

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving
PWGSC
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5
Bid Fax: (905) 615-2095**

**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

Title - Sujet Hotel Accommodations-Ottawa	
Solicitation No. - N° de l'invitation W3935-12RH17/A	Date 2013-01-14
Client Reference No. - N° de référence du client W3935-12RH17	
GETS Reference No. - N° de référence de SEAG PW-\$TOR-212-6161	
File No. - N° de dossier TOR-2-35263 (212)	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2013-01-31	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Specified Herein - Précisé dans les présentes Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input checked="" type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Shaw, Marian	Buyer Id - Id de l'acheteur tor212
Telephone No. - N° de téléphone (905) 615-2065 ()	FAX No. - N° de FAX (905) 615-2060
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF NATIONAL DEFENCE CFB Borden Building A-74 Borden Ontario L0M1C0 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Public Works and Government Services Canada
Ontario Region
33 City Centre Drive
Suite 480
Mississauga
Ontario
L5B 2N5

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

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. Mandatory Certifications Required Precedent to Contract Award
2. Additional 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. Insurance

List of Annexes:

Annex A	Statement of Work
Annex B	Basis of Payment
Annex C	Financial Evaluation

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. Statement of Work of the resulting contract clauses.

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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-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 (2012-11-19) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than ten (10) 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 Ontario.

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 (3 hard copies)
Section II: Financial Bid (2 hard copies)
Section III: Certifications (1 hard copies)

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>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and 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. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST) must be shown separately, if applicable.

1.1 Exchange Rate Fluctuation

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 Criteria
M1	The bidder must provide the address of their proposed facility. The proposed facility must be located within the National Capital Region which includes the Ottawa-Gatineau area.
M2	The bidder must provide documentation demonstrating how it will meet the room requirements identified in Annex A.
M3	The bidder must provide documentation demonstrating how it will meet the size and capacity requirements of the: - eight (8) meeting/workshop/conference rooms; - one (1) conference/banquet room Identified in Annex A. The Contracting Authority / Project Authority reserves the right to inspect the facility to confirm the information provided is accurate.
M4	The bidder must provide a proposed menu plan for Supper/Dinner and Breakfast.
M5	The bidder must provide documentation demonstrating how it will meet the parking requirement identified in Annex A.

1.2 Financial Evaluation

1.2.1 Mandatory Financial Criteria

The Bidder must submit with its bid, pricing in accordance with Annex B - Basis of Payment, in Canadian Funds. Pricing must be provided for all firm requirements.

Bids will be evaluated based on the prices detailed in Annex B - Basis of Payment. The prices detailed in Annex B - Basis of Payment will be input into Annex C - Financial Evaluation for price evaluation purposes.

The price used in the evaluation will be the Total Evaluated Cost which is calculated as follows:

The sum of Accommodations + Meals + Meeting/Workshop/Conference//Banquet Rooms + Parking.

1.2.2 SACC Manual Clauses

A0220T (2007-05-25), Evaluation of Price

2. Basis of Selection

2.1 Basis of Selection - Mandatory Technical Criteria

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 will be recommended for award of a contract.

PART 5 - CERTIFICATIONS

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation 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, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

- 1.1.1** By submitting a bid, the Bidder certifies, for himself and his affiliates, to be in compliance with the Code of Conduct and Certifications clause of the Standard instructions. The related documentation hereinafter mentioned will help Canada in confirming that the certifications are true. By submitting a bid, the Bidder certifies that it is aware, and that its affiliates are aware, that Canada may request additional information, certifications, consent forms and other evidentiary elements proving identity or eligibility. Canada may also verify the information provided by the Bidder, including the information relating to the acts or convictions specified herein, through independent research, use of any government resources or by contacting third parties. Canada will declare non-responsive any bid in respect of which the information requested is missing or inaccurate, or in respect of which the information contained in the certifications is found to be untrue, in any respect, by Canada. The Bidder and any of the Bidder's affiliates, will also be required to remain free and clear of any acts or convictions specified herein during the period of any contract arising from this bid solicitation.

