



## **EVENT MANAGEMENT SERVICES**

### **TABLE OF CONTENTS**

#### **PART 1 - GENERAL INFORMATION**

1. Introduction
2. Summary
3. Security Requirement
4. Canadian Content
5. Aboriginal and Non-Aboriginal Suppliers
6. Debriefings

#### **PART 2 - SUPPLIER INSTRUCTIONS**

1. Standard Instructions, Clauses and Conditions
2. Submission of Arrangements
3. Former Public Servant - Notification
4. Federal Contractors Program for Employment Equity - Notification
5. Enquiries - Request for Supply Arrangements
6. Applicable Laws

#### **PART 3 - ARRANGEMENT PREPARATION INSTRUCTIONS**

1. Arrangement Preparation Instructions

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

1. Evaluation Procedures
2. Basis of Selection - Supply Arrangement
3. Security Requirement

#### **PART 5 - CERTIFICATIONS**

1. Mandatory Certifications Precedent to Issuance of a Supply Arrangement
2. Additional Certifications Precedent to Issuance of a Supply Arrangement

#### **PART 6 - SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES**

##### **A. SUPPLY ARRANGEMENT**

1. Arrangement
2. Security Requirement
3. Standard Clauses and Conditions
4. Term of Supply Arrangement
5. Authorities
6. Identified Users
7. On-going Opportunity for Qualification
8. Limitation of Contracts Awarded Under Supply Arrangements
9. Notification of Withdrawal from the Supply Arrangement
10. Priority of Documents
11. Certifications
12. Applicable Laws

13. Commercial General Liability Insurance
14. Basis for Canada's Ownership of Intellectual Property

**B. BID SOLICITATION**

1. Bid Solicitation Documents
2. Bid Solicitation Process

**C. RESULTING CONTRACT CLAUSES**

1. General

**List of Annexes:**

|           |  |
|-----------|--|
| Annex "A" | Statement of Work  |
| Annex "B" | Security Requirements Checklist  |
| Annex "C" | Supply Arrangement Reporting Requirements  |
| Annex "D" | Evaluation Grid for Request for Supply Arrangement                               |
| Annex "E" | Detailed Process for Requests for Proposals Issued Under the Supply Arrangements |

**List of Appendices**

|              |                                  |
|--------------|----------------------------------|
| Appendix "1" | List of Environmental Attributes |
|--------------|----------------------------------|

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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## PART 1 - GENERAL INFORMATION

### 1. Introduction

The Request for Supply Arrangements (RFSA) is divided into six (6) parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Supplier Instructions: provides the instructions applicable to the clauses and conditions of the RFSA;
- Part 3 Arrangement Preparation Instructions: provides suppliers with instructions on how to prepare the arrangement to address the evaluation criteria specified;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria which must be addressed in the arrangement, the security requirement, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided; and
- Part 6 6A, Supply Arrangement, 6B, Bid Solicitation, and 6C, Resulting Contract Clauses:
  - 6A, includes the Supply Arrangement (SA) with the applicable clauses and conditions;
  - 6B, includes the instructions for the bid solicitation process within the scope of the SA;
  - 6C, includes general information for the conditions which will apply to any contract entered into pursuant to the SA.

The Annexes include the Statement of Work, the Security Requirements Checklist, the Supply Arrangement Reporting Requirements, the Evaluation Grid for the Request for Supply Arrangements and the Detailed Process for Requests for Proposals issued under the Supply Arrangements. The appendices include the List of Environmental Attributes.

### 2. Summary

The Government of Canada requires the provision of a full range of events management services, for events which may include, but are not limited to meetings, conferences, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies on an "as and when requested basis". The scope of the services covered by the Supply Arrangements are detailed in Annex "A" - Statement of Work.

These services will be provided to any Government of Canada department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

Individual contracts awarded under the Supply Arrangement cannot be under \$25,000 nor can they exceed **\$400,000.00**, excluding applicable taxes. For requirements valued at more than \$400,000 excluding applicable taxes, the Request for Proposal will be posted on [buyandsell.gc.ca](http://buyandsell.gc.ca).

The period for awarding contracts under the Supply Arrangements is from issuance to July 31, 2015. If the Supply Arrangement is authorized for use beyond the initial period, the Supplier offers to extend its arrangement for two (2) additional one (1) year periods, from August 1, 2015 to July 31, 2016 and from

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August 1, 2016 to July 31, 2017. A Notice will be posted once a year on [buyandsell.gc.ca](http://buyandsell.gc.ca) to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a Supply Arrangement, will not be required to submit a new arrangement.

Suppliers must provide a list of names, or other related information as needed, pursuant to section 01 of Standard Instructions 2008.

A portion of this procurement has been set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB), as detailed in Annex 9.4 of the Supply Manual entitled "Requirements for the Set-aside Program for Aboriginal Business". This RFSA is also being used to establish National Master Standing Offers (NMSOs) with Aboriginal firms as defined under the Set-Aside Program for Aboriginal Business (SPAB).

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to the portion of this procurement set aside under the federal government's PSAB.

For services requirements, Suppliers in receipt of a pension or a lump sum payment must provide the required information as detailed in article 3 of Part 2 of the Request for Supply Arrangements (RFSA).

The requirement is limited to Canadian goods and/or services.

### **3. Security Requirement**

There is a security requirement associated with the requirement of the Supply Arrangement. For additional information, see Part 4 - Evaluation Procedures and Basis of Selection, and Part 6 - Supply Arrangement and Resulting Contract Clauses.

### **4. Canadian Content**

The goods and/or services covered by the Supply Arrangement will be limited to Canadian goods and/or services as defined in clause A3050T.

*SACC Manual* clause A3050T (2010-01-11) Canadian Content Definition

### **5. Aboriginal and Non-Aboriginal Suppliers**

A portion of this procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business (PSAB). Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to the set aside portion of this procurement. AIT does apply to the portion of the procurement not set aside under PSAB.

PWGSC anticipates authorizing Supply Arrangements with all qualified suppliers and all qualified Aboriginal suppliers. Two (2) lists of qualified suppliers (one(1) for Non-Aboriginal and Aboriginal firms, and one (1) solely for Aboriginal firms) will be established for the provision of event management services.

If the Supplier is either a joint venture consisting of two (2) or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business, the Supplier will only be considered for both lists if the Supplier meets all of the conditions of the Set Aside Program for Aboriginal Business and none of the firms in the joint venture have also submitted an arrangement as a single entity.

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

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cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

EN578-13-3309

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**If only one fully responsive arrangement is received for either list, that supply arrangement will be deferred until which time one (1) or more additional fully responsive arrangements are received under the list, further to a refresh process.**

## **6. Debriefings**

Suppliers may request a debriefing on the results of the request for supply arrangements process. Suppliers should make the request to the Supply Arrangement Authority within 15 working days of receipt of the results of the request for supply arrangements process. The debriefing will be in writing.

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## PART 2 SUPPLIER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for Supply Arrangements (RFSA) 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.

Suppliers who submit an arrangement agree to be bound by the instructions, clauses and conditions of the RFSA and accept the clauses and conditions of the Supply Arrangement and resulting contract(s).

The 2008 (2013-06-01) Standard Instructions - Request for Supply Arrangements - Goods or Services, are incorporated by reference into and form part of the RFSA.

Subsection 5.4 of 2008, Standard Instructions - Request for Supply Arrangements - Goods or Services, is amended as follows:

Delete: sixty (60) days  
Insert: ninety (90) days

#### 1.1 Basis for Canada's Ownership of Intellectual Property

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

### 2. Submission of Arrangements

Arrangements 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 Request for Supply Arrangements.

**Bids must be submitted by 2:00 pm Eastern Standard Time (EST) on Tuesday October 22, 2013 to:**

Bid Receiving (HQ)  
Department of Public Works and Government Services  
Bid Receiving Unit  
Portage III, 0A1  
11 Laurier Street  
Gatineau, Quebec  
For couriers: J8X 4A6 For regular mail: K1A 0S5  
Telephone (819) 956-3370  
Fax No.: (819) 997-9776

Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

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### 3. Former Public Servant - Notification

Service contracts awarded to former public servants in receipt of a pension or a lump sum payment must bear the closest public scrutiny and reflect fairness in the spending of public funds. Therefore, the bid solicitation will require that you provide information that, were you to be the successful bidder, your status with respect to being a former public servant in receipt of a pension or a lump sum payment, will be required to report this information on the departmental websites as part of the published proactive disclosure reports generated in accordance with Treasury Board policies and directives on contracts with former public servants, Contracting Policy Notice 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

### 4. Federal Contractors Program for Employment Equity - Notification

The Federal Contractors Program (FCP) for employment equity requires that some contractors make a formal commitment to Human Resources and Skills Development Canada (HRSDC) - Labour to implement employment equity. In the event that this Supply Arrangement would lead to a contract subject to the Federal Contractors Program (FCP) for employment equity, the bid solicitation and resulting contract templates would include such specific requirements. Further information on the Federal Contractors Program (FCP) for employment equity can be found on HRDCS-Labour's website.

### 5. Enquiries - Request for Supply Arrangements

**All enquiries must be submitted in writing to the Supply Arrangement Authority no later than seven (7) calendar days before the closing date.** Enquiries received after that time may not be answered.

Suppliers should reference as accurately as possible the numbered item of the RFSA to which the enquiry relates. Care should be taken by suppliers 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 suppliers do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all suppliers. Enquiries not submitted in a form that can be distributed to all suppliers may not be answered by Canada.

### 6. Applicable Laws

The Supply Arrangement (SA) and any contract awarded under the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

Suppliers may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of the arrangement, 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 suppliers.

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### PART 3 ARRANGEMENT PREPARATION INSTRUCTIONS

#### 1. Arrangement Preparation Instructions

Canada requests that suppliers provide the arrangement in separately bound sections as follows:

**Section I: Technical Arrangement (three (3) hard copies and one (1) soft copy on USB key)**

**Section II: Certifications (two (2) hard copies)**

**Section III: Additional Information (two (2) hard copies)**

Supplier should clearly label all hard and soft copies of their arrangements with their name and the solicitation number.

If there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the hard copy will have priority over the wording of the soft copy.

Canada requests that suppliers follow the format instructions described below in the preparation of the arrangement.

- a. use 8.5 x 11 inch (216 mm x 279 mm) paper;
- b. use a numbering system that corresponds to that of the Request for Supply Arrangements; and
- c. use no plastic covers or binders, if possible. Please be considerate of the environment.

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, suppliers 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 Arrangement**

In the technical arrangement, suppliers should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Certifications**

Suppliers must submit the certifications required under Part 5.

#### **Section III: Additional Information**

##### **1.1 Supplier's Proposed Site or Premises Requiring Safeguard Measures**

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

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

EN578-13-3309

CCC No./N° CCC - FMS No/ N° VME

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As indicated in Part 4 under Security Requirement, the Supplier must provide the required information below, on the Supplier's proposed site or premises for which safeguard measures are required for Work Performance.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory

Postal Code

Country

## PART 4 EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

- (a) Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the arrangements.

