

**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**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION****Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

<b>Title - Sujet</b> SARscene 2014 Conference	
<b>Solicitation No. - N° de l'invitation</b> EH713-142694/A	<b>Date</b> 2014-04-01
<b>Client Reference No. - N° de référence du client</b> 20142694	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$LP-003-64958	
<b>File No. - N° de dossier</b> lp003.EH713-142694	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-04-17</b>	<b>Time Zone Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Tremblay, Jacynthe	<b>Buyer Id - Id de l'acheteur</b> lp003
<b>Telephone No. - N° de téléphone</b> (819) 934-0768 ( )	<b>FAX No. - N° de FAX</b> (819) 956-4944
<b>Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:</b> DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA GOVT CONFERENCE CENTRE 2 RIDEAU ST OTTAWA Ontario K1A0M3 Canada	

**Instructions: See Herein****Instructions: Voir aux présentes****Vendor/Firm Name and Address**

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

**Issuing Office - Bureau de distribution**

Travel Procurement Services Division/Division des services  
d'approvisionnement en voyage  
Place du Portage, Phase III, 7B3  
Portage III 7B3  
11, rue Laurier/11 Laurier St.  
Gatineau  
Québec  
K1A 0S5

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

Solicitation No. - N° de l'invitation

EH713-142694/A

Amd. No. - N° de la modif.

Buyer ID - Id de l'acheteur

lp003

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

File No. - N° du dossier

CCC No./N° CCC - FMS No/ N° VME

20142694

lp003EH713-142694

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See attached document

## **REQUEST FOR PROPOSAL**

**Provision for commercial accommodations, meeting space and catering services for Canada's National Search and Rescue (SAR) Conference, SARscene 2014, Niagara Falls, ON.**

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**Provision for commercial accommodations, meeting space and catering services for Canada's National Search and Rescue (SAR) Conference, SARscene 2014, Niagara Falls, ON.**

**PART 1 - GENERAL INFORMATION**

**1. Statement of Requirement**

The Government of Canada (National Search and Rescue Secretariat) will be hosting a conference for the SARscene 2014 in Niagara Falls, ON. The SARscene 2014 conference will occur in October 2014 at the dates to be decided at contract award. .

The Government of Canada is in need of commercial accommodations, meeting space, and catering services during this period, all to be located at one site, with the exception of accommodations, which may be provided with affiliated hotels. There may be the additional need for a welcoming reception and banquet dinner associated with the SARscene conference. See section 9.0 Events during the conference for further details.

The SARscene conference, to be held in the city of Niagara Falls, Ontario, will be up to 7 days in length, with up to 500 attendees. Conference is not open to the public or media.

The Conference organizing staff and contractors will require access to offices and meeting rooms for the setup of equipment starting on Day 1 of the conference dates. Tear down will start on Day 6 and should be completed by the end of Day 7.

Preferred conference dates are:

- October 1 to 7, 2014
- October 15 to 21, 2014
- October 22 to 28, 2014
- October 29 to November 4, 2014

Location:

The location of the establishment providing the requirement must be in Niagara Falls, ON.

Management Experience

Have proven experience in the management and planning of large scale high profile national conferences and events with distinguished guests.

Requirement is detailed at Annex A.

**2. Debriefings**

After contract award, bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **PART 2 - BIDDER INSTRUCTIONS**

### **1. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The 2003 (2014-03-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

### **2. Submission of Bids**

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days

Insert: ninety (90) days

### **3. Former Public Servant**

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below.

#### **Definitions**

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the Financial Administration Act, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a) an individual;
- b) an individual who has incorporated;
- c) a partnership made of former public servants; or
- d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension

Continuation Act , 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act , R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

#### Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) date of termination of employment or retirement from the Public Service.

#### Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? YES ( ) NO ( )

If so, the Bidder must provide the following information:

- a) name of former public servant;
- b) conditions of the lump sum payment incentive;
- c) date of termination of employment;
- d) amount of lump sum payment;
- e) rate of pay on which lump sum payment is based;
- f) period of lump sum payment including start date, end date and number of weeks;
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

#### Certification

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

#### **4. Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority no later than three (3) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

#### **5. Applicable Laws**

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **1. Bid Preparation Instructions**

Canada requests that bidders provide their bid in separately bound sections as follows:

Section I: Technical Bid ( 1 copy )

Section II: Financial Bid ( 1 copy )

Section III: Certifications ( 1 copy)

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process Policy on Green Procurement (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

#### **Section I: Technical Bid**

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

#### **Section II: Financial Bid**

Bidders must submit their financial bid in accordance with the Basis of Payment stipulated at Annex C. The total amount of Applicable Taxes must be shown separately, if applicable.

