Addendum # 02
January 24, 2022
DDPINT-410-21-1534

Subject

Addendum related to the Request for Proposals for **Digital Advertising Agency** (the "**RFP**").

Addendum details

This addendum is being issued to answer questions. Therefore:

Question 1

"Regarding the documents constituting our proposal, do you have any preference in terms of format, for example horizontal, for the reading on the screen?"

Answer 1

Our requirements regarding proposal format are described at section 3.2. of this RFP. Concerning the size of pages, we will adapt to the proposal formats but please note that we are currently working from home and are using laptop.

Question 2

"Shall we reproduce the pdf of the schedules that need to be filled in?"

Answer 2

Pdf schedules can be filled in directly for those who have this ability, otherwise can be printed, filled in and then scanned. For those who have no choice, it would be possible to reproduce them, but making sure information integrity is fully respected.

Question 3

"3.2.2. e) Could we include links (URL) leading to websites that we are mentioning in our proposal?"

Answer 3

Yes, we are authorizing such links in this RFP.

Question 4

"3.3.8. Should key visuals for each campaign be integrated in the only accepted page, or could we present key visuals in a separate schedule of several pages?"

Answer 4

Key visuals should be part of the campaign presentation they are referring to, and shall not be put in a separated schedule. So for one campaign, we expect to have all information in only one page that includes key visuals of this campaign.

Question 5

"3.3.11. Resume for each profile: would a short summary suffice or do you really need a resume?"

Answer 5

We are needing a real resume demonstrating that the employee possesses the experience and skills required by the position, and that he/she will be an asset for the Old Port of Montréal. You are free to structure the resume the way you want.

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This concludes Addendum #02. The RFP remains unchanged and in effect, except to the extent that it is modified by this Addendum #02.

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