

**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**  
**PWGSC/TPSGC Acquisitions**  
**1045 Main Street**  
**1st Floor, Lobby C**  
**Unit 108**  
**Moncton, NB E1C 1H1**  
**Bid Fax: (506) 851-6759**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> Cadet Conference	
<b>Solicitation No. - N° de l'invitation</b> W0105-138991/A	<b>Date</b> 2012-06-15
<b>Client Reference No. - N° de référence du client</b> W0105-138991	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$MCT-011-4476	
<b>File No. - N° de dossier</b> MCT-2-35041 (011)	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2012-07-03</b>	
<b>Time Zone</b> <b>Fuseau horaire</b> Atlantic Daylight Saving Time ADT	
<b>F.O.B. - F.A.B.</b> Specified Herein - Précisé dans les présentes <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input checked="" type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Sharpe, Charlene A.	<b>Buyer Id - Id de l'acheteur</b> mct011
<b>Telephone No. - N° de téléphone</b> (506) 851-3467 ( )	<b>FAX No. - N° de FAX</b> (506) 851-6759
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE CFB Gagetown 3 ASG Base Supply Bldg B-10 OROMOCTO New Brunswick E2V4J5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du  
fournisseur/de l'entrepreneur**

<b>Delivery Required - Livraison exigée</b> See Herein	<b>Delivery Offered - Livraison proposée</b>
<b>Vendor/Firm Name and Address</b> <b>Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. - N° de téléphone</b> <b>Facsimile No. - N° de télécopieur</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>(type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Certifications Precedent to Contract Award

### PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. SACC Manual Clauses

#### List of Annexes:

- |         |                   |
|---------|-------------------|
| Annex A | Statement of Work |
| Annex B | Basis of Payment  |

## PART 1 - GENERAL INFORMATION

### 1. Security Requirement

There is **no security requirement** associated with the requirement.

### 2. Statement of Work

The Work to be performed is detailed under Article 2 of the resulting contract clauses.

*(Derived from - Provenant de: B4007T, 2006/06/16 )*

### 3. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## PART 2 - BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2012/03/02) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

#### 1.1 SACC Manual Clauses

SACC Reference	Section	Date
C9000T	Price	2010/08/16

### 2. Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids **transmitted by electronic mail to PWGSC will not be accepted.**

### 3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **4. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

### **PART 3 - BID PREPARATION INSTRUCTIONS**

#### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I:      Technical Bid (1 hard copy)  
Section II:     Financial Bid (1 hard copy)  
Section III:    Certifications (1 hard copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and

- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment at Annex B. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

#### **1.1 SACC Manual Clauses**

C3011T (2010/01/11), Exchange Rate Fluctuation

### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

##### **1.1.1 Mandatory Technical Criteria**

Mandatory Technical Criteria as specified in Annex A.

#### **1.2 Financial Evaluation**

SACC Manual Clause A0220T (2007/05/25), Evaluation of Price

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Multiple Items**

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price on an aggregate basis will be recommended for award of a contract.

(Derived from - Provenant de: A0272T, 2010/08/16 )

## PART 5 - CERTIFICATIONS

Bidders must provide the required certifications to be awarded a contract. Canada will declare a bid non-responsive if the required certifications are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### 1. Certifications Precedent to Contract Award

The certifications listed below should be completed and submitted with the bid, but may be submitted afterwards. If any of these required certifications is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

#### 1.1 Federal Contractors Program - Certification

##### Federal Contractors Program - over \$25,000 and below \$200,000

Suppliers who are subject to the Federal Contractors Program (FCP) and have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive federal government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) ☐ is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada;
- (b) ☐ is not subject to the FCP, being a regulated employer under the Employment Equity Act, S.C. 1995, c. 44;
- (c) ☐ is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks

or more in Canada, but has not previously obtained a certificate number from HRSDC, having not bid on requirements of \$200,000 or more;

- (d) ( ) has not been declared an ineligible contractor by HRSDC, and has a valid certificate number as follows: \_\_\_\_\_.

Further information on the FCP is available on the HRSDC Web site.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

(Derived from - Provenant de: A3031T, 2010/08/16 )

## 1.2 Former Public Servant Certification

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

### Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** ( ) **NO** ( )

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

### Certification

By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*(Derived from - Provenant de: A3025T, 2010/01/11 )*

## PART 6 - RESULTING CONTRACT CLAUSES

### 1. Security Requirement

There is **no security requirement** associated with the requirement.

