

REQUEST FOR PROPOSAL "RFP" NO. PS20190079

EVENT ORGANIZER FOR A MASS PARTICIPATION BIKE RIDE

QUESTIONS AND ANSWERS NO. 1

ISSUED ON FEBRUARY 20, 2019

Q1	<p>Sponsorship:</p> <p>i. Would the successful bidder be responsible to procure financial sponsorship?</p> <p>ii. Understandably, the successful bidder would be responsible for ensuring execution of committed sponsorship activations on the event site, but would you require us to ensure all benefits are met? i.e. logos on website, verbal mentions, social media, etc.</p>
A1	<p>i. Yes, the successful proponent would be responsible for procuring financial sponsorship.</p> <p>ii. Details to be determined after the award.</p>
Q2	<p>Marketing & Communications:</p> <p>i. Would the successful bidder be working with the City's marketing/communications team?</p> <p>ii. Or are you expecting us to create and execute a full marketing & communications plan? Or is it more of a supporting role - help sending documents to print, distribute, etc? Provide content for participant communications, road closures, volunteer roles and so on.</p>
A2	<p>i. No, there is no requirement to work with the City's marketing and communication team.</p> <p>ii. The successful proponent would create and execute a full marketing and communications plan.</p>
Q3	<p>Volunteer:</p> <p>I would expect the successful bidder to identify the volunteer needs, but would you require us to recruit, train and coordinate? Please confirm.</p>

A3	If the event requires volunteers, the successful proponent would be responsible for any recruitment, training and coordination for volunteers.
Q4	Event Registration: Are we responsible for managing event registration?
A4	If the event requires registration, the successful proponent would be responsible for managing event registration.
Q5	New Ride or Existing Ride: Would the successful bidder be working off the historical events or creating a new event?
A5	There is no requirement to deliver the same mass participation bike ride as per historical events. Proponents are welcome to propose a historical event or a new bike ride event.
Q6	Proposal/Forms: It is my understanding the preference is to complete the forms set out in the RFP as our proposal package. Would you have Part C or the RFP in an editable PDF or Word document?
A6	The City does not provide a word version of the RFP or any of the Parts.