#### 1.1. Technical Evaluation

##### 1.1.1 Mandatory Technical Criteria

##### M.1 EXPERIENCE OF THE FIRM

The Supplier must have:

- Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services; and
- A physical place of business within Canada.

The Supplier must provide:

- a. The number of years the firm has been in business;
- b. The number of years the firm has specialized in the provision of event management services; and
- c. The physical address(es) of the firm's places of business within Canada (including street address, city/town, province/territory and postal code for each).

##### M.2 EVENT MANAGEMENT PROJECTS

The Supplier must provide three (3) event management projects. The event management projects proposed must demonstrate the experience of the Supplier. Projects submitted where the work was performed by one (1) or more of the Supplier's resources on behalf of another supplier will not be accepted.

For each event:

- The event start date must have been after July 1, 2008;
- The event location must have been within North America;
- The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- A minimum of 50 participants with varied profiles must have attended the event. A "Participant" is defined as including, but not restricted to, a potential audience, actual delegate, speaker/presenter, moderator, session chair, or member of a client group. "Varied" is defined as including three (3) or more of the following profiles - general public, senior citizens, youth, senior executives, parliamentary officials, VIPs, military officials, etc. - within one (1) event;
- One (1) or more of the firm's resources must have been on-site for three (3) days or more. "On-site" is defined as at the event location(s) and/or traveling with the event participants; and
- The provision of all of the following event management services must have been required: accommodations, registration, hospitality, and transportation.

The Supplier must provide the following information for each of the three (3) event management project samples submitted:

- a) Name of the project/event;
- b) Client (Department/firm, etc);
- c) Client contact (Name, telephone number, e-mail address);
- d) Description of the event;
- e) Event start date; (Day, Month, Year)
- f) Event location;
- g) Supplier's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- h) Number of delegates in attendance;
- i) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];
- j) Number of days one or more of the firm's resource(s) was/were on-site; and
- k) List of events management services provided.

The Supplier must provide a letter of reference for each event management project sample submitted. Each letter of reference must be from the client for the event management project sample and must be addressed to the Supplier. The letter of reference must indicate the client's satisfaction with the performance of the Supplier.

### M.3 LANGUAGE

The Supplier must confirm that its firm is capable of providing services in both official languages (English and French). As such, the Supplier must include a duly signed and dated copy of the following Certification in the Technical Proposal portion of the Arrangement submission.

|  |
|--|
| <p><b><u>Language Certification:</u></b></p> <p>The Supplier hereby certifies that its firm is capable of providing services in both official languages (English and French).</p> <p>_____</p> <p style="text-align: center;"><b><i>Signature</i></b></p> <p style="text-align: right;">_____</p> <p style="text-align: right;"><b><i>Date</i></b></p> |
|--|

### M.4 ENVIRONMENTAL CONSIDERATIONS

The Supplier must provide the following:

- A company-wide environmental statement and mission (including environmental measures undertaken in office operations);
- An action plan for energy sourcing (measures taken to improve energy efficiency, intended use of alternative fuel/power sources if the Supplier's premises is owned);
- An action plan for materials/equipment sourcing (intended use of recycled or reused products, waste management strategy); and
- An action plan for transportation logistics (minimization of travel, use of green hotels).

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The Supplier must also provide a listing of environmental attributes for its firm. This listing will form part of any resulting Supply Arrangement (as per Appendix 1 - List of Environmental Attributes).

**ARRANGEMENTS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION**

**2. Basis of Selection - Supply Arrangement**

An Arrangement must comply with the requirement of the Request for Supply Arrangements and meet all mandatory technical evaluation criteria to be declared responsive.

All fully responsive suppliers and all fully responsive Aboriginal suppliers will be recommended for Supply Arrangement authorization.

PWGSC anticipates authorizing Supply Arrangements with all qualified suppliers and all qualified Aboriginal suppliers. Two (2) lists of qualified suppliers (one(1) for Non-Aboriginal and Aboriginal firms, and one (1) solely for Aboriginal firms) will be established for the provision of event management services.

A separate list will be created for Aboriginal suppliers under the Set-Aside Program for Aboriginal Business.

**If only one fully responsive arrangement is received for either list, that supply arrangement will be deferred until which time one or more additional fully responsive arrangements are received under the list, further to a refresh process.**

**3. Security Requirement**

1. Before issuance of a supply arrangement, the following conditions must be met:
  - a. the Supplier must hold a valid organization security clearance as indicated in Part 6A - Supply Arrangement;
  - b. the Supplier's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6A - Supply Arrangement;
  - c. the Supplier must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
  - d. the Supplier's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 6A - Supply Arrangement;
  - e. the Supplier must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section III Additional Information.
2. Suppliers are reminded to obtain the required security clearance promptly. Any delay in the issuance of a supply arrangement to allow the successful supplier to obtain the required clearance will be at the entire discretion of the Supply Arrangement Authority.

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

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

EN578-13-3309

CCC No./N° CCC - FMS No/ N° VME

- 
3. For additional information on security requirements, suppliers should consult the "Security Requirements for PWGSC Bid Solicitation - Instructions for Bidders" (<http://www.tpsgc-pwgsc.gc.ca/app-acq/lc-pl/lc-pl-eng.html#a31>) document on the Departmental Standard Procurement Documents Web site.

## PART 5 CERTIFICATIONS

Suppliers must provide the required certifications and documentation to be issued a supply arrangement (SA).

The certifications provided by suppliers to Canada are subject to verification by Canada at all times. Canada will declare an arrangement non-responsive, or will declare a contractor in default, if any certification made by the Supplier is found to be untrue whether during the arrangement evaluation period, or during the period of any supply arrangement arising from this RFSA and any resulting contracts.

The Supply Arrangement Authority will have the right to ask for additional information to verify the Supplier's certifications. Failure to comply with this request will also render the arrangement non-responsive, or will constitute a default under the Contract.

### 1. Mandatory Certifications Required Precedent to Issuance of a Supply Arrangement

#### 1.1 Code of Conduct and Certifications - Related documentation

By submitting an arrangement, the Supplier certifies that the Supplier and its affiliates are in compliance with the Code of Conduct and Certifications - Arrangement in Section 01 of Standard Instructions 2008. The related documentation therein required will assist Canada in confirming that the certifications are true.

### 2. Additional Certifications Precedent to Issuance of a Supply Arrangement

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

#### 2.1 Canadian Content Certification

2.1.1 SACC Manual clause A3050T (2010-01-11) Canadian Content Definition.

2.1.2 This procurement is limited to Canadian services.

The Supplier certifies that:

( ) the service offered is a Canadian service as defined in paragraph 2 of clause A3050T.

---

**SIGNATURE**

---

**DATE**

#### 2.2 Requirements for the Set-Aside for Aboriginal Business

The Supplier certifies that it:

- 
- Wishes to be considered **only** under the Set-Aside Program for Aboriginal Business. (Suppliers wishing to be considered must complete the additional certifications below.)
- Wishes to be considered **both** under the Set-Aside Program for Aboriginal Business **and** as a Non-Aboriginal supplier. (Suppliers wishing to be considered must complete the additional certifications below.)
- Does not wish to be considered under the Set-Aside Program for Aboriginal Business.

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**SIGNATURE**

---

**DATE**

### 2.3.1 Set-aside Program for Aboriginal Business

1. This procurement is set aside under the federal government's Procurement Strategy for Aboriginal Business, as detailed in Annex 9.4 Requirements for the Set-aside Program for Aboriginal Business, of the Supply Manual.
2. The Supplier:
  - i. certifies that it meets, and will continue to meet throughout the duration of the Arrangement, the requirements described in the above-mentioned annex.
  - ii. agrees that any subcontractor it engages under the Arrangement must satisfy the requirements described in the above-mentioned annex.
  - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Supplier must check the applicable box below:
  - i. ( ) The Supplier is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.

OR

  - ii. ( ) The Supplier is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Supplier must check the applicable box below:
  - i. ( ) The Aboriginal business has fewer than six full-time employees.

OR

  - ii. ( ) The Aboriginal business has six or more full-time employees.
5. The Supplier must, upon request by Canada, provide all information and evidence supporting this certification. The Supplier must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Supplier must provide all reasonably required facilities for any audits.

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

EN578-13-3309

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6. By submitting an arrangement, the Supplier certifies that the information submitted by the Supplier in response to the above requirements is accurate and complete.

### 2.3.2 Owner/Employee Certification - Set-aside for Aboriginal Business

If requested by the Supply Arrangement Authority, the Supplier must provide the following certification for each owner and employee who is Aboriginal:

1. I am \_\_\_\_\_ (insert "an owner" and/or "a full-time employee") of \_\_\_\_\_ (insert name of business), and an Aboriginal person, as defined in Annex 9.4 of the Supply Manual, entitled "Requirements for the Set-aside Program for Aboriginal Business".
2. I certify that the above statement is true and consent to its verification upon request by Canada.

\_\_\_\_\_  
Printed name of owner and/or employee

\_\_\_\_\_  
Signature of owner and/or employee

\_\_\_\_\_  
Date

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## PART 6 SUPPLY ARRANGEMENT AND RESULTING CONTRACT CLAUSES

### ACQUISITION FEE

This Supply Arrangement is managed by the Communication Procurement Directorate (CPD) of Public Works and Government Services Canada (PWGSC). CPD is a revenue dependent organization within PWGSC and therefore will charge all federal government departments and agencies a 3% acquisition fee based on the value of any resulting contract (including positive value amendments) plus GST/HST, if applicable. The identified user must remit a copy of any awarded contract to PWGSC - CPD on a quarterly basis for billing.

#### A. SUPPLY ARRANGEMENT

##### 1. Arrangement

The Supply Arrangement covers the Work described in the Statement of Work at Annex "A".

##### 2. Security Requirement

2.1 The following security requirement (SRCL and related clauses) applies to and forms part of the Supply Arrangement.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a valid Designated Organization Screening (DOS) with approved: Document Safeguarding at the level of PROTECTED A, issued by the Canadian Industrial Security Directorate, Public Works and Government Services Canada.
2. The Contractor/Offeror personnel requiring access to PROTECTED information, assets or work site(s) must EACH hold a valid RELIABILITY STATUS, granted or approved by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).

Until the security screening of the Contractor/Offeror personnel required by this Contract/Standing Offer has been completed satisfactorily by the Canadian Industrial Security Directorate, Public Works and Government Services Canada, the Contractor/Offeror personnel **MAY NOT HAVE ACCESS** to PROTECTED information or assets, and **MAY NOT ENTER** sites where such information or assets are kept, without an escort.

3. The Contractor **MUST NOT** utilize its Information Technology systems to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at the level of PROTECTED A.
4. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - (a) Security Requirements Check List and security guide (if applicable), attached at Annex B;

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(b) Industrial Security Manual (Latest Edition)

## 2.2 Supplier's Site or Premises Requiring Safeguard Measures

The Supplier must diligently maintain up-to-date, the information related to the Supplier's site or premises, where safeguard measures are required in the performance of the Work, for the following address(es):

Address:

Street Number / Street Name, Unit / Suite / Apartment Number

City, Province, Territory

Postal Code

Country

## 3. Standard Clauses and Conditions

All clauses and conditions identified in the Supply Arrangement and resulting contract(s) 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

2020 (2013-04-25) General Conditions - Supply Arrangement - Goods or Services, apply to and form part of the Supply Arrangement.