Bidders who are incorporated, including those bidding as a joint venture, must provide with their bid or promptly thereafter a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, including those bidding as a joint venture, must provide the name of the owner with their bid or promptly thereafter. Bidders bidding as societies, firms, partnerships or associations of persons do not need to provide lists of names. If the required names have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.

Canada may, at any time, request that a Bidder provide properly completed and Signed Consent Forms (Consent to a Criminal Record Verification form- PWGSC-TPSGC 229) (<http://www.tpsgc-pwgsc.gc.ca/app-acq/forms/formulaires-forms-eng.html>) for any or all individuals aforementioned within the time specified. Failure to provide such Consent Forms within the time period provided will result in the bid being declared non-responsive. Bidders should provide, with their bid or promptly thereafter, a complete list of names of

2. Additional 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.

2.1 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.

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.

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 Manual*

(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010C (2012-11-19), 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 March 22, 2013 to March 24, 2013, inclusive.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Marian Shaw
Title: Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Address: 33 City Centre Drive, Suite 480C
Mississauga, Ontario
L5B 2N5

Telephone: 905-615-2065

Facsimile: 905-615-2060

E-mail address: marian.shaw@pwgsc.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 Project Authority

The Project Authority for the Contract is: Inserted at Contract Award

Name:

Organization:

Telephone :

E-mail address:

The Project Authority 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 Project Authority, however the Project 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.

5.3 Contractor's Representative

Name: _____

Title: _____

Address: _____

Telephone : _____

Facsimile: _____

E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B, to a limitation of expenditure of \$ *(amount to be inserted at contract award)*. Customs duties are included, and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ *(amount to be inserted at contract award)*. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the

Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- i. when it is 75 percent committed, or
 - ii. four (4) months before the contract expiry date, or
 - iii. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work, whichever comes first.
3. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Single Payment

SACC Manual clause H1000C (2008-05-12) Single Payment

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.
 - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation 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, provide the related documentation or if 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 _____.

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) the general conditions 2010C (2012-11-19), General Conditions - Services (Medium Complexity);
- (c) Annex A, Requirement;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated _____

11. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

Solicitation No. - N° de l'invitation

W3935-12RH17/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor212

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

W3935-12RH17

File No. - N° du dossier

TOR-2-35263

CCC No./N° CCC - FMS No/ N° VME

ANNEX A

STATEMENT OF WORK

The document is attached separately - 5 Pages.

ANNEX B BASIS OF PAYMENT

The Contractor will be paid in accordance with the firm all inclusive rates outlined below. Pricing includes but is not limited to - delivery, supply/rental, installation, labour costs, removal of equipment, any travel costs, any costs to subcontractors, and any other expenses due to the fulfillment of the Contract.

Pricing is for the full period of the contract and does not include GST/HST.

1. Accommodations

Description	Firm All Inclusive Unit Price Per Accommodation Room
Single Occupancy Room - March 22	\$
Single Occupancy Room - March 23	\$
Double Occupancy Room - March 22	\$
Double Occupancy Room - March 23	\$

2. Meals

Description	Firm All Inclusive Unit Price Per Meal
Breakfast - March 23	\$
Supper/Dinner - March 23	\$
Breakfast - March 24	\$

3. Meeting/Workshop/Conference//Banquet Rooms

Description	Firm All Inclusive Price Per Room
Eight (8) rooms to accommodate minimum of 25 and maximum of 31 people required for March 22 to March 24.	\$
One (1) room to accommodate maximum of 220 persons required for March 22 to March 24	\$

4. Parking

Description	Quantity	Firm Unit Price
Parking Pass - March 22, 2013	10	\$
Parking Pass - March 23, 2013	10	\$
Parking Pass - March 24, 2013	10	\$

ANNEX C FINANCIAL EVALUATION

For evaluation purposes, a bid price analysis will be performed using firm unit prices from Annex B - Basis of payment and estimated quantities. The estimated quantities are used as a guideline for evaluation purposes and are not a guarantee of actual usage.

