

REQUEST FOR PROPOSALS

For Event Planner for the Canadian Cancer Research Conference (CCRC)

RFP No. RP801-2016-01

QUESTIONS & ANSWERS

Please see the answers below regarding any questions raised in relation to this RFP.

1. Question:

What was the overall operating budget for CCRC in Montreal in 2015?

Answer:

Operating costs (venue, program costs and conference planner) for the Montreal meeting were just under \$500,000. The Vancouver meeting will exceed this given venue costs, additional travel costs anticipated for speakers/chairs, and a change in the program structure, which will add additional catering.

2. Question:

The last time CPAC issued an RFP for Event Management Service in 2014 (for CCRC 2015) there was an option to extend to CCRC 2017. Why did you choose not to extend?

Answer:

Any extension to the Agreement could not extend beyond March 31, 2017 which is the end of the Partnership's current mandate. Additionally, as was mentioned in the RFP for the 2015 CCRC, the Partnership reserved the right to review and extend the agreement based on the same Terms and Conditions. In this instance the Partnership decided not to exercise that right.

3. Question:

Under the “Description of Budget” column in the Budget by Milestone section (Table C1, page 27), what should be included (i.e. all congress costs, such as lanyards, USB keys, per diems, etc.? or just costs relating to the Proponent’s professional fees)?

Answer:

Please include the costs for professional fees. Additionally, please provide an estimate of the costs to be billed to the CCRA (i.e. all congress costs, such as lanyards, USB keys etc.). Please base estimates on 1000 participants.

4. Question:

Is the “Social Media Presence” developed and implemented solely by the Proponent or in conjunction with CPAC?

Answer:

The “Social Media Presence” will be developed in conjunction with the CCRA Executive Office.

5. Question:

Does CPAC already have an Abstract Submission System, or is the proponent to provide one?

Answer:

The proponent is required to provide an Abstract Submission System. The abstract submission system would include the following components:

- Enable authors to submit their abstracts via web forms through a link on the CCRC website
- Assign unique identifiers to each submission and allow multiple abstract submissions from the same presenting author
- Allow reviewers to log on to review and assign scores to the abstracts within their assigned category
- Provide the capacity to report and broadcast emails to enable notification to authors of acceptances/rejections
- Allow for a maximum of 20 co-authors
- Provide English and French language instructions
- Have the capacity to collect French language abstracts

- Customizable to allow for CCRA branding

6. Question:

Is CPAC already using an event app or is the proponent to deliver a new one?

Answer:

The proponent is required to deliver a new mobile event application for the conference. We have not used an event app to date.

7. Question:

As part of Stage II of the proposal evaluation, will the top three (3) scoring proposals/proponents be interviewed? The evaluation criteria scoring grid indicates that 15% of the scores will apply to the 'interview' scoring process, however, it's not clear when this interview scoring is done. Should it be indicated as the Stage III part of the evaluation and what is shown as Stage III in the RFP i.e. pricing should be Stage IV? Please provide clarification.

- a. Stage III indicates “upon completion of Stage II for all proposals” but Stage II only contemplates interviews for the top 3 proponents. Please clarify.
- b. In Stage III, “L=the price of the lowest remaining proposal”, is the lowest remaining proposal one for which an interview was conducted, or any one that met the mandatory criteria and therefore was considered in Stage II?

Answer:

The Partnership will review scores, after evaluating the “Qualifications and experience of the Proponent organization and key members of the proposed team” and “Quality of the proposed approach and workplan”. After which, the top 3 scoring vendors MAY be invited to the Partnership’s for an interview. The Partnership, in its sole authority, will determine if the top 3 vendors will be invited for an interview, or if less or more than 3 will be invited for an interview. The Partnership will only review the pricing sheet for the proponents that are invited for an interview.

8. Question:

Under section 2.11, Reserved Rights, please explain under what circumstances and how would the Partnership accept proposals from more than one proponent in response to this RFP.

Answer:

The Partnership may consider accepting proposals from more than one proponent, if based on submissions received it is determined that one vendor is not capable of meeting all the requirements as outlined in the RFP.

