**Queries and Answers – Last Updated 29/03/21**

Q: The website lists the contract value (budget) at £15,000 + vat – just want to re-confirm this is the maximum production budget, with no option for contingency?

A: The £15k is an estimated minimum. We haven’t specified a maximum figure because we understand that there are a number of variables that we (as non-event professionals) may not have considered. What we would like to see is a) a fixed price for services including travel and subsistence b) fixed price for use of owned or controlled assets/ equipment etc c) budget costs for third party assets/ equipment, level of mark-up proposed, and level of contingency proposed. On contract award, we would look to solidify that variable budget C) by fixing a not to exceed figure based on third party costs, associate mark-up and proposed contingency.

Q: Can you please advise if you have booked the corporate room, 24 hour, or day delegate rate?

A: We have booked the Pendennis Ballroom from 3pm on the 10th June for set up, then all day on the 11th June. This is on a room hire basis. We are also negotiating with the venue on catering options on a rate per delegate per service basis.

Q: How many online delegates are you anticipating approx.?

A: We are aiming at around 100 however this could evolve. We anticipate a small cohort of interacting delegates (around 40 to 50) in addition to the live audience. This could double if Covid-19 forces us to switch to a fully online event.

In addition to those “interacting”, we are interested in options to also stream to passive “viewers”.

Q: Is there a floor plan of the event space available? It would be great to see where doors, fire exits etc are for the stage and set design we are looking at.

A: This has been added to the downloads available on Contracts Finder. Filename “Pendennis Ballroom Floorplan.pdf”

Q: Do you know what power supply is available in the room, in particular if there is a three-phase supply at all, if so where that is located within the room would be great.

A: The floorplan includes the location of electrical sockets which are standard 240 volts. The hotel informs us that there is no three-phase connection available in the room.

Q: Obviously the online element of the event is really important and a lot of this will ride on the internet connection at the hotel, is there any information you can provide about their connection or is that something that you would pick up with the hotel and the successful production company?

A: The hotel has a broadband connection which services the whole hotel. The detail can be picked up with the hotel and successful production company during the design phase, however we would welcome proposals for contingency solutions.

Q: There is mention in the ITT that access will be available from the afternoon/evening on the 10th, is it possible for this to be the whole day? Due to the online elements extensive testing would need to happen onsite once all the equipment is setup on the 10th.

A: At this stage, the room is available from 1500 on the 10th. We understand that there is a previous booking and the hotel needs time to facilitate a clean before handing over. The detail can be picked up with the hotel and successful production company during the design phase.

Q: Do we need to include costs for creating videos, graphics etc within our submission or are those being created separately or dealt with outside of this ITT.

A: Videos, graphics, logos will be created outside of this ITT. However overall design and delivery of sets, set dressing, backdrops etc should be included in the submission

Q: Within the Mobilisation section within the ‘produce all required materials and consumables’ is this to include conference materials such as designing conference packs, handouts etc. or does that sit outside of this ITT and it is purely production elements that need to be included?

A: This is not expected to include conference packs, handouts etc but as outlined above could include backdrops, set dressing and associated consumables needed for build out.

Q: If we would like to submit multiple options that in turn have differing costs, how is it best to do this in the submission?

A: To allow for evaluation, please submit a recommended option in the format outlined in the tender. Any alternative options should be clearly identified along with budget impacts.

Q: Do you require us to manage both the physical and virtual invitation and registration process?

A: We would welcome proposals which included an integrated delegate registration system which worked for both online and live delegates. The invitation of targeted delegates and management of physical delegates will be overseen by WHDS, however technical support would be required at the venue. We may also wish to open up the live stream to a wider audience so will need to consider the approach during the design phase.

Q: How many viewers are expected to attend the live stream?

A: We are planning on inviting around 100 delegates who are able to interact fully with the speakers (either in person or virtually). This could result in a round 40 to 60 attending (40 in the room plus 20 online). In addition, we are keen to consider the event being streamed as a webinar with the option of text questions/ comments. Based on prior attendance at similar events, this could be in the region of 150 to 400 virtual delegates.

Q: How many speakers do you expect to be on stage at one time?

Q: Please can you confirm the maximum number of speakers on stage at any one time? Just to ensure the stage is large enough to accommodate the Host/MC and all speakers, mindful of social distancing.

A: During the speaker sessions, around 4. The panel session will include 4 to 6 panel members plus MC/ host.

Q: Please confirm if the catering is included within the hotel costs and not to be included in our budget?

A: That is correct, WHDS are handling catering and room hire outside of the budget for this contract.

Q: Are the hotel able to provide chairs for the live audience, or is this something you would like us to provide? Stage furniture is an element we can cover as part of the design.

A: We understand that the hotel has some chairs, however the detail would be covered off during the design phase. If tenderers consider that stage furniture is better delivered in another way, then we could welcome inclusion in the proposal costing (third party cost + mark-up).

Q: Standard Terms and Conditions - Item 2: Variation orders are the norm, however, whether it’s possible to omit or cease to perform any part of the services will depend on when the instruction is issued. Cancellation charges may be incurred in this instance.

Furthermore, we can only accept variation orders for services we can provide.  The way the condition is written indicates that we might be required to take on the provision of services that are not within our operating parameters.

Are you open to rewording this paragraph taking into account the above comments?

A: We would be prepared to discuss the wording of this paragraph with the successful bidder subject to the bidder submitting a compliant tender. This requires a covering letter including “Confirmation that the tenderer accepts all WHDS Standard Terms and Conditions”. Please make it clear in your letter that such terms and conditions are accepted subject to clarification of paragraph 2 agreed via the bidder’s clarification document ITT\_WHDS\_TEN0221\_Tenders Queries and Answrs\_290321.docx.

Q: Standard Terms and Conditions - Item 6. May we use the event as a case-study in future marketing?  In such an instance the name of the event would not be used.

A: This should be fine post-event. However, we reserve the right to stand by the confidentiality clause if required.