#### **Section III: Certifications**

Bidders must submit the certifications required under Part 5.

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

### **1. Evaluation Procedures**

- (a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### **1.1 Technical Evaluation**

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

Bidders are required to comply with all the mandatory criteria to be considered responsive, a bid must meet all of the mandatory requirements of this bid solicitation as described at Annex B - Bid Evaluation. Bidders that submit proposals that are determined to be non-responsive will receive no further consideration.

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

Only those bids meeting all of the Mandatory Criteria will be further evaluated against the rated criteria as described in Annex B – Bid Evaluation.

#### **1.2 Financial Evaluation**

The price of the bid will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded as submitted in Annex C - Basis of Payment.

### **2. Basis of Selection – Lowest Price Per Point**

- 1. To be declared responsive, a bid must:
  - a. Comply with all the requirements of the bid solicitation; and
  - b. Meet all mandatory technical evaluation criteria.
- 2. Bids not meeting (a) or (b) 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. Canada intends to award up to two contracts based on the winning proposal; one contract may be awarded to the conference facility provider and a separate contract may be awarded to the accommodations provider.

PRICE-PER-POINT = The Total Fixed Firm All-Inclusive Price Proposed  
DIVIDED BY  
Total Points Awarded for the Rated Criteria

- 3. Tie-break: When there are two or more responsive proposals achieving the identical lowest price-per-point as a result of the above, the proposal with the highest score in the Rated Criteria Section will be awarded a contract.



## **PART 5 - CERTIFICATIONS**

Bidders must provide the required certifications and related documentation to be awarded a contract. Canada will declare a bid non-responsive if the required certifications and related documentation are not completed and submitted as requested.

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after award of a contract. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications, to provide the related documentation or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive.

### **1. Certifications Required Precedent to Contract Award**

#### **1.1 Integrity Provisions - Associated Information**

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003. The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

#### **1.2 Federal Contractors Program for Employment Equity - Bid Certification**

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

### **2. Additional Certifications Precedent to Contract Award**

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

#### **2.1 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 Bidder certifies that:

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

## **PART 6 - RESULTING CONTRACT CLAUSES**

### **1. Security Requirement**

There is no security requirement associated with the requirement.

### **2. Statement of Requirement**

The Contractor must provide the services described at Annex A - Statement of Requirement

### **3. Standard Clauses and Conditions**

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual(<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

#### **3.1 General Conditions**

2010C (2014-03-01), General Conditions - Services (Medium Complexity) apply to and form part of the Contract.

### **4. Term of Contract**

#### **4.1 Period of the Contract**

The Contract is in effect from the date of the issuance of the contract **to be inserted at Contract award**, inclusive.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Jacynthe Tremblay  
Supply Specialist  
Public Works and Government Services Canada  
Traffic Management Directorate  
Travel Procurement Services Division - LP  
11 Laurier Street, 6B3-37  
Gatineau QC K1A 0S5

Telephone: 819-934-0768  
Facsimile: 819-956-4944  
E-mail address: [jacynthe.tremblay@tpsgc-pwgsc.gc.ca](mailto:jacynthe.tremblay@tpsgc-pwgsc.gc.ca)

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

## **5.2 Project Authority**

The Project Authority for the Contract is: ***To be inserted at Contract award.***

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

## **5.3 Contractor's Representative**

***To be added at Contract award***

## **6. Payment**

### **6.1 Basis of Payment**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid firm unit rates, as specified in Annex C - Basis of Payment, Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

### **6.2 Method of Payment - Single Payment**

Canada will pay the Contractor upon completion and delivery of the Work in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work delivered has been accepted by Canada.

## **7. Invoicing Instructions**

7.1 The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

7.2 Invoices must be distributed as follows:

- a) The original and one (1) copy must be forwarded to the following address for certification and payment.

***To be inserted at Contract award***

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

## **8. Certifications**

### **8.1 Compliance**

Compliance with the certifications provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification or it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

### **8.2 Canadian Content Certification**

#### **8.2.1 SACC Manual clause A3060C(2008-05-12) Canadian Content Certification**

## **9. Applicable Laws**

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in Ontario.

## **10. Priority of Documents**

If there is a discrepancy between the wording of any documents that appear on the list, the wording of the document that first appears on the list has priority over the wording of any document that subsequently appears on the list.

