



NEGOTIATED REQUEST FOR PROPOSAL ADDENDUM #1

NRFP #DC-2021-PO-01 General Sales Agency France

Close Date/Time:

January 21, 2022
07:00 hours
Pacific Time

Issue Date: January 14, 2022

From: CTC Procurement

To: All Vendors

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Below are the answers to questions submitted in regards to the above noted NRFP as of January 7, 2022.

- Q1. With regards to pages 10 and 11 of the NRFP section e) Meetings and incentives. Can you clarify if a dedicated person for such services should be included in the pricing proposal?
- Can this dedicated person be the Account Director, the Travel Trade Lead or the Media/PR/Social/Consumer/Content Lead?
 - Is it part of the mentioned budget, or will there be a side budget when the opportunity comes?

Answer: it is up to each proponent to determine their resources/staffing needs based on the requirements of the NRFP and including such in their pricing proposal.

- Q2. With regards to page 12 section c) "this could include Facebook, Instagram, YouTube and other relevant channels enlisted for the France market". When will we know which channels exactly will be asked? Each channel requires the development of specific content, so that it impacts the quantity of work / hours needed per employee, thus impact the pricing proposal.

Answer: this will be further discussed with the selected proponent as par of the project planning.

- Q3. With regards to page 18, section D.1.1. "Proponent must be located in the Paris area". Could you please clarify if having part of the company's staff working remotely would be an issue?

Answer: no, it is not an issue; however, DC will not be responsible for any time or expenses related to proponent's staff working remotely.

- Q4. With regards to page 19, section E.1.1. b) Company ownership structure, how important is it if the company is under English law (ltd) or French law? As long as both options are registered in France and pay their taxes in France, is there an issue with it?

Answer: as per section E.1.1 b) DC is only requesting the company ownership structure.

- Q5. With regards to page 19, section E.1.2. "(including contractors)": Do you expect to receive detailed experience information about certain positions that are subcontracted, as an example, an accountant, a computer engineer?

Answer: DC is solely requesting information for positions that would work within the dedicated DC team.

- Q6. Are we allowed to illustrate our response to the NRFP with pictures and tabs? If so, does the response limit of 2 pages concern the number of words or the overall response including photos and graphs?

Answer: yes, pictures and tabs can be added but all space limitations must be followed as per noted in each question of the NRFP i.e. the page limits indicated are for the overall response including photos and graphs.

- Q7. Please clarify "For all proposed pricing, travel related expenses (airfare, accommodation, meals, etc.) are to be excluded", does this mean that we have to budget for example a press trip excluding the travel related expenses for a journalist?

Answer: Proposed pricing should exclude travel related expenses for both the GSA team and any media/trade FAM visits. Travel costs are excluded from this NRFP as these will be discussed with the new GSA as part of the 2022 Market Planning for France.

- Q8. Please clarify if the annual operating budget of \$3,000,000 CAD must be spent entirely or is it a maximum limit?

Answer: this is an approximate annual operating budget.

- Q9. With regards to anti-fraud prevention policies or guidelines can a document outlining best practices on this subject be provided instead?

Answer: it is up to the proponent's discretion to decide the type of information and the sources to use in order to complete a proposal based on the requirements of the NRFP.

- Q10. Diversity and inclusion policies or guidelines in Europe typically only concern to big companies. Can small companies create such document by getting some examples on the internet?

Answer: it is up to the proponent's discretion to decide the type of information and the sources to use in order to complete a proposal based on the requirements of the NRFP.

- Q11. With regards to Appendix 1, please confirm if the references to provide should be of current clients or it can be of past clients (for example, clients for projects that were completed within the last three years).

Answer: the references can be current or past clients.

- Q12. With regards to section E, please confirm if we can provide attachments in A4 format and Arial 11 font with a limited number of pages as part of the answers.

Answer: yes, this can be provided.

- Q13. With regards of section D.1.2, if one of our current clients is a Canadian city, would this represent a conflict of interest?

Answer: no, it does not represent a conflict of interest.

- Q14. Please confirm the response to this NRFP and all its appendices can be submitted in French?

Answer: yes, they can be. As described in section I.9 of the NRFP, proposals may be submitted in either French or English. All other steps and documents in the process are to be addressed and submitted in English (Technical Assessment, Presentations, Pricing, Contract, Contract Negotiations, Debriefings, etc.)

Q15. With regards to section E.1.1 e) “the proportionate amount of income generated from your five (5) largest customers”, should contractor fees be included in the calculation, or only operating budget to determine the percentage?

Answer: Yes, contractor fees should be included in the calculation.

Q16. We understand the contract will start when negotiations are finished; however, in order to offer the best strategic proposal possible, when would be the ideal starting date in your opinion and own schedule?

Answer: please refer to section I.1 NRFP Process Schedule for details. Note that the schedule is subject to change at DC’s sole discretion.

Q17. For the submission of the proposal, is it possible to add Wetransfer links to send the documents that may possibly surpass 25MB?

Answer: no, it is not possible. As per section B.4.4 Instructions of the NRFP, there is a maximum of twenty megabyte (“MB”) file size acceptance of any e-mail. Proponents should divide their responses into appropriate sized (smaller than 20 MB) numbered files. In the e-mail the proponent should provide the detail for each section and how many e-mails they will send. Proposals are stored in an electronically secure and restricted environment. Proposals will not be opened until after the Closing Time has passed.

Q18. If our company represents one of DC’s key competitors in relation to national tourism boards but our contract with them comes to an end in the second half of 2022, would our proposal be consider?

Answer: no, your proposal will be disqualified. As per D.1.2 Proponent must not represent DC’s key competitors at a national level from the following countries: Australia, New Zealand, South Africa and USA in relation to national tourism boards only.