

Evaluation of Proposals - RFP for Event Management Services LNG in BC Conference

		Inventa		Pace		Prime	
Mandatory Criteria		Complete		Complete		Mandatory not achieved Requirement F (proposal must include complete response to event scenario identified in Appendix B) was not met. Proposal did not include high-level budget or run of show.	

Desirable Criteria	Weight	Minimum score	Comments	Possible	Score	%	Comments	Possible	Score	%	Comments	Possible	Score	%
			Inventa				Pace				Prime			
Service delivery: Event scenario and concept 1. Demonstrated understanding of the project and its goals as stated in the RFP; 2. Identification of key components for successful event; 3. Identification of methods for effectively managing the event budget; 4. Identification of statistical information to be collected	40%	28%	1. 5/5, 2. 3/5, 3. 4/5, 4. 3/5. Respondent understood and clearly articulated the goals of the event. The response focused on a similar platform to the 2015 event with a few new elements introduced. The identification of statistical information was noted although the use of the stats was not fully described	20	15	15%	1. 5/5, 2. 3/5, 3. 4/5, 4. 3/5. Respondent understood and clearly articulated goals. The response was focused on the strategic objectives of the province and small mention on 2015 program. Identification of statistical information was identified although use not fully described	20	15	15%	Budget not included within 15 pages, Run of Show not provided at all, Addendum A, Roles and Responsibilities seems to be for MTIC Tech Conference. Hourly rate included rate + 5% success fee and Prime also charges a administration fee of 10% unless province advances funds.	20	NA	0%
Service delivery: Quality of proposed response 1. Quality of creative concepts 2. Quality of project management methodology 3. Quality of work plan 4. Quality of run of show 5. Overall quality of proposal			1. 3/4, 2. 3/4, 3. 1/4, 4. 2/4, 5. 3/4 Number 3, Work Plan was not included within the 15 page limit. Run of Show had limited information within the 15 pages. Proposed concepts were good but more operational, less strategic	20	12	12%	1. 3/4, 2. 3/4, 3. 3/4, 4. 2/4, 5. 2/4. Overall concept was more strategic, less operational. Respondent has done research on understanding the Province's challenges. Run of show only had a one day sample. Overall quality was good but lacked visuals	20	13	13%		20	NA	0%
Proposed project team: Identification, including Account Manager, Project Manager and key personnel; Availability; Experience and capability.	20%	14.0%	1. 5/5, 2. 0/5, 3. 10/10. No statement made on availability of team.	20	15	15%	1. 5/5, 2. 0/5, 3. 10/10. No statement made on availability of team.	20	15	15%		20	NA	0%
Pricing: Extent to which the overall budget and breakdown of fees is realistic and suitable for this work. Hourly rate of all proposed team members.	40%	28.0%	1. 15/20, 2. Blended average to determine overall hourly rate score. Little budget detail available within the 15 pages, appendix attached but cannot score as it is outside the mandatory guidelines. Discounted hourly rate higher than Pace.	40	23.8	24%	1. 20/20, 2. Blended average to determine overall hourly rate score. Detailed budget estimates available within 15 page limit and are accurate. Hourly rates lowest overall, full points awarded.	40	40	40%		40	NA	0%
Total Score	100%	70%		100	66	66%	Successful Vendor	100	83	83%		100	0	0%

Friday, January 8, 2016

715

12:25 Victoria Harbour

13:00 Vancouver Harbour

35 minutes

Confirmed

1 Passengers - Full-Fare

. Norman Stowe

[Add to Calendar](#)

Invoice s.17

FARE-YWH-Full_Winter \$265.71

+ GST \$13.29

Billing \$265.71

Taxes \$13.29

Grand Total \$279.00

THIS ITINERARY IS YOUR OFFICIAL TRAVEL DOCUMENT, PLEASE READ FULLY

Carriage is subject to applicable tariffs, conditions of carriage and related regulations which are available at the Helijet International administration offices. Carriage here under is subject to the rules and limitations relating to the liability established by the Warsaw Convention.

Itinerary Status Codes:

KK = Confirmed / WL = Waitlist / XL = Cancelled

Passenger Travel Information:

For detailed Travel Information visit helijet.com or call Helijet Reservations 1.800.665.4354

Passenger Check-in:

Passengers are required to check-in at least 20 minutes prior to scheduled flight departure time unless otherwise stated in fare rules.