9. Question:

Will there be specific arrangements for New Principal Investigator (PI) posters that would be different from regular posters?

Answer:

It is not anticipated that there will be specific arrangements for New Principal Investigator (PI) posters. The final decision, however rests with the organizations involved in the New Principal Investigator (PI) event.

10. Question:

If CCRA is forwarding the abstract book to all registrants by email in advance of the conference, will there still be a requirement to produce a USB key of the abstract book for on-site distribution?

Answer:

Please refer to page 28 of the RFP. The proponent is required to provide branded USB keys. The abstract book will be made available on the USB keys provided.

11. Question:

Will the costs associated with each of the satellite meetings (such as AV, catering, signage, etc.) have to be captured separately and billed to the individual host organizations?

Answer:

Costs associated with each of the satellite meetings (such as AV, catering, signage, etc.) must be captured separately and billed to the individual host organizations.

12. Question:

Will the proponent be responsible to receive and manage the registrations for the satellite meetings or will the host organizations be responsible for the registrations/attendance tracking for their own meeting(s) and tracking attendance/meeting room capacity?

Answer:

In some cases the event planner will be responsible for managing satellite meeting registrations and attendance tracking, up to a maximum of eight satellite meeting, varying in size from 10 to 100. The Planner will liaise with the CCRA Executive Office and host organizations to manage room capacity.

13. Question:

According to the BC Ministry of Finance, “fees for conference attendance, admission and conference organizing are not subject to PST”. Do you still require the successful proponent to register to collect B.C. PST and if so, why?

Answer:

The CCRA Executive office has confirmed Provincial Sales Tax (PST) is not applicable to conference registration in B.C., thus the successful proponent will not be required to register to collect B.C. PST.

14. Question:

- a) Is the cost of a mobile solution for the conference program (the application rather than the development of the content) to be included in the proposed fees?
- b) If so, please provide more details on what elements you require in a mobile solution other than program.
- c) Does the mobile solution have to be platform specific (and if so, please specify which platforms) or can it be web based?

Answer:

- a) The cost for the application should be identified separately from professional fees.

- b) Beyond the program schedule, the mobile application will contain speaker information, the floor plan of the venue, the exhibitor list/map, and provide the capacity for attendees to connect with one another if they desire. Depending on the final supportership matrix, there may also be supporter information included. The mobile event application may also be an opportunity to support the Continuing Professional Development program for health care professionals attending the program.
- c) Proponents are asked to suggest the most appropriate platform(s) for the mobile application.

15. Question:

Which platforms does CCRA want the conference to have a social media presence on?

Answer:

The conference should have social media presence on Twitter and LinkedIn.

16. Question:

Conference Planning Meetings: It is anticipated that the Conference Planner would be invited to participate in the Conference Planning Meetings: please advise the expected frequency of these meetings and meeting time required.

Answer:

The Conference Planner is responsible for the conference logistics. It is not expected that the Conference Planner would participate in the meetings of the various planning committees (as per the diagram on page 18 of the RFP). Relevant information from these meetings will be communicated to the Conference Planner by the CCRA Executive Office via regular communication channels as needed.

17. Question:

- a) Does the budget by milestone have to correspond to the actual work (task) within the milestones (timelines identified) or should the budget amount be indicated as per the completion of each task/deliverable? For example, the task 'Develop mobile app for scientific program' is listed under the milestone of April 1, 2017 to August 31, 2017 = should the budget amount to complete this task/deliverable be indicated in full for this task within this milestone even though it's likely that the task may not be fully completed until after August 31st.

- b) The 'Budget by Milestone' does not list or indicate some of the tasks/services to be budgeted i.e. consultation/participation in planning committee meetings; manage all satellite meetings; coordination of all logistics (venue, AV, catering, etc.). In order to fully address the budget for the services required to fulfill the Scope of Work included in the RFP (pages 20-22), should we insert the appropriate tasks and proposed budget in the Pricing Sheet?
- c) What needs to be included as a 'description of budget' for each milestone?
- d) Will it be acceptable to submit the Pricing Sheet to indicate the 'budget' as a total budget by timeline (milestone period) vs a budget amount for each task identified within the milestone period)?