### 3.2 Supplementary General Conditions

4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information, applies to and forms part of the Supply Arrangement.

### 3.3 Supply Arrangement Reporting

The Supplier must compile and maintain records on its provision of goods, services or both to the federal government under contracts resulting from the Supply Arrangement. This data must include all purchases, including those paid for by a Government of Canada Acquisition Card.

The Supplier must provide this data in accordance with the reporting requirements detailed in Annex "C". If some data is not available, the reason must be indicated. If no goods or services are provided during a given period, the Supplier must still provide a "NIL" report.

The data must be submitted on a quarterly basis to the Supply Arrangement Authority.

The quarterly reporting periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31;

4th quarter: January 1 to March 31.

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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The data must be submitted to the PWGSC - CPD Supply Arrangement Authority no later than 15 calendar days after the end of the reporting period. **Failure to provide this report may result in the Supplier's Supply Arrangement being set-aside indefinite period until the data is provided.**

#### **4. Term of Supply Arrangement**

The period for awarding contracts under the Supply Arrangement is from issuance to July 31, 2015.

##### **4.1 Extension of Supply Arrangement**

If the Supply Arrangement is authorized for use beyond the initial period, the Supplier offers to extend its arrangement for two additional one year periods, from August 1, 2015 to July 31, 2016 and from August 1, 2016 to July 31, 2017 under the same conditions and at the ceiling rates or prices specified in the Supply Arrangement, or at the rates or prices calculated in accordance with the formula specified in the Supply Arrangement.

The Supplier will be advised of the decision to authorize the use of the Supply Arrangement for an extended period by the Supply Arrangement Authority 30 days before the expiry date of the Supply Arrangement. A revision to the Supply Arrangement will be issued by the Supply Arrangement Authority.

#### **5. Authorities**

##### **5.1 Supply Arrangement Authority**

The Supply Arrangement Authority is:

Daniel Buck  
Supply Officer  
Public Works and Government Services Canada  
Acquisitions Branch  
Communication Procurement Directorate  
Address: 360 Albert Street  
Ottawa, Ontario K1R 7X7

Telephone: 613-998-8588  
Facsimile: 613-993-2581  
E-mail address: daniel.buck@tpsgc-pwgsc.gc.ca

The Supply Arrangement Authority is responsible for the issuance of the Supply Arrangement, its administration and its revision, if applicable.

##### **5.2 Project Authority**

The Project Authority for the Supply Arrangement is identified in the contract issued under the Supply Arrangement.

The Project Authority is the representative of the department or agency for whom the Work will be carried out pursuant to a contract under the Supply Arrangement and is responsible for all the technical content of the Work under the resulting Contract.

##### **5.3 Supplier's Representative**

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

The Supplier's Representative for the Supply Arrangement is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_  
E-mail address: \_\_\_\_\_

The Supplier's Representative for the Supply Arrangement is identified in the resulting Supply Arrangement and in any resulting contract under the Supply Arrangement.

## 6. Identified Users

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

## 7. On-going Opportunity for Qualification

A Notice will be posted after the initial period and before each option year to allow new suppliers to become qualified. Existing qualified suppliers, who have been issued a supply arrangement, will not be required to submit a new arrangement.

## 8. Limitation of Contracts Awarded Under Supply Arrangement

An RFP Under the Supply Arrangements is used for requirements valued at more than **\$25,000** but less than **\$400,000** excluding applicable taxes. All Supply Arrangement Holders will be invited to submit a proposal for this solicitation process.

Overall, individual contracts under the Supply Arrangements must not exceed **\$400,000.00** (excluding applicable taxes).

## 9. Notification of Withdrawal from the Supply Arrangement

1. In the event that the SA Holder wishes to withdraw from this SA, the SA Holder will advise the PWGSC SA Authority, in writing of its desire to be removed from the SA Holders list and withdraw the SA. After receipt of such notice, the SA Authority will remove the SA Holder from the SA Holders list and consider the SA no longer valid. The SA Holder acknowledges that its withdrawal from the SA Holders list and SA will not affect any Contracts entered into prior to the receipt by the PWGSC SA Authority of such notice.
2. If during the course of the SA the PWGSC SA Authority becomes aware that the SA Holder is in violation of the terms and conditions of this SA or any resulting Contract, Canada may withdraw the SA Holder from the SA Holders list and remove authorization to use the SA, in the manner set-out below or take other appropriate action.
3. Canada may, by giving thirty (30) days written notice to the SA Holder, withdraw the SA Holder from the SA Holders list and remove authorization from the Client department to use the SA. Canada acknowledges that withdrawal of the SA Holder from the SA Holders list and removal of authorization

to use the SA will not, through this action alone, affect any Contracts made prior to the issuance of such notice.

4. Conditions which may result in withdrawal of authorization to use the SA include, but are not limited to:

i. Documented history of chronic poor Contract performance.

The PWGSC SA Authority will meet with the SA Holder within thirty (30) days after reported instances of poor service performance. If, after meeting with the SA Holder, the situation is not improved within the next thirty (30) days, the SA Holder may be withdrawn from the SA Holders list and authorization to the authorized client to use the SA will be withdrawn; or,

ii. Documented history of chronic late Contract performance.

The PWGSC SA Authority will meet with the SA Holder within thirty (30) days after reported instances of late Contract performance. If, after meeting with the SA Holder the performance is not improved within the next thirty (30) days, the SA Holder may be withdrawn from the SA Holders list and authorization to the authorized client to use the SA will be withdrawn; or,

iii. Documented history of chronic violation of any of the specific terms and conditions detailed in this SA.

The PWGSC SA Authority will meet with the SA Holder within thirty (30) days after reported instances of any such violation. If, after meeting with the SA Holder, the situation is not improved within thirty (30) days, the SA Holder may be withdrawn from the SA Holders list and authorization to the authorized client to use the SA will be withdrawn;

5. Each reported instance of violation will be investigated by the PWGSC SA Authority to confirm that the SA Holder is indeed in violation of the terms and conditions of the SA, or Contract(s).

6. Withdrawal of authorization to use the SA, for whatever reason, does not remove the right of the PWGSC SA Authority or the authorized client to pursue other measures that may be available.

## 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 the Supply Arrangement;
- b. the general conditions 2020 (2013-04-25), General Conditions - Supply Arrangement - Goods or Services;
- c. the supplementary general conditions 4007 (2010-08-16) Canada to Own Intellectual Property Rights in Foreground Information;
- d. Annex A, Statement of Work;
- e. Annex B, Security Requirements Check List;
- f. Annex C, Supply Arrangement Reporting Requirements;
- g. Annex E, Detailed Process for Requests for Proposal Issued Under the Supply Arrangements;
- h. Appendix 1, List of Environmental Attributes; and
- i. the Supplier's arrangement dated \_\_\_\_\_.

## 11. Certifications

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## 11.1 Compliance

Compliance with the certifications and related documentation provided by the Supplier in the arrangement is a condition of the Supply Arrangement (SA) and subject to verification by Canada during the term of the SA and of any resulting contract that would continue beyond the period of the SA. If the Supplier does not comply with any certification, provide the related documentation or if it is determined that any certification made by the Supplier in the arrangement is untrue, whether made knowingly or unknowingly, Canada has the right to terminate any resulting contract for default and suspend or cancel the SA.

## 11.2 SACC Manual Clauses

SACC Manual clause A3000C (2011-05-16) Aboriginal Business Certification (if applicable)

## 12. Applicable Laws

The Supply Arrangement (SA) and any contract resulting from the SA must be interpreted and governed, and the relations between the parties determined, by the laws in force in the province of Ontario.

## 13. Commercial General Liability Insurance

1. The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.
2. The Commercial General Liability policy must include the following:
  - a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
  - b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
  - c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
  - d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
  - e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
  - f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
  - g. Employees and, if applicable, Volunteers must be included as Additional Insured.
  - h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

---

- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- q. Litigation Rights: Pursuant to subsection 5(d) of the *Department of Justice Act*, S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.
- r. For the province of Quebec, send to:

Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8

For other provinces and territories, send to:

Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the

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Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

#### **14. Basis of Canada's Ownership of Intellectual Property**

Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract(s) will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

### **B. BID SOLICITATION**

#### **1. Bid Solicitation Documents**

Canada will use the bid solicitation templates Simple, for low dollar value requirements; MC for medium complexity requirements; HC for more complex requirements, available in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) based on the estimated dollar value and complexity of the requirement.

The bid solicitation will contain as a minimum the following:

- a. security requirements (*if applicable*);
- b. a complete description of the Work to be performed;
- c. 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements;
- d. bid preparation instructions;
- e. instructions for the submission of bids (address for submission of bids, bid closing date and time);
- f. evaluation procedures and basis of selection;
- g. certifications;
- h. conditions of the resulting contract; and
- i. the information identified in **Annex "E" Detailed Process for Requests for Proposals Issued Under the Supply Arrangement.**

#### **2. Bid Solicitation Process**

- 2.1 Bids will be solicited for specific requirements within the scope of the Supply Arrangements (SA) from suppliers who have been issued a SA.
- 2.2 The bid solicitation will be sent directly to suppliers by the Identified User of the SA.
- 2.3 The following forms must be used for the first page of the bid solicitation document and the first page of the resulting contract document. These forms are available on the [Electronic Forms Catalogue](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html) ([http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search\\_for\\_forms-e.html](http://publiservice-app.tpsgc-pwgsc.gc.ca/forms/text/search_for_forms-e.html)) Web site.

PWGSC-TPSGC 9400-3, Bid Solicitation  
PWGSC-TPSGC 9400-4, Contract.

### **C. RESULTING CONTRACT CLAUSES**

#### **1. General**

The conditions of any contract awarded under the Supply Arrangements will be in accordance with the resulting contract clauses of the template used for the bid solicitation.

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

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

CCC No./N° CCC - FMS No/ N° VME

EN578-13-3309

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For any contract to be awarded using the template:

- a. **MC** (for medium complexity requirements), 2010B (2013-06-27) - General Conditions - Professional Services will apply to the resulting contract;
- b. **HC** (for higher complexity requirements), 2035 (2013-06-27) - General Conditions - High Complexity - Services will apply to the resulting contract.

The above templates 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.

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## ANNEX "A"

### STATEMENT OF WORK

#### A.1 Overview

The Government of Canada requires the provision of a full range of event management services, including but not limited to meetings, conferences, workshops, summits, consultations, round tables, award ceremonies, galas and opening ceremonies on an "as and when requested basis".

#### A.2 Tasks

Suppliers will be required to provide event management services on an "as and when requested basis" in support of government programs throughout North America. These services may include, but are not limited to, the following:

##### A.2.1 General Pre-Event Planning

- a. Establishing and/or clarifying event objectives and designing program content and formats;
- b. Working with organizing groups and individuals to determine the purpose, parameters, policies and procedures for events;
- c. Evaluating the impact of events on the image and success of the client organization holding the events;
- d. Preparing and/or executing a plan which meets the defined needs and culture of the organization holding events;
- e. Making or assisting in making key decisions related to event design, objectives and content, negotiations, personnel, financial management, and contingencies; and
- f. Researching and negotiating partnership and official supplier arrangements.

