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**Gatineau**  
**Québec**  
**K1A 0S5**  
**Bid Fax: (819) 997-9776**

**Revision to a Request for Supply  
Arrangement - Révision à une demande  
pour un arrangement en matière  
d'approvisionnement**

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

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

**Comments - Commentaires**

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

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

<b>Title - Sujet</b> EVENT MANAGEMENT SERVICES	
<b>Solicitation No. - N° de l'invitation</b> EN578-133309/C	<b>Date</b> 2013-10-03
<b>Client Reference No. - N° de référence du client</b> EN578-13-3309	<b>Amendment No. - N° modif.</b> 002
<b>File No. - N° de dossier</b> cx027.EN578-133309	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$SCX-027-63547	
<b>Date of Original Request for Supply Arrangement</b> 2013-09-23 <b>Date de demande pour un arrangement en matière d'app. originale</b>	
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2013-10-22</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>Address Enquiries to: - Adresser toutes questions à:</b> Buck(CX Div.), Daniel	<b>Buyer Id - Id de l'acheteur</b> cx027
<b>Telephone No. - N° de téléphone</b> (613) 998-8588 ( )	<b>FAX No. - N° de FAX</b> (613) 993-2581
<b>Delivery Required - Livraison exigée</b>	
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b>	
<b>Security - Sécurité</b> This revision does not change the security requirements of the solicitation. Cette révision ne change pas les besoins en matière de sécurité de l'invitation.	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Acknowledgement copy required</b> <b>Accusé de réception requis</b>	<b>Yes - Oui</b> <input type="checkbox"/>	<b>No - Non</b> <input type="checkbox"/>
<b>The Offeror hereby acknowledges this revision to its Offer.</b> <b>Le proposant constate, par la présente, cette révision à son offre.</b>		
<b>Signature</b>	<b>Date</b>	
Name and title of person authorized to sign on behalf of offeror. (type or print) Nom et titre de la personne autorisée à signer au nom du proposant. (taper ou écrire en caractères d'imprimerie)		
<b>For the Minister - Pour le Ministre</b>		

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## AMENDMENT 002

**The purpose of this amendment is to:**

**A) Respond to bidder's questions:**

**Question 4:** Everything seems to be fairly straight-forward – except for the mention on page 11 (Part 4) re Evaluation Procedures:

“Arrangements will be assessed in accordance with the entire requirement of the Request for Supply Arrangements including the technical and financial evaluation criteria.”

Based on the ‘arrangement preparation instructions’, the submission is to include:

Section 1: Technical Arrangement

Section II: Certifications

Section III: Additional Information

There is no indication that the submission requires any information re pricing or financial information and there doesn't appear to be any ‘financial evaluation criteria’.

Could you please clarify the indication that we need to fulfill the “....financial evaluation criteria”.

**Answer 4 :** Please note that there are no financial evaluation criteria for this Request for Supply Arrangement. The requirements for Part 4 - Evaluation Procedures and Basis of Selection have been changed below to reflect this change.

**B) Revise the following:**

1) Delete Part 4 - Evaluation Procedures and Basis of Selection in its entirety and replace with:

### 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 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.

**Language Certification:**

The Supplier hereby certifies that its firm is capable of providing services in both official languages (English and French).

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

### 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).

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.
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.