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-03-01), General Conditions - Services (Medium Complexity);
- (c) annex A, Statement of Work;
- (d) annex C, Basis of Payment;
- (e) the Contractor's bid dated \_\_\_\_\_

## **11. Insurance Requirements**

The Contractor must comply with the insurance requirements specified in Annex D. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

## **12. Renovations**

The Contractor agrees to give a thirty (30) days' notice of any construction or remodeling to be performed in the property, which might interfere with the participants' safety and/or comfort. In such case, Canada may terminate the contract at any time without liability or cancellation fees. If Canada elects to terminate this contract in accordance with this provision, the Contractor must, if requested by Canada, use its best effort to assist Canada in locating an alternate accommodation establishment with comparable facilities at a comparable price and to offset additional costs incurred by Canada in order that it can relocate.

## **ANNEX A**

### **STATEMENT OF REQUIREMENT**

Canada's National Search and Rescue (SAR) Conference, SARscene 2014, Niagara Falls, ON

#### **1. Overview**

Canada's National Search and Rescue (SAR) Conference, SARscene has been held every fall since 1992. SARscene brings federal, provincial and local SAR agencies together with volunteers representing ground, air, canine and marine SAR for up to six (6) days of events, including:

- Training sessions
- Business meetings
- Opening ceremony
- Plenary sessions
- Break-out sessions
- Trade show
- Meet and Greet
- Awards Banquet

#### **Off-site events:**

- SAR Field Training/SAR Games & Media Day

#### **2. Requirement**

The Government of Canada (National Search and Rescue Secretariat) will be hosting a conference for the SARscene 2014 in Niagara Falls, ON. The SARscene 2014 conference will occur in October 2014 at the dates to be decided at contract award. .

The Government of Canada is in need of commercial accommodations, meeting space, and catering services during this period, all to be located at one site, with the exception of accommodations, which may be provided with affiliated hotels. There may be the additional need for a welcoming reception and banquet dinner associated with the SARscene conference. See section 9.0 Events during the conference for further details.

The SARscene conference, to be held in the city of Niagara Falls, Ontario, will be up to 7 days in length, with up to 500 attendees. Conference is not open to the public or media.

The Conference organizing staff and contractors will require access to offices and meeting rooms for the setup of equipment starting on Day 1 of the conference dates. Tear down will start on Day 6 and should be completed by the end of Day 7.

Preferred conference dates are:

- October 1 to 7, 2014
- October 15 to 21, 2014
- October 22 to 28, 2014
- October 29 to November 4, 2014

## 2.1 Property:

a. Location:

The location of the establishment providing the requirement must be in Niagara Falls, ON.

b. Management Experience

Have proven experience in the management and planning of large scale high profile national conferences and events with distinguished guests.

## 2.2 Guest Rooms:

A block of 100 rooms (peak nights), totalling 310 room nights is estimated to be required from Wednesday (Day 1) to Tuesday (Day 7), with last check-out on Tuesday (Day 7). Canada will not be responsible for the payment of guest rooms. (Note: Of the 500 anticipated attendees, some will be from the region and would not require accommodations.)

Days	1	2	3	4	5	6	7
2014	Wed	Thurs	Fri	Sat	Sun	Mon	Tues
<hr/>							
<b>Guest rooms:</b>	5	15	75	100	100	15	Checkout

a. Rates: Rates for guest rooms must be in single and double occupancy. . Accommodation in the hotel for the duration of the conference, as detailed in the Guest Room Block Matrix above, at a reasonable rate (government rate or better – see <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx> for information).

b. Establishment Capacity: The provision of accommodations must be in one facility where possible or with affiliated hotels of the same standard within the location area. In the case of a joint proposal where the distance between the conference facility and the guest room accommodations is more than a 1 km walk, a complimentary shuttle service must be provided.

Shuttle needs are: Multiple trips for up to 200 people to and from the Meet and Greet Reception on Day 4, and for up to 500 people to and from the event facilities on both Days 5 and 6. Delegates pay for their own hotel room. This includes, but is not limited to, telephone charges, parking cost, room service, internet, movie rentals, and bar service. PWGSC will not be responsible for such charges.

c. Parking: Parking will be a separate agreement between the occupant and establishment.

d. Attrition: Due to transient nature of participants, the block of rooms for the period Day 1 to Day 7, must be held up to 90 days prior to Day 1. After that date, the bidder will propose to reduce the block of rooms as follows:

89 days to 60 days prior to Day 1	From 310 to _____
59 days to 30 days prior to Day 1	From _____ to _____
29 days to _____ days prior to Day 1	From _____ to _____

From 29 days or less until Day 1, the remaining unreserved room block will be released and Canada will not be responsible to pay for unreserved and unoccupied rooms.

e. Room Cancellation Policy: In the event that travel plans are changed; individual participants who have reserved a room may cancel up to three (3) days prior to their arrival date without any cancellation fees.

f. Room Type Definition: Guest Room: As a minimum, a guest room is a standard room type normally offered for accommodation. It has one or two queen size beds with a full bathroom. At least half of the Room Block should consist of rooms with two beds.

