



Clarification Question log - Call for Tender - N° 100001140 Ideas Factories

Question de clarification No. Clarification Question No	Question de clarification Clarification Question	Réponse Response
1	<p>Additional Formats The second bullet in Article 6.2 of the Terms of Reference states, “A proposal for additional reporting formats, other than the ones used so far, would be of interest.” The fourth bullet requests “A proposal for reporting options to better capture the content of the discussions, providing a prescriptive breakdown of ideas/discussions.” The first of these requests (second bullet) suggests that this is an optional element of the proposal, whose costs would not be included in the budget. The second request (fourth bullet) appears to be an integral part of the proposal and thus needs to be included in the budget. Our queries:</p> <ul style="list-style-type: none"> a. How are these two requests different? b. Is it correct to exclude the ideas reflected in the second bullet from the budget but to include the ideas responding to the fourth bullet in the budget? c. What exactly is meant by “a prescriptive breakdown of ideas/discussions”? 	<p>a) The second bullet in Article 6.2 refers to the reporting of the IdeaFactories, while the fourth bullet refers to ideas for the overall Forum reporting (this 4th bullet should be under point 6.1).</p> <p>b) The ideas on the 4th bullet would be part of the advisory role. To clarify, kindly provide a budget breakdown for: 1) Forum advisory role 2) IdeaFactory organisation and facilitation (cost breakdown for the different elements involved)</p> <p>c) It refers to grouping and organising conclusions of discussions in terms of implementation of ideas. In other words, addressing the suggestions to deliver on the ideas, i.e. the ‘what is next?’ ‘what can be done next with these outcomes/this information?’.</p>
2.	<p>Production Company Will you be employing an external production company to provide staging, audio, video, lighting and technology support for plenaries, panels, etc? Will this production company be providing any support to the IdeaFactory? Exactly what will they be providing in terms of equipment, supplies, and staff?</p>	<p>In terms of logistics, the staging, audio, video (screens, projector), lighting and technology support is provided in-house by the OECD. However, please note that in the past the external provider has taken care of video recording and photography with their own staff/resources for IdeaFactories.</p>



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	<p>If these services are provided internally by OECD staff, can you please indicate what equipment, supplies, and staff they will put at the disposal of the IdeaFactory?</p>	<p>In the past, for the IdeaFactories the Forum logistics team has provided an empty room and basic equipment, namely: B/W A4 printer, on-demand A3 B/W + colour printing, tables, chairs, desks, stands for signage, wi-fi access, wireless sound system or microphones.</p>
3.	<p>OECD Conference Centre Can you please provide photos, floor plans, and A/V capabilities of the entire OECD Conference Centre with special attention to the space to be devoted to the OECD_IdeaFactory?</p> <p>Can we be assured access to the Conference Centre from 6 AM to midnight for the period 31 May – 5 June?</p>	<p>Yes. Photos of last year's IdeaFactory and a plan of the Conference Centre during the Forum are available on request from adam.rickard@oecd.org. For pictures of the Forum in general (ambiance, sessions, etc.), please go to the OECD Flickr account: https://www.flickr.com/photos/oecd/sets/</p> <p>The Forum logistics team and the OECD security team will coordinate to give the supplier access to the IdeaFactory room in the Conference Centre for as many hours a day as possible (actual access hour will depend on overall logistics and security shifts).</p>
4.	<p>Technology We understand that all costs associated with delivery of the IdeaFactory sessions must be included in our proposed budget. As such, we need to know which of the following are available for our use at the OECD Conference Centre and which we will be obliged to rent and thus need to include in our budget:</p> <p>a. Sufficient lighting so that in the hours of darkness the space is approximates the brightness of an office.</p> <p>b. High-quality audio to allow music to be played at high volume without noticeable distortion plus at least four wireless microphones plus mixer.</p> <p>c. At least two ≥ 52" HD flat panel monitors</p>	<p>a) Will be provided by OECD</p> <p>b) Will be provided by OECD</p> <p>c) TBC, price for this equipment accordingly should they be unavailable.</p> <p>d) Will be provided by OECD (through internal copy centre)</p> <p>e) Will be provided by OECD (password-free wi-fi access at the Conference Centre)</p>