1. Accommodations

Description	Estimated Quantity	Firm All Inclusive Unit Price Per Accommodation Room	Extended Price
Single Occupancy Room -March 22	20	\$	\$
Single Occupancy Room - March 23	20	\$	\$
Double Occupancy Room -March 22	100	\$	\$
Double Occupancy Room -March 23	100	\$	\$

Evaluated Cost - Accommodations \$ _____

2. Meals

Description	Estimated Quantity	Firm All Inclusive Unit Price Per Meal	Extended Price
Breakfast - March 23	220	\$	\$
Supper/Dinner - March 23	220	\$	\$
Breakfast - March 24	220	\$	\$

Evaluated Cost - Meals \$ _____

3. Meeting/Workshop/Conference//Banquet Rooms

Description	Estimated Quantity	Firm All Inclusive Unit Price Per Room	Extended Price
Eight (8) rooms to accommodate minimum of 25 and maximum of 31 people required for March 22 to March 24.	8	\$	\$
One (1) room to accommodate maximum of 220 persons required for March 22 to March 24.	1	\$	\$

Evaluated Cost - Meeting/Workshop/Conference/Banquet Rooms \$ _____

Solicitation No. - N° de l'invitation

W3935-12RH17/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

tor212

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

W3935-12RH17

TOR-2-35263

4. Parking

Description	Quantity	Firm Unit Price	Firm Extended Price
Parking Pass - March 22, 2013	10	\$	\$
Parking Pass - March 23, 2013	10	\$	\$
Parking Pass - March 24, 2013	10	\$	\$

Evaluated Cost - Parking \$ _____

Total Evaluated Cost \$ _____

**Annex A
Statement of Work**

W3935-12RH17

1. **Background.** The Regional Cadet Support Unit (Central) (RCSU Central) is mandated to conduct Phase 5/Master Cadet/Proficiency Level 5 training across the units within this region. As part of the mandatory training that is associated with these levels, there is a requirement for the RCSU Central to conduct workshops for all cadets registered.
2. **Objectives.** Each of the cadets across this region who are registered on 1 September of each year in the Phase 5/Master Cadet/Proficiency Level 5, and who have not already attended a workshop weekend, will be invited to one (1) weekend (check-in to hotel in afternoon of Friday and check-out of hotel on Sunday) where they will apply for four (4) workshops. Cadets will attend based on requested sessions and will not be separated by element, age, gender, etc. It is anticipated that the RCSU Central will conduct one (1) weekend workshop every year in the month of March in Ottawa, Ontario. The proposed facility must be located within the National Capital Region which includes the Ottawa- Gatineau area. The dates for the workshop will be March 22-24, 2013.
3. **Scope.** The Contractor shall provide the following goods and services at their location:
 - a. Accommodations for maximum of two-hundred (200) cadets, double occupancy in each room with a minimum of 2 beds per room;
 - b. Accommodations for maximum of twenty (20) staff members, single occupancy in each room with a minimum of 1 bed per room;
 - c. Eight (8) meeting/workshop/conference rooms to accommodate a minimum of twenty-five (25) and a maximum of thirty (30) cadets and one (1) facilitator.

The set-up of rooms will depend on each of the workshops. DND to discuss each room set up with the Contractor (as this will depend on the size of the room, the layout of the room and if there any obstructions in the room that would have an impact on delivery of material, etc.). Set-up could include 4 rooms set up as classrooms, 2 set up as theatre and 2 set up as u-shape;
 - d. One (1) conference/banquet room to accommodate a maximum of two-hundred and twenty (220) persons.

