acceptable

Answer: This is not preferred but is acceptable. The question is to ensure that any organization with whom we award a contract is in good financial health.

Q8. The “Beyond Tourism” focus of the business events industry has been studied to varying degrees from Australia to Europe and via various international industry associations in the lead (JMICA, ICCA). Is there a study framework or model that DC is looking to emulate? The evaluation criteria does not speak to the desirability of Canadian experience versus international. Is any guidance possible?

Answer: It is expected that the proponent provide a suggested framework and approach to the project in their proposal. The business events studied will be international in scope and the legacy impact is on the host destination in Canada.

Q9. The Convention Centres of Canada (“CCC”) industry association has commissioned (on its own and/or through individual members) various economic impact studies over many years.

- Section C.3 Scope of Work of the RFP seems to omit venues (e.g., convention centres) or are these DC partners?
- Is the CCC or organizations/individuals associated with CCC eligible to submit a response to this RFP?

Answer: Yes, they are included as part of Destination Canada partners that will participate in the study.

Organizations associated with CCC are eligible to submit a response but must meet this NRFP’s requirements.

Q10. Section C.4.2. states that “The analysis will include a total of six (6) to eight (8) conferences that were held in Canada in 2018-2019 as provided by the DC.” Will DC be providing the selected consultant with the names of six to eight conferences to study in the Retrospective Legacy Phase or providing the criteria so a joint selection can be made?

- How will DC take the various incentive programs (e.g., Toronto’s Convention Development Fund”) into account when selecting target events?
- Does DC have targets of survey (delegate) sample sizes to use in Phase 2 (and Phase 3)?

Answer: Destination Canada will provide a list of identified events for the retrospective legacy phase. The events will range in size from 1,000 -10,000 delegates per event.

Q11. Are tourism impacts (e.g., the traditional measures of delegate/exhibitor/organizer count and spending) to be excluded from the data collection/analysis with a focus purely on “beyond tourism” measures?

Answer: Tourism impacts should be included in the data collection/analysis phase.

Q12. Under section D.1.1, if a proponent has not been in business operations for the minimum of two (2) years, does this automatically disqualify them?

Answer: Yes. Full compliance with the mandatory criteria is required in order for proposals to be further evaluated.

Q13. Are partnerships eligible?

Answer: Yes, we have amended the Criteria. Please refer to; Following is an amendment to the requirements of the above noted NRFP, section of this Addendum.

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SECTION D – MANDATORY CRITERIA QUESTIONNAIRE

The following is deleted:

D.1.1 The proponent must be a legally incorporated firm and an established business operating for a minimum of two (2) years. Are you able to comply with this requirement?

Yes

No

And replaced by:

D.1.1 The proponent must be an established business, partnership or non-profit operating for a minimum of two (2) years. Are you able to comply with this requirement?

Yes

No