

Dated May 24, 2016

REQUEST FOR PROPOSALS - RFP No. RP400-2016-01

For National Cancer Control Conference

## CLARIFICATIONS

### QUESTIONS & ANSWERS

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

#### 1. *Question:*

Evaluation Criteria:

- a) 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.
- b) Stage III indicates “upon completion of Stage II for all proposals” but Stage II only contemplates interviews for the top 3 proponents. Please clarify.
- c) 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.

**2. 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.

**3. Question:**

Has a facility been selected and a contract signed with the venue for the Conference? If so, which facility is it?

**Answer:**

The venue has not yet been selected. Venue selection is being conducted by the Partnership and is out of the successful Proponent's scope of work.

**4. Question:**

Has a hotel facility been selected and a contract signed to book a hotel room block for the attendees at the conference?

**Answer:**

The hotel facility has not yet been selected. Hotel selection and contract negotiations is being conducted by the Partnership and is out of the successful Proponent's scope of work.

**5. Question:**

How many people are expected to attend the 2017 National Cancer Control Conference?

**Answer:**

This is the first National Cancer Control Conference, 300 participants are currently estimated; however, this is subject to change.

**6. Question:**

Is a draft agenda for the conference available to define the anticipated program structure?

**Answer:**

The agenda and program structure are under development.

**7. Question:**

How many abstract submissions are expected to be received?

**Answer:**

This is the first National Cancer Control Conference, 50 – 100 abstracts are anticipated; however, this is subject to change.

**8. Question:**

Under Key Activities, Other, can the distribution of the Conference Evaluation be electronic?

**Answer:**

Distribution of the Conference Evaluation can be electronic.

**9. Question:**

Under Key Activities, Other, how does the Partnership anticipate email distribution lists would be generated other than through the on-line registration system?

**Answer:**

E-mail distribution lists would be generated through the on-line registration system.

**10. Question:**

Will an abstract book be published in print form or only provided as electronic files on USB key?

**Answer:**

An abstract book may be published in print form or only provided as electronic files on USB key; however, the abstract book is not included in the Scope of Work for this assignment.

**11. Question:**

The Project Scope (page 17-18) indicates generally “Assist with development of the conference program and related conference logistics” whereas in the Pricing Sheet (Schedule C), page 23-24, indicates the requirement to “Finalize catering menus and A/V requirements and conduct all pre-conference meetings with facilities/suppliers (banquet event orders, A/V orders, etc.) which suggests that the conference planner would be required to not just ‘assist’ but to undertake the full responsibility of logistics, coordination of A/V, etc. Please advise.

**Answer:**

All of the successful Proponent’s responsibilities including logistics will be completed under the direction of, and approved by the operations manager as indicated in the RFP.

**12. Question:**

The Pricing Sheet (Schedule C) indicates ‘Provide onsite event management and troubleshooting during scientific program and satellite meetings.’ There is no indication elsewhere in the RFP of satellite meetings to be included as part of the program. Please advise.

**Answer:**

Please review the Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced; the program structure has not yet been finalized at this time. Satellite meetings are not expected; however, this is subject to change.

**13. Question:**

- a) Re: Pricing Sheet (Schedule C): 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. In order to fully address the budget for the services required to fulfill the Scope of Work included in the RFP (pages 17-18), should we insert the appropriate tasks and proposed budget in the Pricing Sheet?

- b) Pricing Sheet (Schedule C): What needs to be included as a 'description of budget' for each milestone?

**Answer:**

- a) Please review the Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced; please submit pricing based on the key activities outlined in Schedule A.
- b) Please review the Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced.

**14. 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 successful Proponent will be required to attend meetings related to registration and abstract management, as needed related to planning, execution, and updates. As the conference itself approaches, the successful Proponents' meetings will also include on-site conference logistics such as, general set-up, poster set-up, delegate bags, etc. for approximately 300 delegates.

**15. Question:**

Please confirm that the "provision of lanyards, conference bags, USB keys and other conference related items" as a milestone relates to the sourcing and the Partnership will still be responsible for the costs associated with those items.

**Answer:**

Please review Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced. The Partnership will be responsible for the costs of lanyards, conference bags, USB keys and other conference related items.

**16. Question:**

Mobile App for Scientific Program: 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?

**Answer:**

Please review Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced; please submit pricing based on the key activities outlined in Schedule A – the mobile application has been removed.

**Question:**

Is there a Word document version of the Schedules available?

**Answer:**

Word versions of the Schedules will be posted.

**17. Question:**

Schedule C mentions providing advice regarding finances and sponsorship matrix, development of a mobile app, signage, manage guest room blocks and finalize catering menus and AV; however, none of these tasks are outlined within Schedule A. Are these tasks the responsibility of the Proponent and should we provide a quote to manage them?

**Answer:**

Please review Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced; please submit pricing based on the key activities provided in Schedule A.

**18. Question:**

How many abstracts are you expecting?

**Answer:**

This is the first National Cancer Control Conference, 50 – 100 abstracts are anticipated; however, this is subject to change.

**19. Question:**

As we prepare our RFP response we have noted some points in the document that we are seeking clarification on to ensure our proposal is complete as possible. Specifically there are items listed in the Schedule C Pricing Sheet Table C1. Budget by Milestone that are not listed in Schedule A - Services and Deliverables, as follows:

Milestone:	Complete site visits with venue and hotel(s) with Internal Working Group
Milestone:	Provide advice on conference finances and sponsorship matrix
Milestone:	Develop mobile app for scientific program
Milestone:	Manage guestroom block(s)
Milestone:	Finalize catering menus and A/V requirements and conduct all pre-conference meetings with facilities/suppliers (banquet Orders, A/V orders, etc.)

**Answer:**

Please review the Addendum #1. The Pricing Sheet (Schedule C) has been deleted and replaced; please submit pricing based on the key activities provided in Schedule A.

**20. Question:**

Additionally, we'd appreciate your clarification in relation the milestone that states Forward remaining registration fees. In order to fully address this specific request, we would need to confirm whether the Partnership envisions having a bank account linked to an already existing online payment system or such payment mechanisms will be hosted (and funds managed) by a third party (proponent) web-portal.

Similarly, we request clarification on whether the Partnership envisions having a (owned) point-of-sales device for on-site registrations or such a device should be procured from a third party.

**Answer:**

Please see Schedule A. The successful Proponent will set up an online registration system in accordance with specifications provided by the Partnership, which allows payment by credit card (and debit where possible). PayPal is not acceptable. Registration fees will be collected by the Proponent on behalf of the Partnership and remitted at regular intervals via cheque. The Partnership does not envision having a point-of-sales- devise for on-site registrations.