

**RETURN BIDS TO:**  
**RETOURNER LES SOUMISSIONS À:**  
**Bid Receiving - PWGSC / Réception des soumissions -**  
**TPSGC**  
**11 Laurier St. / 11, rue Laurier**  
**Place du Portage, Phase III**  
**Core 0A1 / Noyau 0A1**  
**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

## **SOLICITATION AMENDMENT MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

### **Comments - Commentaires**

**Vendor/Firm Name and Address**  
**Raison sociale et adresse du**  
**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**  
Communication Procurement Directorate/Direction de  
l'approvisionnement en communication  
360 Albert St. / 360, rue Albert  
12th Floor / 12ième étage  
Ottawa  
Ontario  
K1A 0S5

<b>Title - Sujet</b> CFC Event Management Services	
<b>Solicitation No. - N° de l'invitation</b> W8160-120001/A	<b>Amendment No. - N° modif.</b> 002
<b>Client Reference No. - N° de référence du client</b> W8160-12-0001	<b>Date</b> 2012-09-12
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-004-61097	
<b>File No. - N° de dossier</b> cx004.W8160-120001	<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 2012-09-18</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input checked="" type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> York, Rochelle	<b>Buyer Id - Id de l'acheteur</b> cx004
<b>Telephone No. - N° de téléphone</b> (613) 998-8408 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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/</b> <b>de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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**Amendment #002**

**The purpose of this Revision is to respond to questions from potential bidders and to amend the "Total Estimated Direct and Subcontracted Expenses for this Requirement" figure in Table 2 of Annex "B" Basis of Payment.**

**Questions and Answers****Question # 1:**

Do the Contractor Representatives who are required to travel with the groups (as identified in Appendix "1" to Annex "A" Statement of Work) have to be either of the two (2) resources as identified in M.2?

**Answer # 1:**

Yes, the Contractor Representatives identified in Appendix "1" to Annex "A" Statement of Work must be either the Primary or the Back-up Senior Event Manager as identified in M.2, unless one or more of the provisions in Certification 2.4 Status and Availability of Resources applies.

Please refer to Part 5, article 2.4 Status and Availability of Resources for further information.

**Question # 2:**

In Appendix "1" to Annex "A" Statement of Work does the estimated budget include the Total All-Inclusive Bid Evaluation Value as outlined in Annex "B"?

**Answer # 2:**

The Total All-Inclusive Bid Evaluation Value (BEV) is intended to be reflective of (but not necessarily less than or equal to) the estimated budget in Appendix "1" to Annex "A" Statement of Work.

**Question # 3:**

How is registration for each event managed?

**Answer # 3:**

All event registration is managed directly by the Project Authority. Any involvement of the Contractor in the registration process would be specified on the internal form for the event in accordance with A.4 Procedures for Event Scheduling of the Statement of Work at Annex "A".

**Question # 4:**

Will online registration be a requirement of the Contractor? Or will the Contractor receive all of the information pertaining to each delegate from the Project Authority?

**Answer # 4:**

All participant information is provided by the Project Authority. Provision of an online registration service by the Contractor is not a requirement under any resulting contract.

Question # 5:

Will the delegates be paying to attend?

Answer # 5:

If there are registration fees for a particular event, the Contractor will not be involved with the collection of these fees. The Contractor will also not carry out individual financial transactions with the event participants related to reimbursement for travel and living expenses or otherwise, except in very exceptional circumstances.

Question # 6:

Is e-commerce a requirement?

Answer # 6:

The Contractor will not be required to provide an e-commerce service for participants.

Question # 7:

We wish to receive clarification on a section of the Annex B - Total Travel and Living Expenses

- a) Can you please clarify whether the ceiling price we are to submit for the travel and living expenses are to include
  - i) travel and living expenses while on travel status with the client as stated in Appendix 1 to Annex A or
  - ii) just the travel and living expenses that would be required to fulfill the meeting obligations with the client as outlined on page 28 of 42 under A.7 Travel part a and b.
- b) If we are to anticipate the full cost of travel and living expenses as described above in scenario i, we wish to challenge this requirement as being part of the BEV and as being held to the price and rate quoted as stated in the Note below

\*NOTE: Although the BEV is calculated for evaluation purposes only and will not form part of any resulting Contract, the prices and rates quoted by the Bidder in Tables 1, 2 and 3 will apply to any resulting Contract as indicated herein. The Firm All-Inclusive Lot Prices for Professional Services for each individual event will serve as benchmark pricing if modifications or additions are required to the events listed in Appendix "1" to Annex "A" Statement of Work. Any modifications or additions to the events will be authorized by the PWGSC Contracting Authority through a formal amendment to the Contract.

Given the challenges in accurately estimating the cost of airfare so far in advance, and without specific dates and timings (such as availability of flights, charter vs. non/charter, specific location/destinations/cities and the list goes on); these elements alone provide enough variance that it becomes unreasonable to evaluate firms fairly and to hold a firm to that stated amount. We therefore

request that the table 3 Travel and Living exclude travel and living amounts while on travel status as per Appendix 1 of Annex A.

Answer # 7:

- a) The Ceiling Price - Travel and Living (Contractor) in Table 3 of Annex "B" Basis of Payment includes all travel and living expenses required to fulfill all obligations identified in Annex "A" Statement of Work and the associated Appendix "1" to Annex "A". This includes, but is not limited to, travel and living expenditures for meetings with the client and for travel with the delegates.

Note: As per Part 6, article 6.1.3 Basis of Payment - Travel and Living Expenses, "The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the National Joint Council Travel Directive, or otherwise. *This includes any provisions pertaining to "travel status" as set out in the Directive which are not expressly permitted herein.*" (emphasis added)

- b) The requirement remains unchanged. The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead.

Question # 8:

Can you please confirm that in Part 5 Certifications, in reference to 2.5 Education and experience, that the declaration is general in nature as the technical component does not request for résumés to be provided/submitted.

Answer # 8:

While the provision of résumés is not a requirement of this RFP, Certification 2.5 Education and Experience does apply to the "supporting material submitted with (the) bid, particularly the information pertaining to education, achievements, experience and work history".

Question # 9:

Would the CFC consider Puerto Rico as one of the international locations required for M.3 Experience of the Firm, or would it be considered as USA?

Answer # 9:

For the purposes of this solicitation, "United States of America" is defined as the 50 U.S. states, the District of Columbia, and all other insular areas (ie. other U.S. territories, including, but not limited to, Puerto Rico).

### **Revisions**

Annex "B" Basis of Payment, Table 2: Limitation of Expenditure - Direct and Subcontracted Expenses:

Delete the "Total Estimated Direct and Subcontracted Expenses for this Requirement" figure (\$2,150,000.00)

Solicitation No. - N° de l'invitation

W8160-120001/A

Amd. No. - N° de la modif.

002

Buyer ID - Id de l'acheteur

cx004

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

W8160-12-0001

File No. - N° du dossier

cx004W8160-120001

CCC No./N° CCC - FMS No/ N° VME

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Replace with: \$1,725,000.00.

*NOTE: A revised electronic version of Annex "B" Basis of Payment is available by contacting the Contracting Authority named in Part 6, article 5.1 of the solicitation document.*

**All other terms and conditions of the solicitation document remain unchanged.**