##### A.2.2 Specific Pre-Event Planning

- a. Establishing and coordinating marketing and promotions;
- b. Recruiting event participants;
- c. Establishing and coordinating registration procedures;
- d. Assisting the client with program and session planning, including formatting, timelines, and agenda preparation;
- e. Arranging for the production, printing, and distribution of related material, before, during and after the event;
- f. Collating and distributing conference kits;
- g. Preparing name badges;
- h. Handling and planning for sensitive event topics;
- i. Developing logos, letterheads and signage;
- j. Securing any additional insurance at the request of the Project Authority;
- k. Developing floor plans and assigning exhibit space (both paid and unpaid);
- l. Prospecting and negotiating for services which will be required in order to execute events; and
- m. Providing advice and managing protocol for civilian and military dignitaries at the local, national or international level.

##### A.2.3 Transportation (Ground, Air, Marine)

- 
- a. Researching and coordinating commercial or chartered air transportation including group check-ins and boarding assistance;
  - b. Researching and coordinating ground transportation (rental cars, vans, buses, trains, shuttles taxis, etc.);
  - c. Arranging for transportation of event materials;
  - d. Providing information on security requirements and procedures at commercial airports;
  - e. Facilitating border crossings, including ensuring delegates have the required passports/visas; and
  - f. Researching and coordinating seats, meals, facilities, and related services for transportation.

#### **A.2.4 Accommodations**

- a. Block booking rooms at appropriate hotels;
- b. Providing information and instructions to delegates on using hotel phones/internet and the cost of other hotel services;
- c. Providing emergency currency exchange services;
- d. Providing interpreters as required; and
- e. Coordinating final rooming lists with hotels.

#### **A.2.5 Venue and Related Services**

- a. Researching and coordinating the rental of space for the event (including identifying and negotiating with selected sites and facilities authorities);
- b. Conducting space planning, layouts and staging;
- c. Selecting and making provisions for facilitators/speakers;
- d. Arranging for notetakers;
- e. Arranging for the provision of simultaneous interpretation and/or on-site translation (in English, French, or one or more other languages as requested by the Project Authority);
- f. Arranging and providing for on-site security during and after hours;
- g. Coordinating entertainment and family programs;
- h. Planning and managing audiovisual requirements;
- i. Provision of venue accoutrements (podiums, decorations, banners, tables, chairs, tents, etc);
- j. Arranging for rental of cell phones;
- k. Arranging for a photographer and/or videographer; and
- l. Arranging and providing for support services such as a Business Service Centre (with fax, printer, monitor, internet capability, etc.) desk top publishing, conference publishers, IT hardware and software, and electronic polling.

#### **A.2.6 On-Site Event Coordination Services**

- a. Maintaining logistical control of events;
- b. Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees;
- c. Hiring, training, and leading volunteers;
- d. Briefing, directing and assisting the Client on-site;
- e. Managing exhibits and booth setup;
- f. Managing hospitality, food and beverage; and
- g. Coordinating speakers / presenters / facilitators, note takers, simultaneous interpreters and translators, security staff, audio-visual staff, photographer/videographer.

#### **A.2.7 Contractor Travel**

- a. Traveling with or without the client on reconnaissance and advance trips to event locations;

- b. Traveling to the event location to provide on-site services during the event; and
- c. Traveling to the client's location for planning meetings and progress briefing sessions.

#### **A.2.8 Financial Management**

- a. Establishing, monitoring and managing the financial objectives of events;
- b. Following Appendices B, C and D of the National Joint Council Travel Directive; and
- c. Establishing billing procedures, reviewing bills from subcontractors, and ensuring payments for expenses as required.

#### **A.2.9 Risk Management**

- a. Providing a detailed risk management plan during the early planning stages of the event, overseeing and modifying the plan as necessary during events, and updating the plan as required throughout the duration of the project.

#### **A.2.10 Post-Conference Reporting and Debriefing**

- a. Preparing final report for the event including a final budget;
- b. Debriefing the Project Authority and other client officials regarding the final outcome(s) of the event, including lessons learned;
- c. Conduct follow-ups for registration, delegate services (payments, summaries, delegate lists, event proceedings, etc.) via all means (paper, electronic, web); and
- d. Follow up with suppliers for all billing, services, adjustments and final payments, etc.

### **A.3 Environmental Considerations**

Invitations to, registration of, and correspondence with event participants is to be conducted electronically whenever possible.

All non-electronic correspondence and event supplies including reports, documents, invoices, name cards, place cards, banners, registration packages, brochures, handouts, and session notes should be certified as originating from a sustainable managed forest and/or with a minimum of 30% recycled content. Double-sided photocopying will be the default unless otherwise specified by the Project or Contracting Authority. Photocopied documents are to be in black and white format unless otherwise specified.

The Supplier is encouraged to use surplus assets and rented signage, at the request of the Project Authority, and whenever possible and reasonable to do so.

Suppliers are encouraged adopting the following environmental considerations, wherever possible:

- a. Minimization of travel (use of video/telephone conferencing, use of local employees);
- b. Statement of preference for travel type that minimizes environmental impact;
- c. Accommodation preference for green-rated hotels, where value for money is demonstrated;
- d. Avoidance of disposable dishes and single serve containers;
- e. Use of non-toxic markers for flip charts or white boards;
- f. Use of public transit;
- g. Use of fuel-efficient vehicles;
- h. Hotels certified by green key/green leaf programs;
- i. Electronic invitation, registration and coordination methods;
- j. Avoidance of disposable dishes and single serve containers;
- k. Hotel has environmental policy;
- l. Ensure recycle value of meeting materials;

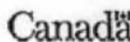
- 
- m. Efficient use of electric equipment to conserve energy;
  - n. Encourage electronic distribution of documents via Web or at event via USB stick;
  - o. Selection of cleaning products with reduced hazardous chemicals;
  - p. Vehicles powered by low emissions fuels;
  - q. Fuels consumed should be environmentally preferable;
  - r. Use video/teleconferencing instead of in-person meetings;
  - s. All energy-using products should meet ENERGY STAR high energy performance specifications or equivalent (where applicable);
  - t. Minimization of packaging;
  - u. Recycled content in packaging;
  - v. Reuse of packaging;
  - w. Promotional items have environmental features;
  - x. Exhibits components are recyclable or reusable;and
  - y. Food and beverages are locally grown and organic wherever possible.

#### **A.4 Official Languages**

The Supplier's firm may be required to provide services in both official languages (English and French). At a minimum, one (1) of the Contractor's on-site resources must be bilingual if the Work is being performed in a bilingual region.

**ANNEX "B"**

**SECURITY REQUIREMENTS CHECK LIST**

|   |  |   |
|---|--|---|
|  Government of Canada / Gouvernement du Canada   | Contract Number / Numéro du contrat<br><b>EN578-133309</b>   |   |
| Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b>   |  |   |
| <b>SECURITY REQUIREMENTS CHECK LIST (SRCL)</b><br><b>LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)</b>  |  |   |
| <b>PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE</b>   |  |   |
| 1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine<br>Public Works and Government Services / Canada   | 2. Branch or Directorate / Direction générale ou Direction<br>CPD / SSAMS  |   |
| 3. a) Subcontract Number / Numéro du contrat de sous-traitance  | 3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant  |   |
| 4. Brief Description of Work / Brève description du travail<br>Event Management Services  |  |   |
| 5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées?<br><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |  |   |
| 5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?<br><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |  |   |
| 5. Indicate the type of access required / Indiquer le type d'accès requis   |  |   |
| 5. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) / Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)<br><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui                                     |  |   |
| 5. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.<br><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui |  |   |
| 5. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?<br><input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui   |  |   |
| 7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès  |  |   |
| Canada <input checked="" type="checkbox"/>  | NATO / OTAN <input type="checkbox"/>   | Foreign / Étranger <input type="checkbox"/>   |
| 7. b) Release restrictions / Restrictions relatives à la diffusion  |  |   |
| No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/><br><br>Not releasable / À ne pas diffuser <input type="checkbox"/><br><br>Restricted to: / Limité à : <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays :  | All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/><br><br><br>Restricted to: / Limité à : <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays :   | No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/><br><br><br>Restricted to: / Limité à : <input type="checkbox"/><br>Specify country(ies): / Préciser le(s) pays :  |
| 7. c) Level of Information / Niveau d'information   |  |   |
| PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/><br>PROTECTED B / PROTÉGÉ B <input type="checkbox"/><br>PROTECTED C / PROTÉGÉ C <input type="checkbox"/><br>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/><br>SECRET <input type="checkbox"/><br>TOP SECRET / TRÈS SECRET <input type="checkbox"/><br>TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>  | NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/><br>NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/><br>NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/><br>NATO SECRET / NATO SECRET <input type="checkbox"/><br>COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/> | PROTECTED A / PROTÉGÉ A <input type="checkbox"/><br>PROTECTED B / PROTÉGÉ B <input type="checkbox"/><br>PROTECTED C / PROTÉGÉ C <input type="checkbox"/><br>CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/><br>SECRET <input type="checkbox"/><br>TOP SECRET / TRÈS SECRET <input type="checkbox"/><br>TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/> |
| TBS/SCT 350-103(2004/12)  |  |   |
| Security Classification / Classification de sécurité<br><b>UNCLASSIFIED</b>   |  |   |
|    |  |   |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

|  |  |
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|  Government of Canada / Gouvernement du Canada  | Contract Number / Numéro du contrat<br>EN578-133309<br>Security Classification / Classification de sécurité<br>UNCLASSIFIED  |
| <b>PART A (continued) / PARTIE A (suite)</b>   |  |
| 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC Information or assets?<br>Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS?<br>If Yes, indicate the level of sensitivity:<br>Dans l'affirmative, indiquer le niveau de sensibilité:                              | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |
| 9. Will the supplier require access to extremely sensitive INFOSEC Information or assets?<br>Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate?<br>Short Title(s) of material / Titre(s) abrégé(s) du matériel:<br>Document Number / Numéro du document:                                       | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |
| <b>PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)</b>  |  |
| 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis   | <input checked="" type="checkbox"/> RELIABILITY STATUS / COTE DE FIABILITÉ<br><input type="checkbox"/> TOP SECRET - SIGINT / TRÈS SECRET - SIGINT<br><input type="checkbox"/> SITE ACCESS / ACCÈS AUX EMPLACEMENTS<br><input type="checkbox"/> CONFIDENTIAL / CONFIDENTIEL<br><input type="checkbox"/> NATO CONFIDENTIAL / NATO CONFIDENTIEL<br><input type="checkbox"/> SECRET / SECRET<br><input type="checkbox"/> NATO SECRET / NATO SECRET<br><input type="checkbox"/> TOP SECRET / TRÈS SECRET<br><input type="checkbox"/> COSMIC TOP SECRET / COSMIC TRÈS SECRET |
| Special comments: / Commentaires spéciaux: _____   |  |
| NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.<br>REMARQUE: Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.   |  |
| 10. b) May unscreened personnel be used for portions of the work?<br>Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?<br>If Yes, will unscreened personnel be escorted?<br>Dans l'affirmative, le personnel en question sera-t-il escorté?   | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui<br><input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui   |
| <b>PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)</b>   |  |
| <b>INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS</b>   |  |
| 11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED Information or assets on its site or premises?<br>Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS?   | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui  |
| 11. b) Will the supplier be required to safeguard COMSEC Information or assets?<br>Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC?   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |
| <b>PRODUCTION</b>  |  |
| 11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?<br>Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ?                  | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |
| <b>INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)</b>  |  |
| 11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED Information or data?<br>Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? | <input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui  |
| 11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?<br>Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale?   | <input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui  |
| TBS/SCT 360-103(2004/12)   | Security Classification / Classification de sécurité<br>UNCLASSIFIED   |
|  |   |

|   |  |   |
|---|--|---|
|  | Government of Canada<br>Gouvernement du Canada | Contract Number / Numéro du contrat<br>EN578-133309<br>Security Classification / Classification de sécurité<br>UNCLASSIFIED |
|---|--|---|

