Responses to Queries on the Request for Proposal: Event Management to Generate Sponsorships and Secure Delegates for the Outsource to the Caribbean Conference & Expo 2019 (OCC 2019)

Question 1: Is it foreseen that the individual consultant or event company will need to make an initial capital investment to ensure the success of this project? For instance, travelling across the Caribbean to meet the various stakeholders, including Chambers of Commerce to secure the event delegates. This question is seen as relevant as remuneration is only scheduled at the end of the event.

Response: No, we do not expect the consultant to travel to generate or secure delegates for the event. In the past, similar exercises have been conducted via teleconference calls, skype, LinkedIn and other social media….

Question 2: Are there stakeholder actors eg the EU or Regional Investment Agencies that are already aware and supportive of this event? This question is raised since many agencies make their event budgets 1 year in advance and the delegates need to be confirmed by Feb which is 6months away. Have the international or regional agencies previously provided budget or instruction to other stakeholders that they will need to support the event?

Response: This event was identified for execution in 2019 by the Caribbean Association of Investment Promotion Agencies in December 2017 – so they are aware. Discussions are also ongoing as we prepare for the event in collaboration with CAIPA. This does not mean that all 23 CAIPA members will participate but the main participants are not necessarily the CAIPA members but the BPO firms within and outside the region.

Question 3: Should the event be thought of and approached as "business venture" from the point of view of the event management team where this first event is: **1st year)** - large capital outlay to introduce event and build awareness **2nd year)** - less capital outlay but revenue is able to cover 2nd year operating costs and payback 1st year capital investment **3rd year)** Lower operating costs and increased revenue due to greater awareness results in profits. In this sense, will event management team involved now, need to be retained for years 2 and 3 in order to recoup investment?

Response: It is not expected that the event management team will make any capital investment in executing the TORs. The securing of venue, conference facilities, website development, and other expenses related to hosting the event will be covered by Caribbean Export. This is the second time we are hosting this event. Our first year when we generated awareness was in 2017. We hope to execute this event every other year. We cannot however retain the contracted consultant for the execution of the event in year 3.

Question 4: We wish to ascertain whether the entirety of the financial proposal is to consist of the commission percentage as stated earlier in your document or whether it should comprise commission percentage plus affiliated cost for execution of the project.

Response: The financial proposal should only include the commission rate and this commission rate should be the equivalent of your fees and other costs for execution of the project. That is, the rate will be based on your estimation of funds to be generated from selling tickets for the conference registration, expo booths and training.

Question 5: Under “Specific Activities”, provision 4.2.1.e, does “manage registration for the event” also include managing registration for the event onsite, or is just limited to facilitating the registration of individuals in the lead up to the event?

Response: This is limited to managing the registration in the lead up to the event.

Question 6: Is the Consultant expected to be onsite during the Conference and Expo? If yes, will Caribbean Export be making a separate provision for those travel-related expenses?

Response: It is not a requirement for the event management firm/consultant to be at the event. Given the nature of the engagement, the work of the firm/consultant will be focused on the period prior to the event.