



**RETURN BIDS TO:**

**RETOURNER LES SOUMISSIONS À:**

Bid Receiving - PWGSC / Réception des soumissions - TPSGC

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0A1 / Noyau 0A1

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**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> 2013-10-18
<b>Client Reference No. - N° de référence du client</b> EN578-13-3309	<b>Amendment No. - N° modif.</b> 005
<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-\$\$CX-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 2013-10-25</b>	
<b>Time Zone</b> Fuseau horaire Eastern Daylight Saving Time EDT	
<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>Yes - Oui</b>	<b>No - Non</b>
<b>Accusé de réception requis</b>	<input type="checkbox"/>	<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 005

Upon review of the sample evaluation criteria for subsequent solicitations, a few potential bidders have voiced concerns regarding M2 of Annex "E" - Proposed Resources requirements. Some bidders have interpreted this requirement as being overly restrictive. Therefore, upon further review, PWGSC has decided to remove that requirement from the sample evaluation criteria.

Therefore, at Annex "E" the sample evaluation criteria is revised as follows:

### The purpose of this amendment is to:

#### Part A) Revise the following:

1) Delete Part 2 Supplier Instructions - Section 2. Submission of Arrangements in its entirety and replace with:

#### 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.

<p><b>Bids must be submitted by 2:00 pm Eastern Daylight Savings Time on Friday October 25, 2013 to:</b></p>
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<p>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</p>
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Due to the nature of the Request for Supply Arrangements, transmission of arrangements by facsimile to PWGSC will not be accepted.

2) At Annex "E" Sample Criteria for RFPS issued under the Supply Arrangements, Delete M.2 Proposed Resources in its entirety and replace with:

#### 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 or sub-contractors of the Bidder. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.

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

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- 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.

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

This Mandatory Requirement will be rated in R.1.

3) At Annex "E" Sample Criteria for RFPS issued under the Supply Arrangements, in Appendix "1" Sample Evaluation Grid for Rated Technical Criteria, Delete M.2 Proposed Resources in its entirety and replace with:

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 or sub-contractors of the Bidder. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.  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>		

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4) At Annex "E" Sample Criteria for RFPS issued under the Supply Arrangements, in Appendix "1" Sample Evaluation Grid for Rated Technical Criteria delete the section title in its entirety and replace with:

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