Terminals:

Helijet scheduled flights operate from four terminals, please ensure you are aware of your flight departure/arrival locations;

Vancouver Harbour Heliport: 455 West Waterfront Road, Vancouver BC

Vancouver International Airport: 5911 Airport Road South, Richmond BC

Victoria Harbour Heliport: 79 Dallas Road, Victoria BC

Nanaimo Harbor Heliport at Nanaimo Cruise Ship Welcome Centre: 100 Port Drive, Nanaimo BC

Parking:

Free Parking is available for passengers on Helijet Scheduled Flights. Space may be limited, please observe signage in designated parking areas.

Aircraft Type:

Scheduled flights are operated by 12 passenger Sikorsky S-76 helicopters

Travel Documentation:

Government issued Photo ID must be presented at check-in of all flights for all passengers.

Changes/Cancellations & No Show Penalty:

Unless otherwise stated, all fares may be cancelled, changed and refunded up to 5pm the day prior to departure. All same-day bookings are non-refundable.

Failure to cancel or change a flight by 5pm the day prior to departure will result in a non-refundable penalty

George Lenko

From: passengerservices@helijet.com
Sent: January-05-16 2:42 PM
To: George Lenko
Subject: Thank you for choosing to take off with Helijet!

Helijet

Please review your reservation below.

If you have any questions or concerns regarding your reservation please call us at Helijet Reservations 1.800.665.4354.

We look forward to welcoming you aboard your flight soon!

Customer Information

Account	Customer #	s.17
	Name	Norman Stowe

Booking #

s.22

Friday, January 8, 2016

707

08:40 Vancouver Harbour

09:15 Victoria Harbour

35 minutes

Confirmed

1 Passengers - Peak

. Norman Stowe

Add to Calendar

Invoice s.17

FARE-YWH-PEAK_Winter \$284.76

+ GST \$14.24

Billing \$284.76

Taxes \$14.24

Grand Total \$299.00

Booking

s.22

ENTERED

QUICK TICKET 613 4080-913-508

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME NORMAN STONE	DATE JAN 8. 2016		
FROM VANCOUVER	FLIGHT NO. 707	CLASS Y	TIME 8:40
TO VICTORIA	ACCI s. 17		
SIGNATURE AUTHORIZING CHARGE ANL.	RESERVATION REFERENCE NO.		

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1 800 665 4354

PLEASE CHECK IN 20 MINUTES PRIOR TO DEPARTURE

s. 17

s. 15

Helijet

QUICK TICKET 613 4080-913-509

SUBJECT TO TERMS AND CONDITIONS ON REVERSE

PASSENGER TO COMPLETE AREA WITHIN BORDER ONLY

PRINT PASSENGER NAME NORMAN STONE	DATE JAN 8. 2016		
FROM VICTORIA	FLIGHT NO. 716	CLASS Y	TIME 12:25
TO VANCOUVER	ACCI s. 17		
SIGNATURE AUTHORIZING CHARGE ANL.	RESERVATION REFERENCE NO.		

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1 800 665 4354

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s. 17

s. 15

Helijet

cc. ACCOUNTING #130

Friday, January 8, 2016

Invoice S.17

716

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. Jordan Humphries

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FARE-YWH-Full_Winter

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Billing

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Taxes

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Grand Total

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Customer Information

Account

Customer #

s.17

Name

Jordan Humphries

Booking s.22

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707

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35 minutes

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Jordan Humphries

[Add to Calendar](#)

Invoice s.17

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+ GST

\$14.24

Billing

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Taxes

\$14.24

Grand Total

\$299.00

Booking s.22

ENTERED

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PRINT PASSENGER NAME JORDAN HUMPHRIES		DATE JAN 8. 2016	
FROM VANCOUVER	FLIGHT NO. 707	CLASS Y	TIME 8:40
TO VICTORIA	ACCOU S. 17		
SIGNATURE AUTHORIZING CHARGES K.N.L.		RESERVATION REFERENCE NO.	