### **3. Meeting Space Requirements:**

#### **A. General Specifications:**

- The Awards Banquet on Day 5 is to take place at the accommodations provider's location;
- As a minimum, activities on Days 4 through 6 are to take place in the same facility (either at the accommodation provider's location or at the conference facility provider's location);
- As a minimum, activities on Days 2 and 3 are to take place in the same facility (either at the accommodation provider's location or at the conference facility provider's location); and
- A conference office must be located in the same facility that will host the activities on Days 4 through 6.
- These requirements facilitate logistical requirements, overall control and the comfort of our guests.

#### **B. Space Specifications:**

Space specifications are detailed in the following table:

Room	Day 2014	Function	From: To:	Minimum Capacity	Set-up and requirements
# 1	Day 1 to Day 7	Conference Office	7:00 to 23:00	12 people	<ul style="list-style-type: none"> <li>- Space for up to 10 ppl</li> <li>- Preferably close to the Plenary/Exhibit area on the same level; cannot be more than 2 levels away from the main conference</li> <li>- Conference table for 12 people or higher (for staff meetings)</li> <li>- space and sufficient power outlets for printers, large photocopier/printer and laptops</li> <li>- space for up to 5 laptops</li> <li>- internet access (wired and/or wireless)</li> <li>- outside telephone access</li> <li>- secure room</li> <li>- storage space if possible</li> </ul>
# 2	Day 2 to Day 7	Participant Registration desk	8:00 to 18:00	2-3 people	<ul style="list-style-type: none"> <li>- For 2-3 ppl</li> <li>- Near power outlet for printer/laptop</li> <li>- Need some storage area for delegate bags</li> <li>- does not need to be close to the Conference Office all day (i.e. 08:00-18:00)</li> </ul>
# 3	Day 1 to Day 4	Training Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- <b>OPTIONAL</b></li> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 4	Day 2 to Day 4	Training Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 5	Day 2 to Day 4	Training Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>



Room	Day 2014	Function	From: To:	Minimum Capacity	Set-up and requirements
# 6	Day 2 to Day 4	Training Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 7	Day 2 to Day 4	Training Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 8	Day 2 to Day 4	Training Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> </ul>
# 9	Day 5 and Day 6	Breakout Room	8:00 to 18:00	100 people	<ul style="list-style-type: none"> <li>- Theatre style for 100 ppl</li> <li>- Sufficient space for a screen and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>
# 10	Day 5 and Day 6	Breakout Room	8:00 to 18:00	100 people	<ul style="list-style-type: none"> <li>- Theatre style for 100 ppl</li> <li>- Sufficient space for a and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>
# 11	Day 5 and Day 6	Breakout Room	8:00 to 18:00	100 people	<ul style="list-style-type: none"> <li>- Theatre style for 100 ppl</li> <li>- Sufficient space for a and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>
# 12	Day 5 to Day 7	Meeting Room	8:00 to 18:00	50 people	<ul style="list-style-type: none"> <li>- Classroom style for 50 ppl</li> <li>- Sufficient space for a and LCD screen and projector</li> <li>- microphones (TBC)</li> <li>- Tech table in back of room</li> </ul>

Room	Day 2014	Function	From: To:	Minimum Capacity	Set-up and requirements
#13	Day 4 to Day 5	Set-up and registration Area for Exhibitors (Trade Show)	8:00 to 18:00 (Day 4 set-up) (Day 5 Trade Show) (Day 5 after 18:00 teardown)	500 people	<ul style="list-style-type: none"> <li>- Exhibitor: Trade Show Area (Note: Space in the Trade Show Area for Meet and Greet reception Day 4 evening, see # 14</li> <li>- Near meeting/training rooms</li> <li>- Must have internet (wifi)</li> <li>- Accommodate at least 30 exhibit space (8 x10). The Exhibit space can overflow into the main corridor or another co-located room to meet the minimum booth space requirement</li> <li>- Each booth must have an electrical outlet</li> <li>- Space for food purchase (TBC)</li> <li>- On main level with access to a hard surface to demonstrate land vehicles (TBC)</li> <li>- Tear down of exhibits on Day 6</li> <li>- Preference is for the Trade Show area to be co-located with the plenary room because the F&amp;B other than the Reception or Banquet will be served in Exhibit area</li> </ul>
# 14	Day 4	Space for F&B service during Welcome Reception	Evening	200 people	<ul style="list-style-type: none"> <li>- Meet and Greet to occur in the Trade Show area above in #13</li> <li>- Stage/podium; Stage, 30 to 40 feet wide by 8 to 10 feet in depth</li> <li>- 2 large front or rear projection screens</li> <li>- Stand-up microphones in aisles including an area at the rear of the room for a translation booth and AV technician table</li> <li>- One (1) cash bar</li> </ul>

