



# 730-2008 ADDENDUM 1

## PROVISION OF SPONSORSHIP SOLICITOR AND EVENT PLANNER

### URGENT

**PLEASE FORWARD THIS DOCUMENT TO WHOEVER IS IN POSSESSION OF THE REQUEST FOR PROPOSAL**

ISSUED: April 16, 2009  
BY: Carmen Sorby  
TELEPHONE NO. (204) 986-3855

**THIS ADDENDUM SHALL BE INCORPORATED INTO THE REQUEST FOR PROPOSAL AND SHALL FORM A PART OF THE CONTRACT DOCUMENTS**

Template Version: Ar20070420

Please note the following and attached changes, corrections, additions, deletions, information and/or instructions in connection with the Request for Proposal, and be governed accordingly. Failure to acknowledge receipt of this Addendum in Paragraph 9 of Form A: Proposal may render your Proposal non-responsive.

### PART A – PROPOSAL SUBMISSION

Replace: 730-2008 Proposal Submission with 730-2008 Addendum 1 - Proposal Submission. The following is a summary of changes incorporated in the replacement Proposal Submission:

Form A(R1): Revise Paragraph 5.

- 5. Offer                      The Bidder hereby offers to perform the Work in accordance with the Contract for the Price(s), in Canadian funds, set out in the **Proposal Submission**

Page numbering on some forms may be changed as a result.

### PART B – BIDDING PROCEDURES

Revise: B2.1            to read:

B2.1    The Submission Deadline is 4:00 p.m. Winnipeg time, **April 21, 2009**.

Revise: B6.1            to read:

B6.1    The Proposal shall consist of the following components:

- (a)    Form A: Proposal;
- (b)    Detailed Prices;
- (c)    Campaign Proposal;
- (d)    Portfolio.

Revise: B9.1            to read:

B9.1    The Bidder shall state detailed prices in Canadian funds, which shall be the basis for payment.

B9.1.1            The Bidder shall

- (a)    provide a pricing methodology. Pricing should be presented as hourly rates assigned to each task, and should identify any retainer;
- (b)    indicate commission rates, for the Work identified in E2.1 and E2.2; and

- (c) provide disbursements including, but not limited to, printing, photocopying, fax charges, long distance charges, incidentals, couriers, etc., should be identified separately;

B9.1.2 Notwithstanding C11.1.1, Detailed Prices shall not include the Goods and Services Tax (GST) or Manitoba Retail Sales Tax (MRST, also known as PST), which shall be extra where applicable.

Revise: B10 to read:

## **B10 CAMPAIGN PROPOSAL**

B10.1 Bidders shall submit a campaign proposal detailing the Bidder's ability to effectively manage this specific type and scope of campaign.

B10.2 The City requires a Contractor to perform both functions as follows:

### **Event Planning Solicitor**

B10.3 The Bidder is required to work in collaboration with a steering committee of volunteers and City staff to plan and coordinate special events intended to promote specific policies and programs of the City of Winnipeg.

B10.4 The Bidder shall, in their Campaign Proposal:

- (a) **submit evidence of having** relevant event planning experience and shall provide details and references for the City to contact;
- (b) submit information regarding event planning experience related to the specific event;
- (c) submit information regarding the success **and** visibility of past projects.

### **Sponsorship Solicitor**

B10.5 The Sponsorship Solicitor is required to work in collaboration with a steering committee of volunteers and City staff to solicit sponsorships to support specific special events intended to promote specific policies and programs of the City of Winnipeg.

B10.6 The Bidder shall, in their Campaign Proposal:

- (a) **submit evidence of having** relevant sponsorship solicitation experience and shall provide details and references for the City to contact;
- (b) submit information regarding sponsorship solicitation experience related to the specific event;
- (c) submit information regarding past successes.

Delete: B17.9

## **PART D – SUPPLEMENTAL CONDITIONS**

Revise: D9.3 to read:

D9.3 The Contractor shall commence the Work within seven (7) Working Days of receipt of the notice of award.