VALID FOR REGULAR ECONOMY FARES ONLY

RESERVATIONS
1 800 865 4354

PLEASE CHECK IN 20 MINUTES PRIOR TO DEPARTURE

Helijet

s.17

s.15

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1 800 865 4354

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Helijet

s.17

s.15

cc. ACCOUNTING #130



Baytree Communications Inc.
 36 Tovey Crescent, Victoria, B.C. V9B 1A3
 Phone: (250) 744-3261
barbara@baytreecommunications.com
www.baytreecommunications.com

ENTERED

Date 31-Mar-16 **GST** 836069922RT
Contract Verbal as per Suzanne Manahan,
 Executive Director, LNG Task Force, Ministry of
 Natural Gas and Resource Development
Client Pace Communications
Contact Jordan Humphries, Kirsten Mihailides

Date	Assignment:	Hours @ \$120 per	Total
	LNG graphic and writing support, as require		
Writing			
22-Feb	Reviewed and edited federal brochure	1.50	\$180.00
8-Mar	Reviewed and edited Draft 2, federal brochure	1.00	\$120.00
Graphic Design			
20-Jan	Federal benefits info sheet layouts/edits, letter and legal size	3.00	\$360.00
21-Jan	revise layout	1.00	\$120.00
21-Jan	layout/edits	0.75	\$90.00
21-Jan	layout/edits to key points	0.25	\$30.00
21-Jan	convert to Word format	0.75	\$90.00
25-Jan	mockup options for tri-panel brochure version of booklet	1.50	\$180.00
03-Mar	booth signage layout, signage layout/edits	2.00	\$240.00
07-Mar	signage edits	2.25	\$270.00
08-Mar	signage edits, 3D simulation to see panels in place	1.00	\$120.00
09-Mar	signage edits. Text and colours.	0.75	\$90.00
11-Mar	signage edits, revert to original booklet style, edits, press f	4.00	\$480.00
15-Mar	revising map, logos and text so not obscured by frames	2.00	\$240.00
16-Mar	property sizing individual display panels and fine-tuning artwork, press pdfs, 3-D simulation to ensure individual panels placed correctly in display, review printer's proof with Liz and Sue, final edits, revised press file	8.50	\$1,020.00
22-Mar	liaison with printer in Australia to determine sizing and proofs	1.00	\$120.00
	Subtotal	31.25	\$3,750.00
	GST		\$187.50
	Total		\$3,937.50

Invoice



Invoice

Please remit payment to:
Pace Group Communications Inc.
55 Water Street, Suite 200
Vancouver, BC V6B 1A1

INVOICE# 10916
DATE 3/31/2016

INVOICE TO:

Suzanne Manahan
Executive Director
LNG Task Force
Ministry of Natural Gas Development
Province of British Columbia, Canada

Attention: Suzanne Manahan

Terms Contract/P.O. GST Number
Due on receipt 885207167RT0001

ITEMS	AMOUNT
Baytree Communications Inc. Invoice# 2016-215	3,750.00
Helijet quick ticket# 6134080913510 (Jordan Humphries Vancouver to Victoria)	200.00
Helijet quick ticket# 6134080913511 (Jordan Humphries Victoria to Vancouver)	200.00
Helijet quick ticket# 6134080913508 (Norman Stowe Vancouver to Victoria)	200.00
Helijet quick ticket# 6134080913509 (Norman Stowe Victoria to Vancouver)	200.00
Photocopy charges for February 2016: 60 colour @ \$0.60 + 10 B/W @ \$0.15	39.38

\$25,464.69



Invoice

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Suzanne Manahan
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ITEMS	AMOUNT
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Re: LNG in BC Conference

Pre-planning for the 2016/2017 LNG in BC conference, including; research into previous events; research into on-line and on-site registration solutions; consultation regarding venue room allocation, tradeshow layout and initial floor plans; tradeshow booth design options, costing and mock-ups; sponsorship package review and recommendations; delegate pricing structure review and recommendations, staffing plan development, preliminary consultation regarding graphics and signage; meetings and correspondence with client.