**PART C - (confidential) / PARTIE C - (suite)**

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.  
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the internet), the summary chart is automatically populated by your responses to previous questions.  
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

**SUMMARY CHART / TABLEAU RÉCAPITULATIF**

| Category / Catégorie  | PROTECTED / PROTÉGÉ |   |   | CLASSIFIED / CLASSIFIÉ      |        | NATO                     |   |                                       |             | DOMSEC                                     |                     |   |   |              |        |                          |
|---|---------------------|---|---|-----------------------------|--------|--------------------------|---|---------------------------------------|-------------|--|---------------------|---|---|--------------|--------|--------------------------|
|   | A                   | B | D | CONFIDENTIAL / CONFIDENTIEL | SECRET | TOP SECRET / Très SECRET | NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE | NATO CONFIDENTIAL / NATO CONFIDENTIEL | NATO SECRET | COMINT / Top SECRET / COMINT / Très SECRET | Protected / Protégé |   |   | CONFIDENTIAL | SECRET | TOP SECRET / Très SECRET |
|   |                     |   |   |                             |        |                          |   |                                       |             |  | A                   | B | D |              |        |                          |
| Information / Areas / Informations / Zones / Sites / Production | ✓                   |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |              |        |                          |
| IT Media / Support / IT / Média / Support                       | ✓                   |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |              |        |                          |
| IT Link / Liaison informatique                                  |                     |   |   |                             |        |                          |   |                                       |             |  |                     |   |   |              |        |                          |

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?  
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

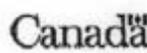
If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?  
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE?  No / Non  Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).  
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

TBS/SOT 350-103(2004/12)

Security Classification / Classification de sécurité  
 UNCLASSIFIED





Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

**ANNEX "D"**

**EVALUATION GRID FOR REQUEST FOR SUPPLY ARRANGEMENT(RFSA)**

| <b>EVALUATION SUMMARY FOR RFSA FOR EVENT MANAGEMENT SERVICES</b>   |              |                |
|--|--------------|----------------|
| <b>MANDATORY REQUIREMENTS:</b> <input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b> |              |                |
| <b>Mandatories Checked by:</b>   | <b>Date:</b> |                |
| <b>MANDATORY TECHNICAL REQUIREMENTS</b>  | <b>MET</b>   | <b>NOT MET</b> |
| <b>M.1 EXPERIENCE OF THE FIRM</b>  |              |                |
| <b>M.2 EVENT MANAGEMENT PROJECTS</b>   |              |                |
| <b>M.3 LANGUAGE</b>  |              |                |
| <b>M.4 ENVIRONMENTAL CONSIDERATIONS</b>  |              |                |
| <b>OVERALL TOTAL</b>   |              |                |
| <b>Overall Comments:</b>   |              |                |
|  |              |                |
|  |              |                |
|  |              |                |
|  |              |                |
|  |              |                |
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Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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**TECHNICAL (RATED REQUIREMENTS) EVALUATION TEAM SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EVALUATORS: These evaluation grids contain the basic criteria. These grids must be used in conjunction with the RFSA document to ensure the evaluation is being conducted strictly in accordance with the published criteria.**

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

## 1.1 TECHNICAL EVALUATION

### 1.1.1 MANDATORY REQUIREMENTS

| Evaluation Criteria   | Met | Not met |
|---|-----|---------|
| The bid is signed and bid submission requirements of Standard Instructions 2008 are met.  |     |         |
| The security requirements identified in Part 4, article 3 of the solicitation document are met.   |     |         |
| The certifications in Part 5 - Subsection 1 - Mandatory Certifications Required Precedent to Issuance of a Standing Offer have been provided (either upon or following offer submission).     |     |         |
| The certifications in Part 5 - Subsection 2 - Additional Certifications Precedent to Issuance of a Standing Offer have been completed and signed (either upon or following offer submission). |     |         |
| Comments:   |     |         |
|   |     |         |
|   |     |         |
|   |     |         |
|   |     |         |

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>M.1 EXPERIENCE OF THE FIRM</b>  |     |         |
| The Supplier must have: <ul style="list-style-type: none"><li><input type="checkbox"/> Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services; and</li><li><input type="checkbox"/> A physical place of business within Canada.</li></ul>   |     |         |
| The Supplier must provide: <ul style="list-style-type: none"><li><input type="checkbox"/> The number of years the firm has been in business;</li><li><input type="checkbox"/> The number of years the firm has specialized in the provision of event management services; and</li><li><input type="checkbox"/> The physical address(es) of the firm's places of business within Canada (including street address, city/town, province/territory and postal code for each).</li></ul> |     |         |
| Comments:  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
cx027

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>M.2 EVENT MANAGEMENT PROJECTS</b>   |     |         |
| <p>The Supplier must provide three (3) event management projects. The event management projects proposed must demonstrate the experience of the Supplier. Projects submitted where the work was performed by one or more of the Supplier's resources on behalf of another supplier will not be accepted.</p> <p>For <u>each</u> event:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The event start date must have been after July 1, 2008;</li> <li><input type="checkbox"/> The event location must have been within North America;</li> <li><input type="checkbox"/> The firm's assigned portion of the overall budget must have been at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</li> <li><input type="checkbox"/> A minimum of 50 participants with varied profiles must have attended the event. A "Participant" is defined as including, but not restricted to, a potential audience, actual delegate, speaker/presenter, moderator, session chair, or member of a client group. "Varied" is defined as including <u>three or more</u> of the following profiles - general public, senior citizens, youth, senior executives, parliamentary officials, VIPs, military officials, etc. - within one event;</li> <li><input type="checkbox"/> One or more of the firm's resources must have been on-site for three (3) days or more. "On-site" is defined as at the event location(s) and/or traveling with the event participants; and</li> <li><input type="checkbox"/> The provision of <u>all</u> of the following event management services must have been required: accommodations, registration, hospitality, and transportation.</li> </ul> <p>The Supplier must provide the following information for <u>each</u> of the three (3) event management project samples submitted:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Name of the project/event;</li> <li><input type="checkbox"/> Client (Department/firm, etc);</li> <li><input type="checkbox"/> Client contact (Name, telephone number, e-mail address)</li> <li><input type="checkbox"/> Description of the event;</li> <li><input type="checkbox"/> Event start date;</li> <li><input type="checkbox"/> Event location;</li> <li><input type="checkbox"/> Firm's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</li> <li><input type="checkbox"/> Number of delegates in attendance;</li> <li><input type="checkbox"/> Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates];</li> <li><input type="checkbox"/> Number of days one or more of the firm's resource(s) was/were on-site; and</li> <li><input type="checkbox"/> List of events management services provided.</li> </ul> <p>The Supplier must provide a letter of reference for <u>each</u> event management project sample submitted. Each letter of reference must be from the client for the event management project sample and must be addressed to the Supplier. The letter of reference must indicate the client's satisfaction with the performance of the Supplier, including the client's satisfaction with the Supplier's ability to adhere to their quoted budget.</p> |     |         |
| <b>Comments:</b>   |     |         |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
cx027EN578-133309

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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| Evaluation Criteria   | Met | Not met |
|---|-----|---------|
| <b>M.3 LANGUAGE</b>   |     |         |
| The Supplier must confirm that its firm is capable of providing services in both official languages (English and French). As such, the Supplier must include a duly signed and dated copy of the following Certification in the Technical Proposal portion of the Arrangement submission. |     |         |
| <b>Comments:</b>  |     |         |
|   |     |         |
|   |     |         |
|   |     |         |
|   |     |         |

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>M.4 ENVIRONMENTAL CONSIDERATIONS</b>  |     |         |
| The Supplier must provide the following:   |     |         |
| <ul style="list-style-type: none"> <li><input type="checkbox"/> A company-wide environmental statement and mission (including environmental measures undertaken in office operations);</li> <li><input type="checkbox"/> An action plan for energy sourcing (measures taken to improve energy efficiency, intended use of alternative fuel/power sources if the Supplier's premises is owned);</li> <li><input type="checkbox"/> An action plan for materials/equipment sourcing (intended use of recycled or reused products, waste management strategy); and</li> <li><input type="checkbox"/> An action plan for transportation logistics (minimization of travel, use of green hotels).</li> </ul> |     |         |
| The Supplier must also provide a listing of environmental attributes for its firm. This listing will form part of any resulting Supply Arrangement (as per Appendix 1 - List of Environmental Attributes).   |     |         |
| <b>Comments:</b>   |     |         |
|  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |

**ARRANGEMENTS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION**

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

EN578-13-3309

---

**APPENDIX "1"**

**LIST ENVIRONMENTAL ATTRIBUTES**

**(To be inserted by the Supply Arrangement Authority prior to Supply Arrangement authorization.)**

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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## ANNEX "E"

### DETAILED PROCESS FOR REQUEST FOR PROPOSALS ISSUED UNDER THE SUPPLY ARRANGEMENTS

The following procedures will apply for all Requests for Proposals issued under the Supply Arrangements. The Identified User - Contracting Authority should use only the wording contained in the Sample RFP at the end of this Annex. Any deviation from the procedures contained within this Annex or any deviation from the wording contained in the Sample RFP.

The Identified Users authorized to award Contracts under the Supply Arrangements include any government department, agency or Crown corporation listed in Schedules I, I.1, II, and III of the *Financial Administration Act, R.S., 1985, c. F-11*.

**IMPORTANT NOTE: The procedures contained herein are not to be used for requirements valued at less than \$25,000, including GST/HST, or requirements valued at more than \$400,000, excluding GST/HST.**

#### RFPs Under the Supply Arrangements

An RFP Under the Supply Arrangements is used for requirements valued at more than \$25,000 but less than \$400,000 excluding applicable taxes.

All Supply Arrangement Holders will be invited to submit a proposal for this solicitation process.

#### 1. Statement of Work (SOW) - Defining the Requirement

The first step is to determine the requirement and prepare a SOW for a specific work requirement. The information in the SOW should be in sufficient detail to enable the SA Holders to provide accurate estimates of cost/price, required level of effort, other direct costs, schedules for milestones and deliverables with completion dates and the total price. SOWs for professional services will, to the extent possible, indicate the required resource categories along with the estimated number of hours required for each resource. The SOW should clearly define the specific requirements being procured.