Answer:

- a) Please use the 'description of budget' field to describe what is covered in the budget identified – e.g., full cost of mobile app vs. partial/developmental costs.
- b) Please capture additional costs in the 'additional expenses section' of Schedule C and provide the details in the space provided.
- c) This can be used to elaborate on pricing as per a) above.
- d) Yes, it is acceptable to provide the budget' as a total budget by timeline (milestone period) vs a budget amount for each task identified within the milestone period)

18. Question:

Is there a Word Document version of the RFQ available?

Answer:

A word version of the RFP schedules will be posted.

19. Question:

With the hotel contracts already in place, is the CCRA willing to split any of the accommodation commission with the Event Planner for the management of the hotel room blocks to offset some of our management fees?

Answer:

Commissions were excluded from the hotel contracts.

20. Question:

Schedule C, for services such as sourcing the USB keys, delegate bags, signage, and other conference related items, there would be no additional fee from us to manage these items and the conference would be billed at cost. In the Budget by Milestone Table, should we include our estimated costs for these items or just indicate that there would be no additional charges from the event planning company? If you would like us to include the estimated supplier costs, what number of delegates should we base the estimates off?

Answer:

Please include the costs for professional fees. Additionally, please provide an estimate of the costs to be billed to the CCRA (i.e. all congress costs, such as lanyards, USB keys etc.). Please base estimates on 1000 participants.

21. Question:

For Schedule D, Form D2, can we use the same client for candidate references if both candidates have worked on the same project in different roles? Can we also use that same reference as a general reference for the company in Form D1?

Answer:

A client can provide references for multiple candidates however, references from multiple organizations must also be submitted with the proposal.

22. Question:

While under 1.8 Submission Requirements, references for three similar projects specifically exclude projects organized by the Partnership, there is no such explicit exclusion in 1.9.2 Rating Criteria, Managing Conferences. Are projects organized by the Partnership acceptable as examples to demonstrate the firm's experience under Rating Criteria?

Answer:

Yes, projects organized by the Partnership are acceptable as examples. As noted in Schedule D, past performance will be evaluated on a pass/fail basis. Items to be evaluated include but is not limited to:

- a) Conformance to contract requirements
- b) Adherence to contract schedules

- c) Cost Performance
- d) Risk Management
- e) Reasonable and Cooperative behavior (Business relations)
- f) Commitment to Customer Service
- g) Concern for the interest of the Customer

23. Question:

Under 1.8.d Submission requirements, "references for three similar projects (excluding the Partnership) successfully completed by the Proponent organization within the last three years (Schedule D Form 1)" are required, while Form D1 states "Each Proponent should provide references from a minimum of two (2) different clients (excluding the Partnership) who have obtained services similar to those required in this RFP from the Proponent within the last five (5) years". How many references are required?

Answer:

The proponent is required to provide 3 organizational references in addition to two references for each key individual working on the project. The number of references will vary based on the number of individuals included as key individuals on the project team.

24. Question:

The program at a glance indicates a Plenary Session on CCRA Awardees. The scope of work and division of responsibilities between the successful proponent and the CCRA office is silent on any awards program. Can you provide more detail on what is expected of the successful proponent as it relates to an awards program?

Answer:

The proponent is not expected to be involved in the CCRA Awards other than to ensure that awardees and presenters are photographed after the session. There will be 3-4 awardees.

25. Question:

We just noticed that 'budget by milestones' (page 28).....in the section Sept. 1, 2017 to November 3, 2017, shown in the 2nd line item is: "Provide final abstract database in Excel workbook to CCRA Executive Office by August 1, 2017". Since the deadline to send out notifications of acceptance is July 31 and time is needed for withdrawals, we believe this August 1 date should be something else. What date does CCRA want the abstract database to be provided by?

Answer:

The CCRA Executive Office will manage abstract withdraws and other changes post August 1, 2017. Notifications sent to abstract submitters will specify that the channel of communication for changes will be the CCRA Executive Office.