

#	Question	Answer
1	Is it possible to clarify the actual room names, at least for the larger setups, and particularly the rooms that require interpretation? For example, room reference # 27, Plenary CSO Forum & Assembly meeting – is this happening in the VCC west building, Ballrooms ABCD? The room sizes will affect the equipment requirements.	<i>All rooms are chosen according to capacity and setup-style as stipulated in the A/V SOW.</i>
2	What is the total number of headsets / receivers required? Generally, for large conferences such as this, we distribute receivers at a central location, such as registration, for use in all rooms. I see there will be up to 1000 participants in the Plenary. Do you anticipate needing a total of 1000 receivers / headsets?	<i>We anticipate up to 1000.</i>
3	May you please clarify what languages are involved? This will help clarify the requirements. For example, the plenary description indicates interpretation booths for 6 languages, and the floor plan shows 6 booths. Will each booth be dedicated to just 1 language, in a unidirectional setup, similar to the UN style?	<i>Each booth will be dedicated to one language.</i>  <i>Note: This quote should only include Interpretation Gear, Interpreters are being provided separately.</i>
4	May you provide a more detailed agenda so labour can be estimated? The approximate start and end time of each meeting is required. I only require the start and end time of the meetings that involve interpretation, but all vendors would benefit from this information. If I were to provide a quote based on the current information provided, my labour costs would likely be highly inflated, and not accurate.	<i>Current assumption: all rooms will operate on 10 hour days – subject to change.</i>
5	As a side note, I do find one aspect of the RFP irregular, and it will be a major consideration for any provider. I've done several meetings with Global Affairs, but this is the first I've noticed this aspect. Section 4.1, Summary Requirements, item 5, indicates "The Contractor will be solely responsible to cover any production-related Venue fees incurred". This venue in particular has extremely high fees for using their facilities, and every conference I've done there (several over the past 12	<i>The Venue cannot provide a standard and exact price for whatever they would provide as each AV Contractor would have different needs based on equipment, internal standards, and operating processes. This price would vary with each AV company's bid.</i>  <i>It is expected that each AV Contractor would be able to understand and estimate the associated costs.</i>  <i>Bidders can identify these costs as line items in their bids however, as stipulated in Mandatory Technical Criteria M1, it remains the responsibility of the Contractor to cover those costs.</i>

	<p>years) those fees were handled by the client, not the vendor. Rigging, electricity, dock access, and storage are all very expensive. I would need to cover the costs in my equipment and labour rates, grossly inflating my regular pricing. You may find estimates will be more accurate if you either pay for those fees directly, or allow bidders to cover those costs on their quotes as separate line items, and not hidden in equipment and labour rates.</p>	
6	<p>Considering the supplier is only offering interpretation equipment for this conference, and they are looking to partner with another company (or several), would you require just 1 bid that combines the services of all partnered companies? If, for example, we partner with Proshow, or Encore, could they submit the bid, adding my services as a partner? Or would you prefer we send you a bid directly, only providing pricing on the equipment and services we are providing?</p>	<p><i>1 Combined bid.</i></p>
7	<p>Could you share the room allocation for this event as this will impact the equipment required in each room?</p>	<p><i>All rooms are chosen according to capacity and setup-style as stipulated in the A/V SOW.</i></p>
8	<p>Could you also share the name of your Event Manager at the VCC so we can connect regarding costs charged by the VCC that we need to look after?</p>	<p><i><a href="https://www.vancouverconventioncentre.com">https://www.vancouverconventioncentre.com</a></i></p>
9	<p>Can you please provide a detailed schedule of session times per room? To provide an accurate estimate, we need to better understand when you require technicians in each room.</p> <p>a) If a detailed schedule is not available, how would you like us to budget labour in order for you to be able to fairly compare proposals between proponents? Should we assume each room is in operation for a given number of hours each day? Please provide some detailed guidance as to how you'd like us to proceed; it's quite meaningful as labour typically accounts for 40%-60% of the budget.</p>	<p><i>Current assumption: all rooms will operate on 10 hour days – subject to change.</i></p>