Room	Day 2014	Function	From: To:	Minimum Capacity	Set-up and requirements
# 15	Day 4 to Day 6	Plenary	8:00 to 18:00 (Day 4 set-up would accept 13:00-18:00) (Day 5-6 – Plenary)	500 people	<ul style="list-style-type: none"> <li>- Theatre style</li> <li>- Interpretation booths (TBC)</li> <li>- Stage, 30 to 40 feet wide by 8 to 10 feet in depth</li> <li>- 2 large front or rear projection screens</li> <li>- Stand-up microphones in aisles including an area at the rear of the room for a interpretation booth and AV technician table</li> <li>- Podium on riser at front of room</li> <li>- Sufficient electrical outlets and Internet access for AV and multimedia equipment</li> <li>- All provincial/territorial flags including city flag</li> </ul>
# 16	Day 5	Space for SAR Awards Banquet	Evening	250 people	<ul style="list-style-type: none"> <li>- Cash bar and dinner for evening event.</li> <li>- Space for F&amp;B service during Banquet Dinner (with cash bar) for seating 250 people on round skirted tables for 8 to 10 persons</li> <li>- Stage/podium; Stage, 30 to 40 feet wide by 8 to 10 feet in depth</li> <li>- 2 large front or rear projection screens</li> <li>- Stand-up microphones in aisles including an area at the rear of the room for a translation booth and AV technician table</li> <li>- One (1) cash bar</li> </ul>

#### 4. Catering Requirements:

a. Morning Health Breaks for up to 500 people each day with food and beverages. Afternoon Health Breaks for up to 500 people each day with beverages only.

c. Lunch each day for up to 500 people. Should be in the form of a light buffet – will not be part of this contract. A separate contract between a third-party co-host will be arranged at a later date.

Date 2014	Meal	From –To	Estimated Quantities
Day 5 and Day 6	Morning Health Break	10:30 - 10:45	Up to 1,000 (up to 500 per day)
Day 5 and Day 6	Light Buffet (to be arranged with a third-party co-host)	12:00 – 13:30	Up to 1,000 (up to 500 per day)
Day 5 and Day 6	Afternoon Health Break	15:30 - 15:45	Up to 825 (Day 5: up to 500 Day 6: up to 325)

#### Suggested menus:

##### Day 5 and 6

##### Morning Health Break

- Coffee/tea/jugs of ice water
- Selection of muffins

##### Afternoon Health Break

- Coffee/tea/jugs of ice water

c. Other specifications:

- Menu options must fall within Treasury Board Guidelines on Hospitality.

- Maximum allotted according to Government guidelines are:

o	Morning breaks for Days 5 and 6	\$7,556.25
o	Afternoon breaks for Day 5	\$3,875.00
o	Afternoon breaks for Day 6	\$2,518.75
o	Meet and Greet Reception	\$5,600.00
o	Award Banquet	\$18,070.00

#### 5. Liaison:

Liaise on an on-going basis with the department and conference organizer, and participate as needed in meetings with the Department.

## **6. Constraints:**

### **(a) Events paid by Canada**

Meet and Greet Reception – canapés for approximately 200 people

Awards banquet – seated dinner for approximately 250 people – fixed menu

Four (4) coffee breaks for approx. 500 delegates; food and beverages in the morning; beverages only in the afternoon

### **(b) Paid by Delegates or third parties**

These elements will not be part of the contract. The elements may or may not be contracted / utilized by the co-host and/or delegates.

Cash bar at the Meet and Greet and the Awards Banquet Lunch in the Exhibit Hall (up to two days) – light buffet lunch for up to 500 people – TBD (as a separate contract between the Contractor and a third party co-host)

### **(c) Public Restaurants**

The hotel and conference facility should be located in close proximity (walking or short taxi ride) to other restaurants.