### 2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex A.

*(Derived from - Provenant de: B4007C, 2006/06/16 )*



### 3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions (<http://ccua-sacc.tpsgc-pwgsc.gc.ca/pub/acho-eng.jsp>) Manual issued by Public Works and Government Services Canada.

#### 3.1 General Conditions

2010C (2012/03/02), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### 4. Term of Contract

#### 4.1 Period of the Contract

The period of the Contract is from August 21, 2012 to September 30, 2012 inclusive.

(Derived from - Provenant de: A9022C, 2007/05/25 )

### 5. Authorities

#### 5.1 Contracting Authority

The Contracting Authority for the Contract is:

Charlene Sharpe  
Procurement Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
1045 Main Street, Unit 108  
Moncton, NB E1C 1H1  
Telephone: 506-851-3467  
Facsimile: 506-851-6759  
E-Mail: Charlene.Sharpe@pwgsc-tpsgc.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

#### 5.2 Technical Authority

The Technical Authority for the Contract is: ***will be identified at contract award.***

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_-\_\_\_\_-\_\_\_\_

Facsimile: \_\_\_\_-\_\_\_\_-\_\_\_\_

E-mail: \_\_\_\_\_.

The Technical Authority named above is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Technical Authority, however the Technical Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

(Derived from - Provenant de: A1030C, 2007/05/25 )

### 5.3 Contractor's Representative *Bidders are to provide the following information:*

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-mail address: \_\_\_\_\_

## 6. Payment

### 6.1 Basis of Payment - Firm Price, Firm Unit Price(s) or Firm Lot Price(s)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm unit price(s), as specified in Annex B, for a cost of \$ \_\_\_\_\_ (*insert the amount at contract award*). Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

(Derived from - Provenant de: C0207C, 2011/05/16 )

### 6.2 SACC Manual Clauses

SACC Reference	Section	Date
A9117C	T1204 - Direct Request by Customer Department	2007/11/30
C6000C	Limitation of Price	2011/05/16
H1000C	Single Payment	2008/05/12

## 7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

2. Invoices must be distributed as follows:

- (a) The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

*(Derived from - Provenant de: H5001C, 2008/12/12 )*

**8. Certifications**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

**9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in New Brunswick.

**10. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;  
 (b) 2010C (2012/03/02), General Conditions - Services (Medium Complexity);  
 (c) Annex A, Statement of Work; and  
 (d) the Contractor's bid dated \_\_\_\_\_

**11. SACC Manual Clauses**

<b>SACC Reference</b>	<b>Section</b>	<b>Date</b>
B7500C	Excess Goods	2006/06/06
G1005C	Insurance Requirements	2008/05/12

**ANNEX B****BASIS OF PAYMENT**

Item No.	Description	OEM Brand Name and Model Number	Unit of Issue	Quantity	Unit Price	Extended Price
1	Boardrooms (Administration) Sep 21-23		Lot	1	\$ _____	\$ _____
2	Guest rooms, double occupancy Sep 21		Each	20	\$ _____	\$ _____
3	Guest rooms, single occupancy Sep 21		Each	5	\$ _____	\$ _____
4	Guest rooms, suite Sep 21		Each	1	\$ _____	\$ _____
5	Plenary, meeting rooms, registration area Sep 21		Lot	1	\$ _____	\$ _____
6	Guest rooms, double occupancy Sep 22		Each	42	\$ _____	\$ _____
7	Guest rooms, single occupancy Sep 22		Each	5	\$ _____	\$ _____
8	Guest rooms, suite Sep 22		Each	1	\$ _____	\$ _____
9	Plenary, meeting rooms, break out rooms, registration area Sep 22		Lot	1	\$ _____	\$ _____
10	Podium, projector screens, flipcharts Sep 22		Lot	1	\$ _____	\$ _____
11	Breakfast Buffets Sep 22		Each	46	\$ _____	\$ _____
12	Morning Breaks Sep 22		Each	90	\$ _____	\$ _____
13	Lunch Buffets Sep 22		Each	90	\$ _____	\$ _____
14	Afternoon breaks Sep 22		Each	90	\$ _____	\$ _____
15	Dinner Buffets Sep 22		Each	90	\$ _____	\$ _____

