

ADDENDUM No. 1

Dated May 3, 2016

REQUEST FOR PROPOSALS - RFP No. RP801-2016-01

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

The Request for Proposals is amended as follows:

DELETE Section 1.9.2 Rating Criteria and REPLACE with the table noted below (Added items have been bolded and highlighted).

Evaluation Criteria	Weights	Minimum Required Score
<p>Qualifications and experience of the Proponent organization and key members of the proposed team:</p> <p>Experience</p> <ul style="list-style-type: none"> - managing conferences of similar size (~1000 attendees) - working with the research community - managing pan-Canadian events in collaboration/on behalf of hosting organizations - implementing/managing the registration process - implementing/managing the abstract submission process - promoting events, including promotion via social media - implementing mobile conference apps - managing exhibitor and poster exhibits, including electronic posters - developing and managing budgets <p>Demonstrating track record of successful conference planning experience</p> <p>Knowledge of conference venues/hotels/amenities in Vancouver</p>	30%	N/A
<p>Quality of the proposed approach and work plan</p> <ul style="list-style-type: none"> - Description of project team structure - Well-developed work plan with clearly designed and developed milestones and deliverables 	30%	N/A

<ul style="list-style-type: none"> - Client and vendor engagement strategy - Description of reporting mechanisms and controls - Demonstrated likelihood of timely delivery 		
Interview <ul style="list-style-type: none"> - Discuss qualifications, experiences, methodology to complete scope of work and overall fit - Thoughtful and high-quality discussion that demonstrates strong understanding of and provides insight on the needs articulated in the RFP and the context for evaluation. 	15%	N/A
Price (see Section 1.10 below)	25%	
Total	100%	60

NOTE: The Partnership reserves the right to revise the minimum required score threshold, if not enough Proposals have met the threshold.

All other terms and conditions remain the same.

End of Addendum No. 1