Kirsten Mihallides: 155.5 hours @ \$90/hour	13,995.00
Jordan Humphries: 41 hours @ \$95/hour	3,895.00
Norman Stowe: 5 hours @ \$130/hour	650.00
Sara Wright: 4.75 hours @ \$75/hour	356.25
Greg Descantes: 4 hours @ \$90/hour	360.00
Elyse Gawley: 3.5 hours @ \$60/hour	210.00
Adam Stowe: 3 hours @ \$75/hour	225.00
Kirk Williams: 2 hours @ \$95/hour	190.00
SUBTOTAL:	19,881.25
GST:	994.06

Disbursements:



Government Communications and Public Engagement
Work Order Request
(Draw Down Form)

Supplier: PACE Standing Offer # SO-GCPE025
Event: 2016/2017 LNG in BC Conference
Start Date: January 1, 2016 Completion Date: TBC

Brief Description of Event:

Description	Number of Units	Cost per Unit	Estimated Cost
CLIENT SERVICES			
Managing Partner	128	\$ 130.00	\$ 16,640.00
General Manager	1088	\$ 85.00	\$ 92,580.00
Director, Conferences & Events	1836	\$ 80.00	\$ 146,880.00
Director Communications	336	\$ 80.00	\$ 26,880.00
Manager, Conferences & Events	3192	\$ 75.00	\$ 239,400.00
Manager Communications	288	\$ 75.00	\$ 21,600.00
Manager Sponsorship	1808	\$ 75.00	\$ 135,600.00
Coordinator, Conferences & Events	1344	\$ 60.00	\$ 80,640.00
Staff Lead	200	\$ 55.00	\$ 11,000.00
Event Assistant	1200	\$ 35.00	\$ 42,000.00
Manager, Accounting Services	336	\$ 80.00	\$ 26,880.00
AGENCY HARD COSTS (may include total cost, attach detailed estimate)			
Venue (does not include rental)	1	\$	\$ 500,000.00
Food & Beverage	1	\$	\$ 800,000.00
Youth Engagement (Expo, Competition, Interactive)	1	\$	\$ 350,000.00
Marketing Materials	1	\$	\$ 75,000.00
Signage, Furniture and Décor (Conference & Tradeshow)	1	\$	\$ 250,000.00
Speakers (including emcees and entertainment)	1	\$	\$ 150,000.00
Registration (pre-event & on-site)	1	\$	\$ 50,000.00
Processing Fees	1	\$	\$ 85,000.00
Delegate Materials (including name badges)	1	\$	\$ 90,000.00
Tradeshow (Booths and services)	1	\$	\$ 225,000.00
Pace Group Disbursements	1	\$	\$ 15,000.00
SUB-CONTRACTED SERVICES (may include total cost, attach detailed estimate)			
Ken Hall Creative (Creative Director)		\$	\$ 96,400.00
Bayline Communications		\$	\$ 50,600.00
Video and Photography Services		\$	\$ 75,900.00
Audio Visual (including digital content creation)		\$	\$ 450,000.00
Sub-total		\$	\$ 4,184,040.00
PST if Applicable		\$	\$ 70,360.00
Total		\$	\$ 4,254,400.00

Please note that FINAL COSTS MAY VARY +/- 10%.

To be completed by AGENCY

Authorized Signature Approval: Peter Henderson Docket #: 4128/2016
Print Name: _____ Date: _____

To be completed by Government Communications and Public Engagement

Corporate Director: Katherine Laurence Work Order/Drawdown #: April 2016
Print Name: _____ Date: _____

To be completed by MINISTRY OR GCPE EXPENSE AUTHORITY

Expense Authority Approval: Suzanne Manahan Project #: April 28/16
Print Name: _____ Date: _____

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	Weight	Score	% Possible	Score	Comments
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2. Identification of key components for successful event;					
3. Identification of methods for effectively managing the event budget;					
4. Identification of statistical information to be collected	40%	28%	20	15	15% information was identified although use not fully described
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1. Quality of creative concepts					
2. Quality of project management methodology					
3. Quality of work plan			20	12	12% concept was more strategic, less operational. Respondent has done research on understanding the Province's challenges. Run of show only had a one day sample. Overall quality was good but lacked visuals
4. Quality of run of show					
5. Overall quality of proposal					
Proposed project team:					
Identification, including Account Manager, Project Manager and key personnel:					
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Experience and capability:					
Pricing:					
Extent to which the overall budget and breakdown of fees is realistic and suitable for this work.	40%	28.0%	40	23.8	24% 1. 20/20, 2. Blended average to determine overall hourly rate score. Detailed budget estimates available within 15 page limit and are accurate. Hourly rates lowest overall, full points awarded.
Hourly rate of all proposed team members.					
Total Score	100%	70%	100	66	66% Successful Vendor
			100	83	83%