Solicitation No. - N° de l'invitation

W0105-138991/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

mct011

Client Ref. No. - N° de réf. du client

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W0105-138991

MCT-2-35041

16	Plenary, meeting rooms, break out rooms, registration area Sep 23		Lot	1	\$ _____	\$ _____
17	Podium, projector screens, flipcharts Sep 23		Lot	1	\$ _____	\$ _____
18	Breakfast Buffets Sep 23		Each	90	\$ _____	\$ _____
19	Morning Breaks Sep 23		Each	90	\$ _____	\$ _____
20	Boardrooms (Administration) Sep 28-30		Lot	1	\$ _____	\$ _____
21	Guest rooms, double occupancy Sep 28		Each	20	\$ _____	\$ _____
22	Guest rooms, single occupancy Sep 28		Each	5	\$ _____	\$ _____
23	Guest rooms, suite Sep 28		Each	1	\$ _____	\$ _____
24	Plenary, meeting rooms, registration area Sep 28		Lot	1	\$ _____	\$ _____
25	Guest rooms, double occupancy Sep 29		Each	42	\$ _____	\$ _____
26	Guest rooms, single occupancy Sep 29		Each	5	\$ _____	\$ _____
27	Guest rooms, suite Sep 29		Each	1	\$ _____	\$ _____
28	Plenary, meeting rooms, break out rooms, registration area Sep 29		Lot	1	\$ _____	\$ _____
29	Podium, projector screens, flipcharts Sep 29		Lot	1	\$ _____	\$ _____
30	Breakfast Buffets Sep 29		Each	46	\$ _____	\$ _____
31	Morning Breaks Sep 29		Each	90	\$ _____	\$ _____
32	Lunch Buffets Sep 29		Each	90	\$ _____	\$ _____
33	Afternoon breaks Sep 29		Each	90	\$ _____	\$ _____
34	Dinner Buffets Sep 29		Each	90	\$ _____	\$ _____

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CCC No./N° CCC - FMS No/ N° VME

W0105-138991

MCT-2-35041

35	Plenary, meeting rooms, break out rooms, registration area Sep 30		Lot	1	\$ _____	\$ _____
36	Podium, projector screens, flipcharts Sep 30		Lot	1	\$ _____	\$ _____
37	Breakfast Buffets Sep 30		Each	90	\$ _____	\$ _____
38	Morning Breaks Sep 30		Each	90	\$ _____	\$ _____
39	Hospitality on catering Sep 21-23, if applicable		Lot	1	\$ _____	\$ _____
40	Hospitality on catering Sep 28-30, if applicable		Lot	1	\$ _____	\$ _____
Subtotal						\$ _____
HST 13%						\$ _____
Total						\$ _____

## **ANNEX A STATEMENT OF WORK**

### **2012 NB/PE Cadet Detachment Training and Commanding Officers Conferences**

#### **Title**

1. The 2012 NB/PEI Cadet Detachment Conference.

#### **Objective**

2. The provision of a suitable conference facility within the boundaries of CFB Gagetown to include Saint John, Moncton, Mirimichi, Fredericton and any area in between (not to exceed 200km radius of CFB Gagetown), with guest rooms, meeting rooms, and restaurant facilities to conduct the conference.

#### **Background**

3. The Technical Authority is responsible for the delivery of a Youth Program in 70 communities in NB and PEI. At the start of the training year, September 2012, the Technical Authority conducts a conference for all Program Leaders to review the year's activities. Attendance also includes staff from the Technical Authority as well as staff from the Technical Authority's Headquarters. The conference is held in two phases, on separate weekends. This format is more conducive to achieving our objective of preparing the local units for the new training year; the separate weekends permit two smaller groups which allow for better focus on issues. Previously, the two events were held on the same weekend; however the size of the event (175-200 people) impacted the success. Nova Scotia Detachment trialed a two weekend format in 2009 with much greater success, and the Technical Authority conducted a two weekend format for the past two years with extremely beneficial outcomes.
4. Due to the existing training load at CTC Gagetown, 3ASG has confirmed that they are unable to guarantee at this time (and likely would not be able to guarantee until Sep 12) a suitable standard of accommodations for the number of personnel attending Phase 1 of the conference on 21-23 Sep 12 (90 personnel) and Phase 2 of the conference on 28-30 Sept 12 (90 personnel). The use of a commercial conference facility provides conference attendees and organisers with a venue conducive to a more successful conference.
5. To help reduce costs, only the conference participants from outside of the local area of the venue will arrive Friday evening; other/closer participants will travel early Saturday morning, with both Phases of the conference starting at 0800hrs.

#### **Scope**

6. The 2012 Cadet Detachment Conference Phase 1 will be held on the weekend of 21-23 September 2012 and Phase 2 of the conference will be held on 28-30 September 2012. To permit a successful conference, and since the conference agenda has strict time limitations, preference is to have all conference facilities under one roof, thus eliminating the need to travel from building to building. As the NB/PEI Detachment encompasses cadet units in both NB and PEI, and since the Detachment HQ is located at 3ASG/Argonaut, it is considered important to hold the conference as close as possible to the Detachment. From a travel time perspective, a 200km radius of CFB Gagetown is centrally located for participating units from NB and PEI. For the organizers of the conference, being within this radius will permit quick access to the Detachment HQ in Gagetown if the need arises.