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	<p>with HDMI inputs on 180 cm bases.</p> <p>d. On-site, on-demand use of a high-speed A3 colour copier/printer.</p> <p>e. Internet access</p>	
5.	<p>Calculating Expenses</p> <p>We assume that our team will be able to stay at accommodations with which you have negotiated an event rate. What is that rate?</p>	<p>The OECD has reduced rates in a number of hotels close to the Conference Centre. Reservations can be made through an online portal (HRS) or directly with the hotel by email or telephone by asking for OECD fares. For more information, please refer to:</p> <p>http://www.oecd.org/site/conferencecentre/hotels-close-to-oecd.htm</p>
6.	<p>Lighter Formats</p> <p>Article 2 of the Terms of Reference refers to a number of existing lighter formats, including a lighter variation of the IdeaFactory, “Food for Thought” lunch debates, “Meet the Author” and “Talk Together” Discovery Lab sessions, etc. We understand that the advisory role your supplier will play includes critiquing these formats and potentially improving them. We understand as well that the design and facilitation role does not include these sessions, which we understand are managed on-site directly by OECD staff. Is this assumption correct and, if so, are we correct in not budgeting for staff to support these sessions?</p>	<p>This is correct. The supplier would be responsible for the design and facilitation of the IdeaFactories. Regarding the other formats (Food for Thought, lunch debates, Meet the Author and Talk Together), we expect the supplier to play an advisory role making proposals to improve these formats and suggesting potential new formats for the Forum, but these sessions would be organised and managed by OECD staff (with potential consultation with the supplier throughout the process).</p>
7.	<p>Unrecoverable VAT</p> <p>Since your supplier will not charge VAT but will sometimes pay VAT to its suppliers. In this case, is unrecoverable VAT a legitimate reimbursable expense?</p>	<p>The prices quoted must include everything necessary for the complete execution of an eventual contract. Charges for items essential to the execution of the contract and not identified in the Tender will be borne by the Tenderer.</p> <p>The OECD will not reimburse any VAT expenses specifically.</p>



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8.	<p>Procurement Rules We have been unable to find on your web site any procurement rules that might apply to this tender. In particular, we are eager to understand the basis for calculating the 30% of the scoring which relates to the fee proposal.</p>	<p>The price proposals within each bid will be evaluated to assess the affordability and robustness of the solution, and its overall value for money.</p>
9.	<p>Videos It is unclear from the tender document whether production of video(s) (e.g., the two videos on http://www.oecd.org/forum/about/ideafactory.htm) is a discrete deliverable that you expect from your supplier. If so, do you want the cost of shooting and producing these videos to be reported separately in our budget proposal?</p>	<p>Yes, the production of video reports of the three IdeaFactory sessions is an expected deliverable. Please include the shooting and production cost as an entry of the budget breakdown for IdeaFactory organisation and facilitation.</p>
10.	<p>Budget Structure To what extent are you expecting a flat-fee proposal and to what extent, on the other hand, are you expecting a menu of options with separate fees? Article 2 of the Minimum General Conditions for OECD contracts would suggest the former, whereas open questions about additional formats and influencing the overall OECD Forum schedule would suggest the latter.</p>	<p>Instead of a flat-fee proposal, we would like a budget breakdown for the different elements and the fees involved.</p>
11.	<p>Deliberative Democracy The tender makes reference to Deliberative Democracy and asks that responding firms indicate how they would employ these methods in the IdeaFactories and elsewhere in the OECD Forum.</p>	<p>In the past few years we feel that substantive progress has been made towards effective engagement and dialogue in these interactive sessions and overall in the Forum. However, going forward we feel that more could be done in terms of achieving outcomes for these sessions that are useful for the OECD in order</p>