Any set up style or type of table that will allow for 220 personnel to sit at the same time is acceptable. Banquet style is preferred (with round tables). Podium is nice, but not mandatory; and

- e. Meals for two-hundred and twenty (220) persons, as follows:
 - (1) Breakfast meal on Saturday;
 - (2) Supper meal on Saturday; and
 - (3) Breakfast meal on Sunday.
- 4. **References.** The standards for the Phase 5/Master Cadet/Proficiency Level 5 Workshops can be found in the publications, A-CR-CCP-605/PG-001, Royal Canadian Sea Cadets Phase Five Qualification Standard and Plan, dated 2010-10-01, A-CR-CCP-705/PG-001, Royal Canadian Army Cadets Master Cadet Qualification Standard and Plan, dated 2010-10-01 and A-CR-CCP-805/PG-001, Royal Canadian Air Cadet Proficiency Level Five Qualification Standard and Plan, dated 2010-10-01, under Performance Objective (PO) 513. These publications can be found at the Director Supply Chain Operation (DSCO) Publications Depot.
- 5. **Tasks.** The contractor must provide accommodations, workshop rooms, parking and meals in accordance with the deliverables stated in paragraph six (6) of this Statement of Work.
- 6. **Deliverables.** The Contractor will be responsible for providing the following to RCSU Central during the weekend of March 22-24, 2013.
 - a. Maximum of one-hundred (100) double occupancy rooms, with minimum two (2) beds per room for two (2) evenings starting Friday. Check-in for the weekend will be no earlier than (NET) 1500 hrs. Check-out for the weekend will be no later than (NLT) 1100 hrs;
 - b. Maximum of twenty (20) single occupancy rooms, with minimum one (1) bed per room for two (2) evenings starting Friday. Check-in for the weekend will be NET 1500 hrs. Check-out for the weekend will be NLT 1100 hrs;
 - c. Eight (8) meeting/workshop/conference rooms that will accommodate no less than twenty-five (25) persons and no more than thirty (30) persons plus one (1) facilitator. Rooms will be required from Friday 0800 hrs until Sunday 1800 hrs;
 - d. One (1) conference/banquet room to accommodate a maximum of two-hundred and twenty (220) persons. Room will be required from Friday 0800 hrs until Sunday 1800 hrs. This room will serve as the area for the consumption of all meals during the weekend, plus a complete workshop opening and closing briefing. It is acceptable

for the contractor to provide a room that can be quickly divided and used for the requirements in sub-paragraph c. above;

- e. Parking for maximum ten (10) vehicles that will be no smaller than a compact car and no larger than a cube van. Parking will be required from 0800 hrs on Friday until 1800 hrs Sunday;
- f. An area large enough for busses to off-load cadets and equipment on Friday and load cadets and equipment on Sunday; and
- g. Buffet-style meals, as follows
 - (1) Saturday breakfast for maximum of two-hundred and twenty (220) persons. Breakfast will be served 0700 - 0800 hrs. Menu must include a hot and cold option and must include beverages;
 - (2) Saturday supper for maximum of two-hundred and twenty (220) persons. Supper will be served 1700 - 1800 hrs. Menu must include a vegetarian option and must include beverages; and
 - (3) Sunday breakfast for maximum of two-hundred and twenty (220) persons. Breakfast will be served 0630 - 0730 hrs. Menu must include a hot and cold option and must include beverages.

MEAL REQUIREMENTS

The Contractor must provide the following for each person, for each meal as outlined below:

1. Breakfast

- a. Citrus Fruit and/or fruit/vegetable juice
- b. Cereal, one cooked and/or two ready-to-eat
- c. Eggs any style and one breakfast entrée (e.g. Pancakes)
- d. Two kinds of breakfast meat plus cheese or yogurt
- e. One kind of vegetable (e.g. baked beans, fried potato)
- f. Two kinds of bread products with accompaniments
- g. At least two hot and two cold beverages including milk