## Tasks/Technical Specifications

### 7. The following are the Cadet Detachment Phase 1 conference requirements for 21-23 September 2012:

a. For the entire weekend starting at 1:00pm Friday 21 September 2012 until 3:00pm Sunday 23 September, 2012:

(1) One small (no less than 200 square feet) and one large boardroom (no less than 400 square feet) for conference organisers and administration.

b. On Friday 21 Sep 12, require:

(1) Guest rooms for 46 people arriving on Friday evening; 20 double occupancy, 5 single occupancy; one suite.

(2) Access to plenary and meeting rooms for set up beginning 1300hrs.

(3) Registration area able to accommodate 2 x 6 ft tables, 4 chairs and approx 8 participants at any given time from 1800hrs until 2200hrs.

c. On Saturday 22 Sep 12, require:

(1) With remainder of participants arriving early Saturday morning, there is a need for guest rooms to accommodate a total of 90 people on Saturday night; 42 double occupancy; 5 single occupancy; one suite.

(2) Registration area able to accommodate 2 x 6 ft tables, 4 chairs and approx 8 participants at any given time from 0700hrs until 0900hrs.

(3) Breakfast buffet in private dining area for 46 people from 6:30am to 8:00am, juices, fruit salad, pancakes, scrambled eggs, bacon, sausage, potatoes, muffins, danishes, croissants, coffee & tea.

(4) Lunch buffet in private dining area for 90 people from 12:00pm to 1:00pm as per table below.

Ice water
Rolls made on location and butter
Soup made on location
Variety of salads
Chicken balls
Egg rolls
Chicken fried rice
Spare ribs
Chow Mein
Light desserts
Coffee, tea

(5) Dinner buffet in private dining area for 90 people from 5:00pm to 6:30pm as per table below.

Ice water
Rolls made on location and butter



Assorted pickle/relish trays
Salads - selection of five (5) freshly prepared salads
Sliced roast beef with sauce
Chicken supreme
Vegetarian lasagne
Oven roast potatoes
Garden fresh vegetables
Assorted desserts
Coffee, tea

(6) One large plenary room (no less than 4000 square feet) for 90 people from 7:00am to 5:00pm, theatre style with podium, projector screen and flipchart. Internet access is required at front of room. Room should be convertible into a hollow square at approximately 10 a.m to accommodate 35 people.

(7) Two (2) additional breakout rooms, as follows with projection screen and flipcharts available as well as internet access. To be used from 8:00am to 5:00pm but requirement to keep equipment/supplies in room overnight.

- (a) 35 people, hollow square – no less than 2000 square feet
- (b) 20 people, hollow square – no less than 1000 square feet

(8) Morning break for 90 people located in separate break room (no less than 1500 square feet) located near breakout rooms at 1015hrs: coffee & tea, apple/orange juice, bottled water, muffins, fresh fruit, berries, house baked cookies, brownies.

(9) Afternoon break for 90 people located in separate break room (no less than 1500 square feet) located near breakout rooms at 1430hrs: coffee & tea, apple/orange juice, bottled water, muffins, fresh fruit, berries, house baked cookies, brownies.

d. On Sunday 23 Sep 12, require:

(1) Breakfast buffet in private dining for 90 people from 6:30am to 8:00am, Tea, coffee, Juices, fruit salad, waffles, scrambled eggs, bacon, sausage, potatoes

(2) One large plenary room (no less than 4000 square feet) for 90 people from 7:00am to 1:00pm, theatre style.

(3) Two (2) additional breakout rooms, as follows from 8:00am to 1:00pm with projection screen and flipcharts available as well as internet access:

- (a) 35 people, hollow square - no less than 2000 square feet
- (b) 20 people, hollow square - no less than 1000 square feet

(4) Morning break for 90 people located in separate break room (no less than 1500 square feet) located near breakout rooms at 1015hrs: coffee & tea, apple/orange juice, bottled water, muffins, fresh fruit, berries, house baked cookies, brownies.