#### 2. Evaluation Criteria

The evaluation criteria will be delineated in the Request for Proposals (RFP). Evaluation criteria will be categorized either as mandatory or as rated evaluation criteria. Associated weighting factors with regard to rated requirements will be identified. Evaluation criteria can be subject to both a mandatory and a point rated evaluation system.

##### 2.1 Mandatory Evaluation Criteria

Mandatory evaluation criteria identify at the outset the minimum requirements for bids to be considered. Mandatory evaluation criteria are evaluated on a simple pass/fail basis. When mandatory evaluation criteria are used, the RFP will clearly indicate that failure to meet any of the mandatory criteria will render the bid non-compliant and that it will be given no further consideration. Mandatory criteria will be expressed by using imperative verbs such as "must" and "will".

**Combinations of the following mandatory evaluation criteria can be used:**

**Financial Proposal:**

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

The Bidder will be required to provide costing information strictly in accordance with the Basis of Payment as outlined in the Supply Arrangement as well as the Pricing and Evaluation Workbook in the Request for Proposals.

**Proposed Resources:**

The proposed personnel must be the personnel identified in the SA holders bid. Deviations will only be permitted based on written consent by the Identified User's - Contracting Authority.

**Language (if required):**

One or more of the proposed resources may need to be capable of providing services in both official languages (English or French).

**Security:**

Bidders must demonstrate that they continue to meet the required security level at the time of bid closing.

**2.2 Point Rated Evaluation Criteria**

The RFP will clearly state all evaluation factors and their relative importance. Point rated evaluation criteria will be used to establish the minimum requirements (by setting a passing mark) that a bid must meet to be considered a valid and responsive proposal. The evaluation can be set to include an overall pass mark for proposals or pass mark for each individual evaluation criterion, and/or a group of criteria.

Point rated criteria identify those elements that can be evaluated on a variety of characteristics to determine the relative technical merit of each proposal.

**Examples of the following point rated evaluation criteria can be used:**

**Approach and Methodology**

The Bidder should provide an approach, methodology, and risk mitigation plan outlining the execution of the event described in the Statement of Work.

Bidders should submit a detailed work plan that includes the following:

- a) All of the tasks to be performed. For each individual task, the proposed resource(s) and the level of effort (in hours) to be expended by each resource should be identified;
- b) Scheduling (timelines), critical points, and key milestones; and
- c) All anticipated expenses (by expense name only, no dollar amounts are to be included), categorized as follows - 'Direct Expenses', 'Subcontracting', 'Travel and Living (Bidder)' as per the definitions in Annex "B".

Bidders should complete the following table as part of their response to this rated requirement. This table will be verified against the Bidder's response for the 'Total Level of Effort in Hours' column in the Pricing and Evaluation Workbook.

| Category of Service  | Total Level of Effort for Each Category of Service for the Event |
|----------------------|--|
| Senior Event Manager |  |
| Event Manager        |  |
| Event Coordinator    |  |
| Financial Manager    |  |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

---

|                        |  |
|------------------------|--|
| <b>Event Assistant</b> |  |
| <b>Total</b>           |  |

### **3. Basis of Selection - Lowest Bid Evaluation Value (BEV)**

A bid must comply with the requirements of the solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive offer with the lowest Bid Evaluation Value (BEV) will be recommended for issuance of a standing offer.

### **4. Basis of Payment**

A Limitation of Expenditure contract will be used. Multiple invoice payments will be permitted.

### **5. Steps in the RFP process for competed requirements**

The RFP as issued by the an identified user specified in Part 6 A Supply Arrangement will include a Basis of Payment, a bid closing date, a Statement of Work, evaluation criteria and the Basis of Selection.

An RFP Under the Supply Arrangements is used for requirements valued at more than \$25,000 but less than \$400,000 excluding applicable taxes. All Supply Arrangement Holders will be invited to submit a proposal for this solicitation process.

As indicated in the RFP, the SA Holder will be required to submit a proposal within the specified time frame. The time frame will be determined based on the complexity of the requirement.

As requested, the SA Holder will submit a proposal to an identified user specified in Part 6 A Supply Arrangement by the date and time indicated in the RFP. The Bidder's proposal is not intended to duplicate the SOW, but rather to offer a description of how and when the Bidder proposes to satisfy the requirement, along with the proposed prices for doing so.

Bidders may request written clarification of RFP requirements. Such requests for clarification will be sent to an identified user specified in Part 6 A Supply Arrangement though electronic means or through written correspondence by the date indicated in the RFP and within the parameters stated in the RFP.

An identified user specified in Part 6 A Supply Arrangement will answer clarification requests to all bidders. As a result of clarification requests, an identified user specified in Part 6 A Supply Arrangement will determine if any revisions to SOW requirements or evaluation criteria is required, and if necessary, issue an amendment to the RFP.

### **6. Steps in the RFP process for directed requirements (this process will only be used in exceptional circumstances and must be justified by a Senior Government Executive)**

The RFP as issued by the Identified User - Contracting Authority will include a Basis of Payment (i.e. Limitation of expenditure), a bid closing date and a SOW.

The RFP will be sent electronically to all SA Holder via e-mail.

As indicated in the RFP, the SA Holder will be required to submit a proposal within the applicable time frame.

As requested, the SA Holder will submit a proposal to an identified user specified in Part 6 A Supply Arrangement by the date indicated in the RFP. The Bidder's proposal is not intended to duplicate the

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

---

SOW, but rather to offer a description of how and when the Bidder proposes to satisfy the requirement, along with the proposed prices for doing so. Price/rate support must be submitted by the SA Holder in conjunction with the proposal. Acceptable price/rate support is one or more of the following:

- Current published price list indicating the percentage discount available to the Government; or
- Paid invoices or previous contracts for like items (like quality and quantity) sold to other customers; or
- Price breakdown showing, if applicable, the cost of direct labour, general and administrative overhead, transportation, profit, etc.

## **7. Evaluation of Proposals**

The proposal will be evaluated consistent with the evaluation factors identified in the RFP.

## **8. Contract Award**

Contracts awarded under the SAs will clearly specify the work to be performed for the full period of performance, including option years. The Identified User - Contracting Authority will award Contracts in accordance with Part 6 C Resulting Contract Clauses of this SA, and incorporate the Statement of Work and the final proposal by reference. The Contract authorizes the SA Holder to proceed based upon the agreed technical requirements, milestone and deliverable schedule, including start and end dates for each milestone or deliverable. The SA Holder will not commence work until an approved Contract has been received from an identified user specified in Part 6 A Supply Arrangement, at the beginning of the period. The SA Holder acknowledges that any and all work performed in the absence of the aforementioned Contract will be done at the SA Holder's own risk, and Canada will not be liable for payment therefor, unless or until a Contract is provided by an identified user specified in Part 6 A Supply Arrangement.

## **9. Debriefs**

At contract award, an identified user specified in Part 6 A Supply Arrangement will notify all bidders as to which SA Holder is being awarded the contract.

If a Bidder has questions as to why their proposal was not selected, the Bidder may direct written or verbal questions to an identified user specified in Part 6 A Supply Arrangement within a reasonable period of time after contract award. An identified user specified in Part 6 A Supply Arrangement will debrief the Bidder in writing as to why it was not selected.

The debriefing should be provided within a reasonable period of time after award.

## **10. Contract Amendments**

The estimated total cost authorized for each Contract is not to be exceeded unless and until an increase is authorized by a formal Contract amendment and in accordance with the limits defined herein. No amendment of a Contract will be binding upon the Contractor or Canada unless a formal Contract amendment has been issued by an identified user specified in Part 6 A Supply Arrangement. Likewise, Canada will not be liable for any adjustment to the price of a Contract on account of a change, unless the change is authorized in writing by an identified user specified in Part 6 A Supply Arrangement.

## ANNEX "E" (CONTINUED)

### SAMPLE CRITERIA FOR RFPS ISSUED UNDER THE SUPPLY ARRANGEMENTS

The Identified Users include any government department, agency or Crown Corporation listed in Schedules I, I.1, II, III, of the *Financial Administration Act*, R.S., 1985, c. F-11.

#### **Mandatory Requirements**

**Combinations of the following mandatory evaluation criteria only can be used RFPs issued under the Supply Arrangements. If a Mandatory Requirement is omitted, the remaining requirements should be renumbered, as applicable.**

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

##### **M.1 Financial Proposal**

The Bidder must provide costing information strictly in accordance with the Basis of Payment stipulated in Annex "B" and Appendix "1".

##### **M.2 Proposed Resources**

The Bidder must identify at least one (1) but no more than three (3) individuals for each of the following categories of personnel. All of the individuals proposed must be employees of the Bidder. For the purposes of this Mandatory Requirement, an "employee" is defined as an individual who has been hired by the Bidder to perform work for the firm on a full-time basis, and who is not a freelancer, contract, sub-contracted, or part-time resource.

The same resource may be proposed for more than one category of personnel, however the resource must meet all of the criteria for each category (as per the definitions below) and the rates proposed in Appendix "1" for all categories for that resource must be identical.

For example, if three (3) different individuals are proposed for the Senior Event Manager position, and three (3) individuals (one (1) of which was also proposed for the Senior Event Manager position) have also been proposed for the Event Manager position, the resource proposed for both positions must meet the criteria below for both the Senior Event Manager and the Event Manager, and the rates proposed in Appendix "2" for both the Senior Event Manager and the Event Manager positions must be the same.

The **Senior Event Manager** must meet all of the following:

- at least three (3) years experience in leading the development and execution of events, particularly high profile events (an event which is highly publicized, politically sensitive, or involving well-known or high-ranking delegates);
- has managed events where the firm's assigned portion of the overall budget was at least \$200,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable);
- has managed events with delegates from either: more than one (1) province or territory; or more than one (1) country; or both;
- has managed events that require one (1) or more of the firm's personnel to be on-site for three (3) days or more;
- has managed events with a minimum of one hundred (100) delegates; and

- 
- has provided or overseen the provision of all of the following: accommodations, hospitality, transportation, registration and printing or publications.

The **Event Manager** must meet all of the following:

- at least two (2) years experience in leading the development and execution of events, particularly high profile events (an event which is highly publicized, politically sensitive, or involving well-known or high-ranking delegates);
- has managed events where the firm's assigned portion of the overall budget was at least \$200,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable);
- has managed events with delegates from either: more than one (1) province or territory; or more than one (1) country; or both;
- has managed events that require one (1) or more of the firm's personnel to be on-site for three (3) days or more;
- has managed events with a minimum of one hundred (100) delegates; and
- has provided or overseen the provision of all of the following: accommodations, hospitality, transportation, registration and printing or publications.

The **Event Coordinator** must meet all of the following:

- at least one (1) year of experience in coordinating the execution of events;
- has coordinated events where their firm's assigned portion of the overall budget was at least \$100,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable);
- has coordinated events with delegates from either: more than one (1) province or territory; or more than one (1) country; or both;
- has coordinated events that require one or more of the firm's personnel to be on-site for two (2) days or more;
- has coordinated events with a minimum of fifty (50) delegates; and
- has coordinated the provision of two (2) or more of the following: accommodations, hospitality, transportation, registration and printing or publications.

