

May 10, 2018

REQUEST FOR PROPOSALS - RFP No. RP801-2018-01

FOR Professional Conference Organizer (PCO) for Canadian Cancer Research Conference (CCRC) and Quality Cancer Care in Canada (Q3C) Symposium

CLARIFICATION - QUESTIONS & ANSWERS

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

1. Question:

Who is responsible for exhibit sales?

Answer:

The CCRA Executive Office is responsible for soliciting supporters and exhibitors for the CCRC. There are no supporters or exhibitors for the Q3C.

2. Question:

Are sponsors are provided a booth as a sponsor benefit? If so, how many of the expected booths are taken by sponsors (as opposed to those who are strictly exhibitors)?

Answer:

Supporters have the option of receiving a booth as a supporter benefit, all booths will be occupied by supporters. We do not offer space to companies as strictly exhibitors.

3. Question:

How many 10x10 exhibit booths (or equivalent) are expected?

Answer:

Approximately 20 booths are expected.

4. Question:

On Page 21, under Venue & Attendee Accommodation, item 5: "Exhibitor Prospectus": Please confirm whether this is the exhibitor manual (which will be sent to confirmed exhibitors once payment is received) or a selling tool outlining the benefits on exhibiting (sent in advance of the sale).

Answer:

"Exhibitor Prospectus" refers to the exhibitor manual sent to exhibitors after payment is received.

5. **Question:**
How many rooms are on hold per night (both properties), and total room nights?

Answer:

There are 625 room nights (20% attrition) on hold at the Fairmont Chateau Laurier and 495 room nights (10% attrition) on hold at The Westin Ottawa.

6. **Question:**
Are both events drawing from the same room blocks?

Answer:

Q3C will draw only from the Westin hotel room block and CCRC will draw from both the Westin and Fairmont hotel room blocks.

7. **Question:**
On page 22, under Registration, item 4: please define what is meant by “status”.

Answer:

Status refers to the number of registrants who actually attended the conference and checked in at registration.

8. **Question:**
How many distinct registration categories are expected (for each event)?

Answer:

There will be approximately 7 registration categories for the CCRC.
There will be approximately 7 registration categories for the Q3C.

9. **Question:**
How many abstracts are typically submitted, and of those, how many are accepted (for each event)?

Answer:

It is anticipated that there will be approximately 750 abstracts submitted and 700 accepted for the CCRC. It is anticipated that approximately 150 abstracts will be submitted for Q3C, and 120-150 will be accepted for presentations.

10. **Question:**
How many abstract evaluators are expected (for each event)?

Answer:

CCRC expects a minimum of 40 abstract evaluators. Q3C expects to have approximately 10 evaluators.

11. **Question:**
Whose abstract management system will be used (i.e. ours or yours)?

Answer:

The successful Proponent will be expected to provide an abstract management system.

12. Question:

Is there a preference as to which abstract management platform will be used?

Answer:

No, however the servers and information stored on them should be in Canada.

13. Question:

Is the direct cost for the abstract management system included in the \$170,000 budget?

Answer:

Yes.

14. Question:

What functionality is needed for the mobile app other than to provide a mobile solution for the conference program? (i.e. polling, Q&A)

Answer:

The conference app should be able to accommodate the following: group discussions, allow a personalized conference schedule, venue maps and exhibit and poster floor plans/maps, speaker biographies, award recipient, committee member and supporter bios and pictures, poster abstracts (searchable by keywords and authors), oral session descriptions and presentation abstracts, social media integration, general conference information.

15. Question:

Is the direct cost for the app included in the \$170,000 budget?

Answer:

No.

16. Question:

What materials must be printed?

Answer:

The CCRC will require a printed public event brochure and a printed program book. The Q3C will require a printed program book.

17. Question:

Are printing costs included in the \$170,000 budget?

Answer:

No.

18. Question:

Speaker management is required for Q3C: how many speakers are expected?

Answer:

We anticipate 25-35 speakers, including plenary and concurrent sessions.

19. Question:

Who is responsible for speaker management for CCRC?

Answer:

The CCRA Executive Office will be responsible for CCRC speaker management.

20. Question:

How many poster exhibits are expected for Q3C?

Answer:

Approximately 80-100.

21. Question:

How many electronic posters are expected for Q3C?

Answer:

There will be no electronic posters for Q3C, however the CCRC will be evaluating the possibility of including electronic posters as part of the poster presentations, at this point it is undecided if the CCRC will move forward with electronic posters and if so how many are to be expected.

22. Question:

Please provide the language guidelines that the successful proponent must adhere to.

Answer:

All official conference correspondence must be in English and in French, official language guidelines are being prepared and will be made available to the successful Proponent. The successful Proponent will not be responsible for creating French materials.

23. Question:

Are expenses relating to proponent travel, per diems and accommodation eligible for reimbursement?

Answer:

Yes, within the \$170,000 budget.

24. Question:

Please define what is to be included in the base management fee (pgs. 35-36).

Answer:

The base management fee should include all costs other than those outlined in Schedule C.

25. Question:

Are Additional Expenses included in the in the \$170,000 budget?

Answer:

Yes.

26. Question:

Would you consider entering into a multi-year agreement?

Answer:

There is no provision for a multi-year agreement.

27. Question:

Is there a requirement that CPAC data (registration, abstract management, etc.) be stored in Canada?

Answer:

Yes.

28. Question:

What abstract management system have you used in the past for CCRC? Did it meet your needs?

Answer:

In 2011 and 2017 a proprietary abstract management system was used. In 2013 Oxford Abstracts was used and in 2015 Scholars.com was used. These systems did meet our needs as they allowed customization.

29. Question:

Under Terms of Reference, Venue and Attendee Accommodation Page 22, it is noted that "Additional scope may be required including venue search for CCRC and satellite meeting 2021". On Schedule D, Budget By Milestone, Table 1 (page 35), the RFP requests a budget for additional scope. Please clarify the requirements for additional scope.

Answer:

The additional scope would include developing and sending a request for proposal to pre-qualified appropriate conference facilities, preliminary review of submitted proposals, preparation of a report containing detailed key information received from the conference facilities for consideration and provide a recommendation to CCRA and conduct a site visit with CCRA to confirm suitability of the choice of the facility for the conference.

30. Question:

Which agency managed the program for you in Vancouver 2017 and Montreal 2015, were there any concerns on the previous management that should be addressed for Ottawa?

Answer:

For CCRC 2017 Venue West Conference Services was used the agency and Golden Planners Inc. was used for the CCRC 2015.

31. Question:

Historically, how many abstracts were received on average? How many to anticipate in 2019 between CCRC and Q3C?

Answer:

It is anticipated that there will be approximately 750 abstracts submitted and 700 accepted for the CCRC. It is anticipated that approximately 150 abstracts will be submitted for Q3C, and 120-150 will be accepted for presentations.

32. Question:

Do you require a full estimated conference budget as part of the Technical bid, in addition to our management fees outlined in Schedule C, Pricing Sheet?

Answer:

No, all fees should be outlined in Schedule C.

33. Question:

Do you have professional French translation services in house, or are you requiring the successful proponent to provide?

Answer:

The successful Proponent will not be responsible for creating French materials.

34. Question:

Will the interview take place in Toronto or Ottawa, and would you compensate any travel for an in-person interview if required or would you conduct the interviews by video conference?

Answer:

The interviews will take place in Toronto and Skype meeting will be available for Proponents that cannot attend in person. No, we would not compensate for any travel.