### **(d) Other Considerations**

Canada reserves the right to reduce the accommodation, meal, and health breaks downward no later than 30 days prior Day 1 without incurring any cancellation charges and/or liquidated damages.

The hotel and the conference facility must permit working (Police & SAR) dogs in hotel rooms (caged when left unattended), meeting rooms and on the premises (leashed).

The hotel and the conference facility must each have a parking lot with sufficient space for up to 5 SAR vehicles (approx. size up to 40 ft. long)

Support services - The following services must be located in or in close proximity to the hotel:

- o Trade show/exhibition services, including rental of equipment, electrical services, shipping services, etc.
- o Local transportation (rental cars, taxis, buses, etc.)
- o Other accommodations (varying quality/prices), restaurants and bars

### **(e) Additional Requirements**

In addition to the above, any resultant contract will identify potential additional requirements that may be exercised at Canada's discretion. These additions, if exercised, will be negotiated by the technical authority identified in the contract and who will be on-site during the conference. The technical authority will refer to the contracting authority to ensure additional requirements are in accordance with the contract and obtain approval. The contractor must make best efforts to respond to these needs based upon mutually agreed costs. The additional requirements may include, but are not limited to:

Additional food and beverage needs;  
Additional meeting rooms;  
Additional IT requirements;  
Transportation needs;  
Communication needs; and  
Office supplies.

## **8. Client Support**

A conference organizer will facilitate all aspects of the conference organization, with guidance from the Department.

## **9. Events during the Conference**

### **9.1 Meet and Greet Reception**

One Meet and Greet reception for approximately 200 people to take place on Day 4

#### Space Requirements

See table above

#### Catering Requirements

A cocktail reception for approximately 200 people, with canapés and cash bar (Cash bar with beer, wine and basic spirits, plus non-alcoholic beverages (e.g. Mineral-water, coffee, tea, juices, soft drinks)

### **9.2 Awards Banquet Dinner**

A sit-down dinner for approximately 250 people to take place on Day 5.

#### Space Requirements

One large room for approximately 250 people is required for a formal dinner to take place on Day 5, see table above. The room format should be round skirted tables for 8 to 10 persons.

#### Catering Requirements

A formal sit-down dinner for approximately 250 people with cash bar.

Suggested menu:

#### Dinner (plated)

- Soup (choice of vegetarian)
- Salad (choice of vegetarian)
- Choice of Entrée (chicken, fish, vegetarian)
- Breads
- Dessert (e.g., pastries, cake, etc.)
- Coffee and tea

Cash bar with beer, wine and basic spirits, plus non-alcoholic beverages (e.g. Mineral-water, coffee, tea, juices, soft drinks)

## ANNEX B

### BID EVALUATION (BID EVALUATION CRITERIA AND SELECTION)

#### B1 Acceptance of Request for Proposal Terms and Conditions

1.1 By submitting a Proposal in response to this Request for Proposal, the Bidder agrees that it has read, understood and accepted all of the terms and conditions of the Request for Proposal, including the Statement of Work, Evaluation Criteria and Selection Methodology and any appendices.

#### B2 Evaluation of Proposals

2.1 Proposals submitted for this requirement must clearly demonstrate that the Bidder meets all of the mandatory criteria listed in the Mandatory Criteria Compliance Grid. Failure to demonstrate this will result in the Proposal being declared NON-COMPLIANT and the Proposal will be given no further consideration.

2.2 The Proposal will be evaluated solely on its content and the documentation provided as part of the Bidder's Proposal, except as otherwise specifically provided in this solicitation.

#### B3 Mandatory Criteria

The Proposal must clearly demonstrate that the Bidder meets each of the following Mandatory Criteria.

Mandatory Criteria Compliance Grid		
Item	Description	Proposal Reference
1	Bidders must provide a statement confirming that they are capable of providing the services described in Annex A – Statement of Requirement. The statement must also identify which of the timeframes listed in Section 2 - Requirement of the Annex A – Statement of Requirement can be accommodated.	
2	<p>In the case of a joint proposal where the distance between the meeting facility and guest room accommodations is more than a 1 km walk, bidders must be capable of providing a complimentary shuttle service as follows:</p> <p>Multiple trips for up to 200 people to and from the Meet and Greet on Day 4 and up to 500 people to and from the event facilities on Days 5 and 6. Shuttle service is not required for Days 1, 2, 3 and 7. The provider of the shuttle service (conference facility provider or accommodations provider) must be identified in the proposal.</p> <p>Bidders must submit a statement confirming that the distance between the meeting facility and guest room accommodations is less than a 1 km walk OR Bidders must provide a statement confirming that they will provide the complimentary shuttle service as described above. Bidders must specify whether it is the conference facility provider or the accommodations provider that will provide the shuttle service.</p>	
3	Bidders must ensure that the catering costs do not exceed the maximum allowed costs indicated in Section 4 – Catering Requirement of the Annex A – Statement of Work or in the pricing grid in B5 – Financial Proposal	