**8. The following are the Cadet Detachment Phase 2 conference requirements for 28-30 September 2012:**

a. For the entire weekend starting at 1:00pm Friday 28 September 2012 until 3:00pm Sunday 30 September 2012:

(1) One small (no less than 200 square feet) and one large boardroom (no less than 400 square feet) for conference organisers and administration.

b. On Friday 28 Sept 12, require:

(1) Guest rooms for 46 people arriving on Friday evening; 20 double occupancy, 5 single occupancy; one suite.

(2) Access to plenary and meeting rooms for set up beginning 1300hrs.

(3) Registration area able to accommodate 2 x 6 ft tables, 4 chairs and approx 8 participants at any given time from 1800hrs until 2200hrs.

c. On Saturday 29 Sept 12, require:

(1) With remainder of participants arriving early Saturday morning, there is a need for guest rooms to accommodate a total of 90 people on Saturday night; 42 double occupancy; 5 single occupancy; one suite.

(2) Registration area able to accommodate 2 x 6 ft tables, 4 chairs and approx 8 participants at any given time from 0700hrs until 0900hrs.

(3) Breakfast buffet in private dining area for 46 people from 6:30am to 8:00am, juices, fruit salad, pancakes, scrambled eggs, bacon, sausage, potatoes, muffins, danishes, croissants, coffee & tea.

(4) Lunch buffet in private dining area for 90 people from 12:00pm to 1:00pm as per table below.

Ice water
Rolls made on location and butter
Soup made on location
Selection of freshly prepared salads
Roast pork with apple sauce
Baby red potatoes'-
Light desserts
Coffee, tea

(5) Formal Dinner, with table service, for up to but not exceeding 110 people from 6:00pm to 11:00pm, round tables of 10, with cash bar, on site facility. Meals as per table below.

Ice water
Rolls made on location and butter
Garden tossed salad
Choice of poached salmon, prime rib, or chicken cordon bleu
Baked potato
Assortment of cooked vegetable
Apple caramel

(6) One large plenary room (no less than 4000 square feet) for 90 people from 7:00am to 5:00pm, theatre style with podium, projector screen and flipchart. Internet access is required at front of room. Room should be convertible into a hollow square at approximately 10 a.m. to accommodate 35 people.

(7) Two (2) additional breakout rooms, as follows with projection screen and flipcharts available as well as internet access. To be used from 8:00am to 5:00pm but requirement to keep equipment/supplies in room overnight.

(a) 35 people, hollow square – no less than 2000 square feet

(b) 20 people, hollow square – no less than 1000 square feet

(8) Morning break for 90 people located in separate break room (no less than 1500 square feet) located near breakout rooms at 1015hrs: coffee & tea, apple/orange juice, bottled water, muffins, fresh fruit, berries, house baked cookies, brownies.

(9) Afternoon break for 90 people located in separate break room (no less than 1500 square feet) located near breakout rooms at 1430hrs: coffee & tea, apple/orange juice, bottled water, muffins, fresh fruit, berries, house baked cookies, brownies.

d. On Sunday 30 Sep 12, require:

(1) Breakfast buffet in private dining for 90 people from 6:30am to 8:00am, Tea, coffee, Juices, fruit salad, waffles, scrambled eggs, bacon, sausage, potatoes

(2) One large plenary room (no less than 4000 square feet) for 90 people from 7:00am to 1:00pm, theatre style.

(3) Two (2) additional breakout rooms, as follows from 8:00am to 1:00pm with projection screen and flipcharts available as well as internet access:

(a) 35 people, hollow square - no less than 2000 square feet

(b) 20 people, hollow square - no less than 1000 square feet

(4) Morning break for 90 people located in separate break room (no less than 1500 square feet) located near breakout rooms at 1015hrs: coffee & tea, apple/orange juice, bottled water, muffins, fresh fruit, berries, house baked cookies, brownies.

### **Travel**

9. Not required on the part of the contractor.

### **Constraints**

10. The NB/PEI Cadet Detachment conference Phase 1 has a set date of 21-23 September 2012 and must be held within a 200km radius of CFB Gagetown. The NB/PEI Cadet Detachment conference Phase 2 has a set date of 28-30 September 2012 and must be held within a 200km radius of CFB Gagetown.

11. Client has to be able to view venue to ensure site is suitable and appropriate for conferences before contract is awarded.

### **Client support**

12. Client will finalize the meal menus in consultation with the contractor. Client will produce room allocations and provide to contractor no later than two days before the start of the conference. Participants will check-in at the front desk of the contractor.

**Meetings**

13. Client and contractor are to meet 30 days prior to the conference to discuss overall details of the conference. Further meetings will be determined as required.

**Deliverables**

14. A conference environment conducive to a successful conference; with all services provided under one roof.