

Questions and Answers #1 - Event Management services - EC Bid Solicitation No. 5000066137

Q1) Our organization specializes in the design and facilitation of dialogues, workshops and meetings, in addition to organizing public events. Is Canada open to a proposal which includes these services as part of our overall proposal for event management services at COP27?

A1.) As specified in the Statement of Work, Environment and Climate Change Canada is seeking the services of an Event Management Team (EMT) to assist with the gathering of event proposals, the creation of the event program, and assist with the logistical coordination (e.g., room set-up) and execution of the events on site (e.g., changes to schedule), which will take place at Canada's national pavilion at COP27. In addition, in collaboration with ECCC, the EMT will develop some options and concepts for possible activity and event formats suitable to the pavilion. It is expected that a significant portion of the events will be hosted and organized by Government of Canada departments/agencies/crown corporations' officials in collaboration with ECCC officials that will be present on site and include participants from diverse groups/sectors. While not part of the core services sought, we would be open to receive a proposal that includes services related to the design and facilitation of some dialogues, workshops and meetings as per above. That said, these would need to be somewhat limited (in number) and clearly distinguishable from other services (both from a service and budgetary standpoint).

Q2) In our estimate, the work required to deliver the number of activities planned (up to seven events a day for an eleven day period) will require a significantly larger team than the two persons whose travel Canada is willing to reimburse under the terms of reference (more likely somewhere between four to six people). Can we submit a proposal which includes the services on the ground of additional personnel from our Centre, on the understanding that we can only seek travel reimbursement for two persons?

A2) Yes. The proposal would need to make clear that the costs would be covered by the contractor and not charged to the Government of Canada.

Q3) Will other Government of Canada employees be assigned to work as part of the team delivering this event on the ground, i.e. other full-time staff from ECCC and/or staff from the Canadian Embassy in Cairo?

A3) Yes. It is expected that a minimum of four (4) Environment and Climate Change Canada officials (including one senior executive) will be present at Sharm El-Sheik for the full duration of COP (including a few days in advance) and be dedicated solely to Canada's National Pavilion.

Q4) Since we are located in Vancouver, B.C. we would propose to work with the client through virtual meetings, rather than in-person - given the expense, time and excessive carbon emissions that would be required for us to travel regularly for meetings in Gatineau from Vancouver. We would be available to meet at any time on this basis. In person meetings could begin once our team joins up with the Canadian delegation at the conference site in Egypt. Is this approach to delivering the work acceptable to Canada?

A4) As noted in the Statement of Work, the work will be completed at the contractor's place of business as well as the site of the national pavilion, in Sharm El-Sheik, Egypt. It is therefore expected that the majority of the work could be performed virtually between the contractor and Environment and Climate Change Canada officials. However, some in-person meetings may be required and related travel, as applicable, must be included in the proposal.

Q5) Has a maximum amount been established for this contract?

A5) No. It is solely up to the potential bidders to provide a price in response to the deliverables and payment schedule detailed within.