2. Supper

- a. Soup
- b. 2 freshly prepared hot protein dishes with appropriate, accompaniments and least 1 is to be solid meat, fish or poultry (e.g. roast, cutlet, steak, chop, fillet, chicken breast). Second choice can be a starch choice such as pasta or casserole (e.g. Lasagna, Sheppard's Pie or stew).
- c. 1 of the choices must not be fried
- d. 2 other cooked vegetables
- e. Selection of salads as per the Salad Bar Menu (below)
- f. 2 prepared dessert item, two fresh fruit choices and /or yogurt
- g. Bread and /or rolls
- h. At least two hot and two cold beverages including milk

3. Salad Bar Menu - Dinner must have a salad bar choice and offer as a minimum one or the other of the following choices:

- a. Coleslaw - vary mixture from meal to meal by changing ingredients added to cabbage such as raisins, apples, carrots, etc.
- b. Green Salad - Vary mixture from meal to meal. Ingredients may include lettuce, fresh spinach, slices radishes, onion rings, sliced cucumber, tomato wedges, diced green peppers, etc. Salad dressings are to be served separately.
- c. Vegetables - Radishes, green onions, celery sticks, carrot sticks, turnip sticks, sliced cucumber, tomato wedges, mushrooms, sliced zucchini or chilled canned tomatoes, etc. Four selections are to be made available.

The Contractor must provide the meal requirements listed above based on the following Standard Portion Sizes:

1. Breakfast

Eggs, large	2 each
Ham/Back Bacon	50 g (raw)
Bacon	3 slices (40/48 slices per Kg raw)
Sausages	2 each (12/500 g raw)
Hot cakes	2 X 100 ml ladles of batter
French Toast	2 slices
Cereal w/milk	hot 200 ml (cooked) plus 125 ml of milk cold Indiv pkg or 250 ml plus 125 ml of milk
Cheese	35 g
Muffin	1 each (150 g)
Bagel	1 each (125 g)
Croissants	1 each (70 g)
Toast	2 slices (each 40 g)

2. Lunch and Supper

Soup	250 ml
Steaks and chops (bone in)	300 g (raw)
Chicken pieces (bone-in)	300 g (raw)
Steak (boneless)	260 g (raw)
Boneless meal/poultry	175 g (cooked) (200 g raw)
Fish (steaks, fillet)	175 g (raw)
Fish (battered)	175 g (cooked)
Stews	350g (cooked) (250 ml ladle)
Casserole dishes	350 g (cooked) (250 ml ladle)
Pasta w/sauce (main entrée)	175 g of pasta, 200 ml of sauce
Three-decker sandwich 1 each	150 g of meat total
Hamburger 1 each	190 g raw
Hot-dog 80 g	2 ea @ 40 g or 1 ea @ 80 g
Pizza 1 each	1/6 of a 40 cm diameter pizza (240 g)
Tacos 2 each	
Burritos 1 each	150 g
Sandwich:	1 each
Sandwich fillings –	salad 125 g
Sandwich fillings –	sliced meat 150 g
Submarine	(15 cm long) 1 each (150 g sliced meat or 125 g

	mixed filling)
Sliced meat for cold plate	90 g
Starch Item - potatoes, rice, pasta	125 g (cooked) (2 ea 125 ml spoon, 2 ea #16 scoop)
Vegetables	90 g (125 ml spoon)
Salad Items	6" bowl or 8" plate
Canned Fruite	175 ml
Fresh Fruit (individual)	1 each
Fresh Grapes/Berries/Slice Fruits	125 ml or 90 g
Pudding & Jello	125 ml
Icecream	125 ml
Fruit yogurt	175 ml
Cake	1 piece (5 cm x 5 cm x 7 cm)
Pie	1 piece (1/8 of 22 cm diameter pie)
Squares	1 piece (5 cm x 5 cm x 2.5 cm)
Cookies	7.5 cm diam - 2 each
Cookies	12.5 cm diam - 1 each
Doughnuts / Sweet buns	1 each
Bread	1 slice
Dinner Roll	1 each

3. Beverages

Juice - 100% pure	250 ml
Milk (2%, 1%, skim, choc, non dairy)	250 ml
Fruit Drinks	250 ml
Hot Beverages	250 ml