The **Financial Manager** must meet the following:

- at least three (3) years of experience providing financial management in Special Events, Hospitality Management, Hotel Management or Tourism fields for projects where the firm was responsible for the receipt, management and disbursement of funds received from the client, from delegate registration revenues, and from any other source for projects with a total cost of \$100,000 or more.

The **Event Assistant** must meet all of the following:

- at least six (6) months of experience in assisting with the coordination and execution of events;
- has assisted in the coordination of events where their firm's assigned portion of the overall budget was at least \$50,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable);
- has assisted in the coordination of events with delegates from either: more than one (1) province or territory; or more than one (1) country; or both;
- has assisted in the coordination of events that require one (1) or more of the firm's personnel to be on-site for two (2) days or more;
- has assisted in the coordination of events with a minimum of fifty (50) delegates; and
- has assisted in the provision of one (1) or more of the following: accommodations, hospitality, transportation, registration and printing or publications.

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The Supplier must clearly demonstrate how each proposed resource meets the applicable category definition above.

This Mandatory Requirement will be rated in R.1.

### **M.3 Events Management Projects**

The Bidder must provide five (5) events management projects, where the event dates were after January 1, 2008. Each of the Senior Event Managers, Event Managers, Event Coordinators, Financial Managers and Event Assistants identified in M.2 must have been involved in the planning of at least one (1) event. An event may be used to demonstrate the experience of more than one (1) resource, however no more than five (5) projects are to be submitted. At a minimum, three (3) of the five (5) projects must demonstrate an ability of the Bidder to provide event planning services where the profile of participants is varied. "Participant" is defined as including, but not restricted to, a potential audience, actual delegate, speaker/presenter, moderator, session chair, or member of a client group. "Varied" is defined as including three or more of the following profiles - general public, senior citizens, youth, senior executives, parliamentary officials, VIPs, Veterans, etc. - within one (1) event.

The Bidder must provide the following information:

- a) Name of the project/event;
- b) Duration of the event, including start and end dates;
- c) Proposed resource(s) to be evaluated; and
- d) Profile of participants (as defined above) at the event.

This Mandatory Requirement will also be rated under R.1.

## **PROPOSALS NOT MEETING ALL OF THE MANDATORY REQUIREMENTS WILL BE GIVEN NO FURTHER CONSIDERATION**

### **1.1.2 Point Rated Technical Criteria**

***For a description on how the points will be awarded, see Appendix "1" Sample Evaluation Grids for Rated Technical Criteria.***

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

EN578-13-3309

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**ANNEX "A"**  
**STATEMENT OF WORK**  
**(for RFPs issued under the Supply Arrangement)**

**To be inserted by the Identified User - Contracting Authority**

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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**ANNEX "B"**  
**BASIS OF PAYMENT**  
**(for RFPs issued under the Supply Arrangement)**

All rates are in Canadian dollars, GST/HST extra, FOB destination.

**Professional Services**

The firm fixed hourly rates charged for professional services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in the Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

There is no provision for overtime under this Contract.

**Straight Time**

Straight time is defined as work performed between the hours of 6:00 a.m. and 10:00 p.m, seven days per week.

**Direct Expenses**

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; simultaneous interpretation equipment rental; commercial transportation; requirement-specific insurance coverage (at the request of the Project Authority); and any project-specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

All expenses, general and administrative, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports, photocopying, courier and telephone charges; local travel and the like) are to be included in the prices for professional services identified herein, and will not be permitted as direct expenses under the Contract.

Direct expenses will be charged at net cost with a **(TBD)% mark-up** (as per Appendix (insert number) "Pricing and Evaluation Workbook") to cover carrying charges.

**Subcontracting**

Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods / services. Subcontracted items may include, but are not limited to, the following: the venue, audio/video equipment rental, simultaneous interpretation equipment rental, commercial transportation, hospitality, facilitators, note takers, translation services, travel and living for event participants, on-site printing, signage, etc.

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

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

EN578-13-3309

CCC No./N° CCC - FMS No/ N° VME

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All subcontracted requirements will be provided at net cost with a **(TBD)% mark-up** (as per Appendix 2 "Pricing and Evaluation Workbook"). Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

For each subcontracted service over \$25,000 (taxes included) the Contractor will obtain competitive bids from no fewer than three outside suppliers. The Contractor must provide to the Contracting Authority and the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

### **Travel and Living Expenses**

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, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

With respect to Modules 2, 3, and 4 of the Directive, meals will be reimbursed based on receipts up to a maximum of the daily allowances specified in Appendix C or D of the Directive, as applicable. If receipts are unavailable, the Contractor may sign a Declaration in order to receive reimbursement.

Note: 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.

All travel must have the prior written authorization of the Project Authority.

All payments are subject to Government Audit.

### **Hospitality**

All hospitality must have the prior written authorization of the Project Authority and must be included in the Contractor's quote for the specific requirement. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided to event participants in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

The Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences is available at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855&section=text>.

The National Joint Council Travel Directive is available at:  
<http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>.

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

**APPENDIX "1"**  
**SAMPLE EVALUATION GRID FOR RATED TECHNICAL CRITERIA**  
**(for RFPs issued under the Supply Arrangement)**

| <b>EVALUATION SUMMARY FOR RFP FOR (INSERT TITLE OF EVENT)</b>   |                       |
|---|-----------------------|
| <b>MANDATORY REQUIREMENTS:</b> <input type="checkbox"/> <b>MET</b> <input type="checkbox"/> <b>NOT MET</b>        |                       |
| <b>Mandatories Checked by:</b>  | <b>Date:</b>          |
| <b>RATED REQUIREMENTS</b>   | <b>SCORE ACHIEVED</b> |
| <b>R.1 APPROACH AND METHODOLOGY</b><br>A) Tasks<br>B) Scheduling (timelines), Critical Points, and Key Milestones | ____/ 100 points      |
| <b>OVERALL TOTAL</b>  | ____/ 100 points      |
| <b>Overall Comments:</b>  |                       |
|   |                       |
|   |                       |
|   |                       |
|   |                       |
|   |                       |
|   |                       |
|   |                       |

Solicitation No. - N° de l'invitation

EN578-133309/C

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

EN578-13-3309

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

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**TECHNICAL (RATED REQUIREMENTS) EVALUATION TEAM SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_

**NOTE TO EVALUATORS: These evaluation grids contain the basic criteria. These grids must be used in conjunction with the RFP document to ensure the evaluation is being conducted strictly in accordance with the published criteria.**

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
cx027EN578-133309

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

## 1.1 TECHNICAL EVALUATION

### 1.1.1 MANDATORY REQUIREMENTS

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>The bid is signed and bid submission requirements of Standard Instructions 2003 are met.</b>        |     |         |
| <b>The security requirements identified in Part 4, article 3 of the solicitation document are met.</b> |     |         |
| <b>Comments:</b>   |     |         |
|  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>M.1 FINANCIAL PROPOSAL</b>  |     |         |
| The Bidder must provide costing information strictly in accordance with the Basis of Payment stipulated in Annex "B" and Appendix "1". |     |         |
| <b>Comments:</b>   |     |         |
|  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>M.2 PROPOSED RESOURCES</b>  |     |         |
| The Bidder must identify at least one (1) but no more than three (3) individuals for each of the following categories of personnel. All of the individuals proposed must be employees of the Bidder. For the purposes of this Mandatory Requirement, an "employee" is defined as an individual who has been hired by the Bidder to perform work for the firm on a full-time basis, and who is not a freelancer, contract, sub-contracted, or part-time resource. |     |         |
| The same resource may be proposed for more than one category of personnel, however the resource must meet all of the criteria for each category (as per the definitions below) and the rates proposed in Appendix "1" for all categories for that resource must be identical.  |     |         |
| <b>Comments:</b>   |     |         |
|  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

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

EN578-13-3309

| Evaluation Criteria  | Met | Not met |
|--|-----|---------|
| <b>M.3 EVENTS MANAGEMENT PROJECTS</b>  |     |         |
| The Bidder must provide five (5) events management projects, where the event dates were after January 1, 2008. Each of the Senior Event Managers, Event Managers, Event Coordinators, Financial Managers and Event Assistants identified in M.2 must have been involved in the planning of at least one (1) event. An event may be used to demonstrate the experience of more than one (1) resource, however no more than five (5) projects are to be submitted. |     |         |
| <b>Comments:</b>   |     |         |
|  |     |         |
|  |     |         |
|  |     |         |
|  |     |         |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

---

### 1.1.2 RATED TECHNICAL CRITERIA

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be declared responsive, a bid must comply with all the requirements of the bid solicitation; meet all mandatory technical evaluation criteria; and obtain the required minimum of 70 percent of the points for R.1. The rating is performed on a scale of 100 points. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

The following criteria will be evaluated:

- ✓ Approach and Methodology

### **INSTRUCTIONS TO EVALUATORS**

**PLEASE READ THE FOLLOWING CAREFULLY AND IN ITS ENTIRETY PRIOR TO COMMENCING THE EVALUATION OF THE RATED REQUIREMENTS.**

- 1) The following scoring grid will be used for the evaluation of the rated criteria. All other criteria will be evaluated according to the points specified in the "Assessment of Criteria" column of the sub-requirement box.
- 2) ONLY the Percentage Factors indicated in the table that follows are to be entered into the evaluation grids that follow. In other words, evaluators MUST choose from ONLY the following available Percentage Factors: 1, 0.9, 0.8, 0.7, 0.5, and 0. Factors such as 0.65, 0.85, etc. MUST NOT be used.
- 3) The "Points" and "Total Points" boxes in the grids will be calculated based on the Percentage Factor(s) assigned. Evaluators MUST NOT select a number for "Points" which does not correspond to a Percentage Factor. For example, 3/10 is not an acceptable score as 0.3 is not an available Percentage Factor from the table that follows.

**Weighting Levels & Weighting Factors**

| <b>Percentage Factor</b> | <b>Description of Level</b> | <b>Rating Level</b>  |
|--------------------------|-----------------------------|--|
| 1                        | Full Points                 | Full Points <ul style="list-style-type: none"> <li>• All elements present</li> <li>• All elements fully described</li> <li>• Substantial details provided lead to a complete and thorough understanding of the elements</li> </ul> |
| 0.9                      | Very good                   | Very good response <ul style="list-style-type: none"> <li>• All elements present</li> <li>• All elements well described</li> <li>• Substantial details provided lead to a very good understanding of the elements</li> </ul>       |
| 0.8                      | Good                        | Good response <ul style="list-style-type: none"> <li>• Most elements are present</li> <li>• Most elements very well described</li> <li>• Details provided lead to a good understanding of the elements</li> </ul>                  |
| 0.7                      | Acceptable                  | Acceptable response <ul style="list-style-type: none"> <li>• Most elements are present</li> <li>• Most elements are described</li> <li>• Details provided lead to a minimum understanding of the elements</li> </ul>               |
| 0.5                      | Unacceptable                | Un-acceptable response <ul style="list-style-type: none"> <li>• Few elements present</li> <li>• Not all elements are described or are poorly described</li> </ul>  |
| 0                        | Nothing                     | Information required was not provided  |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
EN578-133309/C

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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## R.1 Approach and Methodology

**Maximum Possible Points: 100**

**Minimum Acceptable Points: 70**

The Bidder should provide an approach and methodology outlining the execution of the event described in the Statement of Work.