**B4 Rated Criteria**

4.1 Only those bids meeting all of the Mandatory Criteria will be further evaluated against the rated criteria shown below. It is imperative that all indicated qualifications and experience are fully demonstrated and supported in the proposal to be declared compliant. Simply listing or stating that a qualification or experience exists will not suffice for the purposes of demonstrated.

4.2 The following are the RATED CRITERIA. Points will be allocated for each Rated Criteria as shown.

	Criteria	Rating	Maximum Points	Proposal Reference
1	Preferred conference dates	Oct 15 -21 - 12pts Oct 22 – 28 - 10pts Oct 29 – Nov 4 – 8pts Oct 1 – 7 – 2 pts	12	
2	Meeting room space availability that exceeds minimum requirements	All activity rooms (except Banquet Room) are located within one meeting facility – 10 pts Plenary and Exhibit Hall in close proximity – 2 pts Office on same floor (level) but away from Plenary/Exhibit area – 2 pts Registration Desk close to Plenary/Exhibit area – 2 pts Break-out and meeting rooms in same area as Plenary/Exhibit area – 2 pts Free Wireless Internet access for delegates within conference area – 2 pts	20	
3	Number of trade show booths (8'x10') that can be accommodated	41-50 8'x10' booths – 4 pts 30-40 8'x10' booths – 2 pts	4	
4	Complimentary pencils/pens and small pads provided to plenary room and meeting room attendees	Yes – 2 pts No – 0 pts	2	



5	Complimentary pitchers of ice water provided in plenary room, meeting rooms, and conference office	Yes – 2 pts No – 0 pt	2	
6	Number of rooms with two beds	+51% of rooms -2 pts Less than 51% of rooms – 0 pt	2	
7	Proximity of other guest accommodations to the meeting	At least 2 within 1 km – 4 pts At least 2 within 3 km – 2 pts	4	
8	Proximity of restaurants or food outlets to the meeting space	At least 1 within 0.5 km – 4 pts At least 1 within 1 km – 2 pts	4	
9	Permit working police and search and rescue dogs in guest rooms and meeting areas	Yes – 4pts No – 0 pt	4	
10	Delegate Parking	Free to delegates at the conference facility AND at the accommodation facility – 6pts Free to delegates at EITHER the conference facility OR the accommodation facility – 4pts No free parking for delegates at either the conference facility or the accommodation facility – 2 pts No parking – 0 pt	6	
11	Distance between the Meeting facilities and accommodations	Co-located in the same building - 10 pts Within a 1 km walk –6 pts More than a 1 km walk – 0 pt	10	
12	Guest Room Attrition	Allows room block attrition at 90, 60 and 30 days prior to Day 1 – 5 pts No guest room attrition policy – 0 pt	5	
<b>Total Points Awarded</b>				

4.3 Cost of the proposal calculation: The proposal offering Best Value will be the successful proposal and calculated as follows:

The Cost-per-Point, taken to the second decimal, will be determined as follows:

PRICE-PER-POINT = The Total Fixed Firm All-Inclusive Price Proposed  
DIVIDED BY  
Total Points Awarded for the Rated Criteria

Tie-break: When there are two or more responsive proposals achieving the identical lowest price-per-point as a result of the above, the proposal with the highest score in the Rated Criteria Section will be awarded a contract.

**B5 Financial Proposal AT ANNEX C – BASIS OF PAYMENT**

**B5 Selection Methodology**

The winning proposal will be the one that meets all of the mandatory criteria and offers the lowest cost per rated point proposal. Canada intends to award up to two contracts based on the winning proposal; one contract may be awarded to the conference facility provider and a separate contract may be awarded to the accommodations provider.

## ANNEX C - BASIS OF PAYMENT

- a) The Guest Room Prices will be paid by SARscene 2014 Conference participants who reserve the rooms.
- b) Prices for Meeting Space Rental and Catering Services will be paid by Canada as per terms and conditions in this request for proposal.
- c) The estimated numbers below are only for budgeting and evaluation purposes.

### Catering Services Rates:

The Bidder must provide its catering prices as per identified menu mentioned in ANNEX A. Proposed Prices must be unit Prices. Use table below.