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	<p>Since these methods are usually employed in decision-making fora, or at a minimum in a consultative context, we are seeking clarity regarding your expectation that the IdeaFactories serve a decision-making or consultative role. We had understood from the rest of the tender that these sessions served an engagement and dialogue function rather than a decision-making or consultative one.</p> <p>Please clarify in what context you would expect Deliberative Democracy methods to be employed.</p>	<p>to move forward in specific projects/topics. We would like to work towards a platform that could increasingly serve a consultative role.</p>
12.	<p>Staffing & Budgeting for non-IdeasFactory Sessions</p> <p>It is not clear whether, in Article 6 of the tender document, the advisory role includes delivery of interactive session formats throughout the OECD Forum. If so, should the delivery of or support for these non-IdeaFactory sessions be reflected in our proposed staffing and budget?</p>	<p>The advisory role includes providing suggestions and advice for the organisation of interactive sessions other than the IdeaFactories, but the supplier will not deliver these other interactive sessions, which will be managed and organised by the OECD Forum team.</p>
13.	<p>Anonymity of the Proposal</p> <p>You indicate in Article 3.1 of the tender document that envelopes “bearing any mention that would identify or make reference to the Tendering company may be rejected.” Does this mean that the tender document needs to be delivered by hand? Should we send it by FedEx or another courier, we as the sender are specified in the airbill.</p>	<p>The tender does not need to be delivered by hand.</p> <p>The airbill is dealt with by the mail room to ensure the tender arrives with the Procurement Officer in an anonymous state.</p>
14.	<p>The role of the tenderer with regard of the invitation</p>	<p>a) and b) The invitation process will be managed and undertaken</p>



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	<p>process would need clarification:</p> <p>(a) - Is the tenderer in charge of identifying then inviting participants to the three IdeaFactories?</p> <p>(b) - If so, are we in charge of hosting a website / registration system as well as setting up a secretariat to answer the questions/demands?</p> <p>(c) We would appreciate some clarification on the role of the tenderer with regard of the 'invitation only' IdeaFactory.</p>	<p>by the Forum team. This includes the identification of participants for the three IdeaFactories (incorporating potential suggestions from the tenderer), and the entirety of the invitation process. However, the steps of the invitation process will be defined in discussion with the tenderer (in terms of timing, steps in the process and wording for the sessions and the different roles in them).</p> <p>c) The same applies to the 'invitation only' IdeaFactory: the OECD Forum team would identify potential participants and take care of the invitation process from start to end.</p>
15.	<p>We understand that the tenderer would be in charge of delivering a communication plan and implement it, is that correct?</p> <p>Are we referring to a strategic communication plan to promote the IdeaFactories (participation), or an overall communication plan (before: participation; during: coverage of the three IdeaFactories; after: promotion of the results).</p>	<p>We ask the tenderer to provide an overall communication plan for the IdeaFactories (before, during and after) as part of the detailed deliverables.</p> <p>However, the implementation of the plan would be undertaken mainly by the OECD Forum team in coordination with the overall Forum communication efforts.</p> <p>Particularly, in terms of online communications, we would like the tenderer to provide a proposal about how to incorporate social media in the session design process and to disseminate its outcomes (before, during and after).</p>
16.	<p>Can we present options with associated budget so that you can evaluate other collaborative formats that could complement IdeaFactory sessions?</p>	<p>In principle the supplier will not deliver interactive sessions other than the IdeaFactories (please, refer to question 12: such sessions would be managed and organised by OECD Forum team), but you can include the facilitation of other collaborative formats as a budget breakdown element for consideration.</p>
17.	<p>Is there a global event coordinator who takes care</p>	<p>There will be a team of OECD staff dedicated to the organisation of</p>



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	of the overall script and technical matters? What are the technical interfaces the service provider will have to deal with?	these sessions (from logistical coordination to participant invitation or session design). The service provider will have to provide the design of the sessions (in collaboration with the OECD team) and facilitate them.
18.	Does the required benchmark include all event dimensions or is it focused on practices of animation – facilitation?	The benchmark is only in terms of sessions, content and facilitation (a benchmark of the Forum programme against other similar events) and would not include logistical aspects.