Bidders should submit a detailed work plan that includes the following:

- a) All of the tasks to be performed. For each individual task, the proposed resource(s) and the level of effort (in hours) to be expended by each resource should be identified; and
- b) Scheduling (timelines), critical points, and key milestones.

Bidders should complete the following table as part of their response to this rated requirement. This table will be verified against the Bidder's response for the 'Total Level of Effort in Hours' column in the Pricing and Evaluation Workbook.

| <b>Category of Service</b>  | <b>Total Level of Effort for Each Category of Service for the Event</b> |
|-----------------------------|---|
| <b>Senior Event Manager</b> |   |
| <b>Event Manager</b>        |   |
| <b>Event Coordinator</b>    |   |
| <b>Financial Manager</b>    |   |
| <b>Event Assistant</b>      |   |
| <b>Total</b>                |   |

Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
cx027

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

**A) Tasks**

**Maximum possible points: 70**

| <b>Tasks<br/>(Maximum 70 Points)</b>  |                          |                     |
|---|--------------------------|---------------------|
| <b>Assessment of Criteria</b>   | <b>Tasks</b>             | <b>Total Points</b> |
| <p><b>Criteria for an established minimum acceptable response (percentage factor of 0.70):</b></p> <p>Most of the tasks to be performed (with the proposed resource - Senior Event Manager, Event Manager, Event Coordinator, Financial Manager, and Event Assistant and level of effort in hours indicated for most tasks) have been provided and are clear.</p> | <b>Percentage Factor</b> | <b>70</b>           |
|   |                          |                     |
|   | <b>Points</b>            |                     |
|   | <b>70</b>                |                     |
| <b>Comments:</b>  |                          |                     |
|   |                          |                     |
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Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.  
File No. - N° du dossier

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

**B) Scheduling (timelines), Critical Points, and Key Milestones**

**Maximum possible points: 30**

| <b>Scheduling (timelines), Critical Points, and Key Milestones<br/>(Maximum 30 Points)</b>  |  |                     |
|---|--|---------------------|
| <b>Assessment of Criteria</b>   | <b>Scheduling (timelines), Critical Points, and Key Milestones</b> | <b>Total Points</b> |
| <p><b>Criteria for an established minimum acceptable response (percentage factor of 0.70):</b></p> <p>A schedule with timelines has been provided and is clear and detailed.</p> <p>Most critical points and key milestones have been identified.</p> | <b>Percentage Factor</b>   | <b>/30</b>          |
|   |  |                     |
|   | <b>Points</b>  |                     |
|   | <b>/30</b>   |                     |
| <b>Comments:</b>  |  |                     |
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Solicitation No. - N° de l'invitation  
EN578-133309/C

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur  
cx027

Client Ref. No. - N° de réf. du client  
EN578-13-3309

File No. - N° du dossier  
cx027EN578-133309

CCC No./N° CCC - FMS No/ N° VME

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## SUMMARY

**Maximum possible points: 100**

**Minimum acceptable points: 70**

| Points Breakdown   |              |
|--|--------------|
| Criteria   | Total Points |
| A) Tasks   | /70          |
| B) Scheduling (timelines), Critical Points, and Key Milestones | /30          |
| <b>TOTAL</b>   | <b>/100</b>  |
| <b>Comments:</b>   |              |
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## 1.2 Financial Evaluation

### 1.2.1 Evaluation of Price

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, FOB destination, Canadian customs duties and excise taxes included.

### 1.2.2 Financial Evaluation Criteria

Proposals declared fully responsive according to the criteria identified in Section 2 Basis of Selection below will be evaluated based on the prices proposed in the Financial Bids.

A Bid Evaluation Value (BEV) will be calculated for evaluation purposes only. The BEV will be the sum of: the total level of effort in hours proposed by the Bidder for the event identified in Annex "A" for each of the Senior Event Manager, the Event Manager, the Financial Manager, the Event Coordinator, and the Event Assistant categories, multiplied by the hourly rate.

## 2. Basis of Selection

1. To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum of 70 percent of the points for R.1. The rating is performed on a scale of 100 points.

2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid that receives the highest number of points nor the one that proposed the lowest price will necessarily be accepted. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract.

**Remark to Contracting Authority:** Delete the following clause if there are no security requirements.

## 3. Security Requirement

1. At the date of bid closing, the following conditions must be met:

- (a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 6 - Resulting Contract Clauses;
- (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites.

2. For additional information on security requirements, bidders should consult the "Security Requirements for PWGSC Bid Solicitations - Instructions for Bidders" (document on the Departmental Standard Procurement Documents Website).

Solicitation No. - N° de l'invitation

EN578-133309/C

Amd. No. - N° de la modif.

File No. - N° du dossier

cx027EN578-133309

Buyer ID - Id de l'acheteur

cx027

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

EN578-13-3309

CCC No./N° CCC - FMS No/ N° VME

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**APPENDIX "2"**  
**SAMPLE PRICING AND EVALUATION WORKBOOK**  
**(for RFPs issued under the Supply Arrangement; to be used in Conjunction with Annex "B")**

See attached Sample Pricing and Evaluation Workbook.



Public Works and  
Government Services  
Canada

Travaux publics et  
Services gouvernementaux  
Canada

**SAMPLE PRICING & EVALUATION WORKBOOK FOR RFPs ISSUED UNDER THE SUPPLY ARRANGEMENT**

*Appendix 2 - Pricing and Evaluation Workbook*

*(Insert Name of  
Department/Agency/Commission)*      **Name of Bidding Firm:** \_\_\_\_\_  
**RFP #**

*Insert Name of Event*

**RFP #**

| Colour Key |   |
|------------|---|
|            | To be filled in by the Bidder   |
|            | Contains coding for automatic calculations.   |
|            | Totals used for evaluation and contract purposes. Contains coding for automatic calculations. |
|            | Titles  |



**Please read the following instructions carefully**

It is **MANDATORY** that all items be quoted and all blank spaces with a background coloured the same as this cell be completed by the Bidder. Bidders are encouraged to double check all calculations as their final status as a Bidder will be determined as a direct result of these spreadsheets. All prices are to be quoted in Canadian funds, HST extra, FOB destination.

The following spreadsheet will be used to evaluate each bid received. The prices and rates quoted will apply to any resulting Contract as indicated. The level of effort (number of hours) must be based exactly on the event identified at R.1 in the RFP. The total price that will be used as the Bidder's Bid Evaluation Price (BEV) is considered all-inclusive to conduct the event for evaluation purposes only. There are to be no options for the purpose of the BEV. **Any Bidder that includes any conditions whatsoever will be deemed non-responsive.**

| <i>Pricing Tab</i>   |   |
|--|---|
| <b><u>Column</u></b>   | <b><u>Instructions</u></b>  |
| Hourly Rate  | Bidders <b>MUST</b> specify their proposed hourly rates.  |
| Level of Effort  | Bidders <b>MUST</b> insert the Level of Effort in hours from their response to the Rated Requirement R.1, <b>not including the level of effort for (insert non-core items), or the optional level of effort for the (insert optional items).</b>  |
| Mark-up for Direct & Subcontracted Expenses  | Bidders <b>MUST</b> indicate their Mark-up for Direct & Subcontracted Expenses as a percentage.   |
| Firm Lot Prices - Non-core Services - In-house Professional Services or Subcontracted Expenses | Bidders <b>MUST</b> insert their firm all-inclusive price for <b>(insert non-core services)</b> only, that can be performed either in-house or through subcontracting, depending on the in-house capabilities of the Bidder. The firm all-inclusive price includes ALL costs associated with performing/ subcontracting the work as outlined in the Statement of Work at Annex "A", including any mark-up if the item is subcontracted. |
| Optional Level of Effort - Firm Lot Prices Professional Services                               | Bidders <b>MUST</b> insert the Level of Effort in hours from their response to the Rated Requirement <b>R.1</b> for the optional levels of effort for the <b>(insert optional items)</b> only.  |
| <b><i>Bid Evaluation Value (BEV)</i></b>   | The BEV is the total that will be used for evaluation purposes.   |

*Insert Name of Event*

**Table 1: Firm Lot Price - Core Professional Services:**

The firm lot price for professional services is calculated based on the following. The Bidder's firm all-inclusive rates are for the Core Professional Services associated with the Work described in the Statement of Work in Annex "A" (excluding non-core services and optional levels of effort). The Bidder's total level of effort quoted below must reflect the level of effort table submitted in response to R.1.

| Category of Service  | Hourly Rate (excluding GST/HST) | Total Level of Effort (in Hours) |
|--|---------------------------------|----------------------------------|
| Senior Event Manager   | \$0.00                          | 0                                |
| Event Manager  | \$0.00                          | 0                                |
| Financial Manager  | \$0.00                          | 0                                |
| Event Coordinator  | \$0.00                          | 0                                |
| Event Assistant  | \$0.00                          | 0                                |
| <b>Total Firm Lot Price - Core Professional Services (excluding GST/HST)</b> |                                 | <b>\$0.00</b>                    |

**Table 2: Direct and Subcontracted Expenses:**

The following pricing calculation is for evaluation purposes only and is based on the Direct & Subcontracted Expenses Mark-up percentage as quoted by the Bidder and \$(insert estimated direct and subcontracted expenses for the event) of Direct and Subcontracted Expenses.

|   |               |
|---|---------------|
| Direct & Subcontracted Expenses Mark-up (applicable to the resulting contract)                  | 0.00%         |
| Total Direct & Subcontracted Expenses (for evaluation purposes only)                            | \$0.00        |
| <b>Total Direct and Subcontracted Expenses for evaluation purposes only (excluding GST/HST)</b> | <b>\$0.00</b> |

**Table 3: Travel & Living Expenses:**

|  |               |
|--|---------------|
| Total Travel & Living Expenses (for evaluation purposes only)                              |               |
| <b>Total Travel &amp; Living Expenses for evaluation purposes only (excluding GST/HST)</b> | <b>\$0.00</b> |

|  |               |
|--|---------------|
| <b>TOTAL BID EVALUATION VALUE (BEV) FOR EVALUATION PURPOSES ONLY (TOTAL FROM TABLES 1 - 2)</b> | <b>\$0.00</b> |
|--|---------------|

**Cost per Point Calculation**

| <b>BEV Based on Unit Rates</b> |            |                        |                       |                 |
|--------------------------------|------------|------------------------|-----------------------|-----------------|
| <i>Bidder</i>                  | <i>BEV</i> | <i>Points Achieved</i> | <i>Cost per Point</i> | <i>Comments</i> |
| Firm # 1                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 2                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 3                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 4                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 5                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 6                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 7                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 8                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 9                       | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 10                      | \$0.00     | 1                      | \$0.00                |                 |
| Firm # 11                      | \$0.00     | 1                      | \$0.00                |                 |