- **Maximum allotted according to Government guidelines including service and taxes:**

- |   |                                 |             |
|---|---------------------------------|-------------|
| o | Morning breaks for Days 5 and 6 | \$7,556.25  |
| o | Afternoon breaks for Day 5      | \$3,875.00  |
| o | Afternoon breaks for Day 6      | \$2,518.75  |
| o | Meet and Greet Reception        | \$5,600.00  |
| o | Award Banquet                   | \$18,070.00 |

Day	Function	From: To:	(a) Estimated Quantities	Unit Price \$ before service and taxes:	(b) Unit Price\$ including service:	(c) Unit Price\$ including service and taxes:	(d) Total Prices \$ including service before taxes = (a x b)
Days 5 and 6	Morning Break	10:30 - 10:45	500/day = 1000				
Day 5	Afternoon Break	15:30 - 15:45	500				
Day 6	Afternoon Break	15:30 - 15:45	325				
Day 4	Meet and Greet Reception	17:30 – 22:00	200				
Day 5	Award Banquet Sit-down dinner	18:30 – 21:30	250				
<b>TOTAL PRICE FOR CATERING SERVICES INCLUDING SERVICE, BEFORE TAXES (d):</b>							

## **MEETING FACILITIES**

Please provide the Meeting Space Rental Rate before taxes for each location including its requirements. If one or more spaces including its requirements are offered on a complimentary basis, please indicate “**At No Cost**” in the Rental Rate Total column.

Move-In: To be confirmed at Contract Award

Move-Out: To be confirmed at Contract Award

Room Refers to Annex A 3.B	REQUIREMENT	DAY(S)	COST PER UNIT (TAXES EXTRA)	ESTIMATED QUANTITIES	FREQUENCY	TOTAL COST (TAXES EXTRA)
#1	Small room (Conference Office) for all seven days	Days 1 to 7	\$	x 1	x 7	\$
#2	Participant Registration Desk	Days 2 to 6	\$	x 1	x 6	\$
#3	<b>OPTIONAL</b> Training rooms	Days 1 to 4		x 1		\$
#4/5/6/7/8	Training room	Days 2 to 4	\$	x 5	x 3	\$
#9/10/11	Breakout room	Days 5 to 6	\$	x 3	x 2	\$
#12	Meeting Room	Days 5 to 7	\$	x 1	x 3	\$
#13	Tradeshow space	Days 4 to 5	\$	x 1	x 2	\$
#14	Space for F&B Welcome Reception	Day 4	\$	x 1	x 1	\$
#15	Plenary Room	Days 4 to 6	\$	x 1	x 3	\$
#16	Banquet Room at hotel	Day 5	\$	x 1	x 1	\$
	<b>TOTAL:</b>					

**ACCOMMODATION**

REQUIREMENT ACCOMMODATION	COST (TAXES EXTRA)	QUANTITY FOR EVALUATION	TOTAL COST (TAXES EXTRA)	
Room rate (double occupancy) <i>(Although 310 rooms over six nights are to be blocked, only 50 will be used for evaluation purposes)</i>	\$	x 50	\$	Not to exceed government rate. Standard category rooms only (no deluxe suites, etc.). See the following link for government rates: <a href="http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx">http://rehelv-acrd.tpsgc-pwgsc.gc.ca/rechercher-search-eng.aspx</a>

**ANNEX D**  
**INFORMATION and CONTACTS**

<b>1. Bidder Information</b>	
Name:	
Position/Title:	
Telephone number:	
Cellular number:	
Fax number:	
E-mail address:	
<b>2. Property Information</b>	
Name:	
Street Address:	
City:	
Province:	
Postal Code:	
Direct Phone Number:	
Fax Number:	
Toll Free Number:	
Website Address:	
PBN:	

**Note:** Procurement Business Number (PBN)

If you do not have a PBN, please obtain your number using the following instructions:

Canadian suppliers are required to have a Procurement Business Number (PBN) before contract Award. Suppliers may register for a PBN in the Supplier Registration Information service on line at the Business Access Canada Internet site at: <http://contractscanada.gc.ca>

For non-Internet registration, suppliers may contact the Business Access Canada InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

## **ANNEX E - INSURANCE REQUIREMENT**

### **1. COMMERCIAL GENERAL LIABILITY INSURANCE**

The Contractor must comply with the insurance requirements specified in this annex. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

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)

(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 endeavor 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) Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.

(n) All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.

(o) Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.

(p) 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 acknowledgment of receipt.

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 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.