

REQUEST FOR PROPOSAL (“RFP”) PS20200018
PROVISION OF EVENT MANAGEMENT SUPPORT

QUESTIONS AND ANSWERS NO. 1

ISSUED ON February 4, 2020

Q1	<i>In Part B, 2.2 it states "City of Vancouver will develop and deliver the programming". But then in Part B 3.2 (e) and (f) the RFP asks for programming from the Proponent. Can you clarify what programming the City of Vancouver will take on?</i>
A1	The City of Vancouver will design the content, but we will ask the proponent to provide advice on the event flow and space and experience design.
Q2	<i>In Part B 3.2 (e), is there a duration specified for the opening night event yet?</i>
A2	No.
Q3	<i>In Part B 3.2 (e) is the City of Vancouver looking for the Proponent to provide just the cost of the Proponent programming time or also the cost of such programming (i.e. artists and speakers)?</i>
A3	No not artists and speakers, just the technical support for the event production.
Q4	<i>In Part B 3.2 (f) has the duration of these day-long events been determined yet?</i>
A4	We are thinking the duration would be no longer than 12 hours, likely less.
Q5	<i>In Part B 3.2 (g), to confirm you are looking for the Proponent to break this cost into a base fee for confirmed programming and optional fees for optional programming?</i>
A5	Part B 3.2 (g) says “Strategic advice on programming, event flow and partnership activities (Please price separately for optional programming activities).” If you have optional programming (not described in the scope of work) please list it separately.
Q6	<i>In Part B 4.1 (b) (i), can you confirm if City of Vancouver has venue locations already selected, or is looking for the Proponent to propose creative site solutions as part of this RFP?</i>
A6	We have identified locations but are open to suggestions from the proponents.

Q7	<i>In Part B 4.1 (c) (i) point 4, can you clarify if City of Vancouver would like the Proponent to lead the activation on collateral development or just strategically advise on the development of this collateral?</i>
A7	Strategically advise.
Q8	<i>Is there a budget range or budget maximum City of Vancouver expects for the delivery of Part B 6.1 (a), (b) and (c)?</i>
A8	The City is unable to reveal that information.
Q9	<i>Is the theme of programming developed or will Smak take the lead on creative for overall theme?</i>
A9	The City will take the lead on the overall theme and programming.
Q10	<i>Is there a cost for location / permit to be considered for the budget?</i>
A10	The City will handle the permitting of the location.
Q11	<i>Can we see a list of location options? Are floor plans available?</i>
A11	No, but we are looking at several large sites on City-owned properties in the downtown core.
Q12	<i>Is the partnership list secured or something we would be working on?</i>
A12	Partnership list is not secured and not something the successful proponent would be working on.
Q13	<i>What is the level of importance on the 2020 sustainability messaging in the concept?</i>
A13	Sustainability will need to be a key consideration in the programming and production.
Q14	<i>Are there ratios you would like to set as standard for social value businesses?</i>
A14	No.
Q15	<i>Do you foresee the commercial proposal by Line items or overall range?</i>
A15	The City would like to see the proponent to use our Excel pricing table posted along with the RFP with the fees broken down into line items. Please refer to the Part B - Scope of Work 6.0 Commercial Proposal.
Q16	<i>In defining innovation, are you looking for work process or on creative concept?</i>
A16	Work process and a quote to advise on user experience and event design.

Q17	<i>In NYC example they used street teams to take the survey/input beyond the physical footprint. Is that of interest for COV?</i>
A17	COV is handling that.
Q18	<i>Will you be providing the working file for answering the RFP or are we free to recreate in our own format?</i>
A18	Please respond to the submission requirements of the RFP as outlined. You may add additional pages as required.
Q19	<i>Does COV have a list of preferred local artists / talent / performers or are we suggesting?</i>
A19	No. The City will likely select, but is open to advice.
Q20	<i>All special guests, speakers, and panelists are provided by City of Vancouver?</i>
A20	Yes.