

Canada

Request for Proposals (RFP)
Department of Foreign Affairs, Trade and Development (DFATD)

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Department of Foreign Affairs, Trade and Development (DFATD)

PART 1 – INTRODUCTION

1. Purpose of this Request for Proposal (RFP)

The purpose of this RFP is to select a supplier to enter into a contract with DFATD, to provide part time group French and English second language training, as described in the Statement of Work - Appendix "A" attached herein.

2. Proposed Period of Contract

The period of the Contract is from date of award for a period of one (1) month.

3. Security Requirements

The Bidder, and all staff scheduled to provide on-site technical support, must submit to an RCMP background check to ensure that all have a security clearance level of reliability status. This will be performed upon contract award.

4. Work Location

The work shall be performed on the Contractor's premises and at the Fairmont Royal York Hotel (Royal York) in Toronto.

PART 2 - CONDITIONS, INSTRUCTIONS AND INFORMATION

1. Terminology

For your proposal to be considered responsive, you must comply with all the requirements of this Request for Proposal (RFP) identified as mandatory. **Mandatory criteria are also expressed by using imperative verbs such as "shall", "must" and "will" irrespective of where they appear in the RFP.**

2. Enquiries - Solicitation Stage

2.1 All enquiries or issues concerning this procurement must be submitted in writing to the Contracting Authority named below as early as possible within the bidding period. Enquiries and issues must be received by the Contracting Authority no later than Thursday, April 24, 2014 at 14:00 EST to allow sufficient time to provide a response. Enquiries received after that time may not be able to be answered prior to the bid closing date.

2.2 To ensure consistency and quality of information provided to bidders, the Contracting Authority will provide, simultaneously to all companies to which this solicitation has been sent, any information with respect to significant enquiries received and the replies to such enquiries without revealing the sources of the enquiries.

2.3 All enquiries and other communications with government officials throughout the solicitation period shall be directed ONLY to the Contracting Authority named below. Non-compliance with this condition during the solicitation period may (for that reason alone) result in disqualification of your bid.

2.4 Contracting Authorities:

Tayisa Petryshyn and Pierre Soucy
Contracting Specialists
Department of Foreign Affairs, Trade and Development Canada

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E-mail: Tayisa.Petryshyn@international.gc.ca

Email: Pierre.Soucy@international.gc.ca

3. Bidder Improvement to the Requirement during Bid Period

- 3.1 Should the Bidder consider that the specifications or Statement of Work contained in this Request for Proposal (RFP) can be improved technically or technologically, the Bidder is invited to make suggestions, in writing, to the Contracting Authority named herein. The Bidder must clearly outline the suggested improvements as well as the reason for the suggestion. Suggestions which do not restrict the level of competition nor favour a particular Bidder will be given consideration provided they are received by the Contracting Authority no later than 8 calendar days prior to bid closing date specified herein. Canada reserves the right to accept or reject any or all suggestions.

4. Proposal (bid) Preparation Cost

The costs, including travel incurred by the Bidder in the preparation of its proposal and/or the negotiation (if applicable) of any resulting contract **will not** be reimbursed by DFATD.

5. Proposal (Bid) Delivery

- 5.1 Proposals (bids) are to be sent **ONLY** to the address stipulated on page 1.
- 5.2 Bidders should ensure that the RFP Number is clearly marked on their envelopes or parcels. Proposal closing date and time should also be indicated on bid envelopes or parcels.
- 5.3 Proposals (bids) and/or amendments thereto, will only be accepted by DFATD if they are received at the address indicated above, on or before the closing date and time specified herein.
- 5.4 **Responsibility for proposal (bid) delivery:** The Bidder has sole responsibility for the timely receipt of a proposal (bid) by DFATD and cannot transfer this responsibility to the Government of Canada. DFATD will not assume responsibility for proposals (bids) that are directed to a location other than the one stipulated in paragraph 5.1 above.
- 5.5 **Delayed Proposals (bids):** A proposal (bid) received after the closing date and time, but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by DFATD, after the proposal (bid) has been received at the location stipulated in paragraph 5.1 above.
- 5.6 **Late Proposals (bids):** It is DFATD's policy to return unopened bids received after the stipulated bid closing date and time, unless they qualify under the provisions of the Delayed Proposals clause stipulated in paragraph 5.5 above.

6. Proposal (bid) Closing Date and Time:

In order for the proposal (bid) to be given consideration, the Bidder's proposal (bid) must be received at the address and by the date and time stipulated on page 1 of this RFP.

NB: Due to the urgent nature of this project, it would be appreciated if bids could be received on Friday, April 25, 2014 prior to 15:00 EST.

7. Validity of Proposal (bid)

Any proposal (bid) must remain open for acceptance for a period of not less than ninety (90) days after the closing date of the RFP.

8. Rights of Canada

Canada reserves the right:

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- a. during the evaluation, to submit questions or conduct interviews with Bidders, at Bidder cost, upon forty eight (48) hours' notice, to seek clarification or verify any or all information provided by the bidder with respect to this RFP;
- b. to reject any or all proposals received in response to this RFP;
- c. to enter into negotiations with one or more bidders on any or all aspects of its proposal;
- d. to accept any proposal in whole or in part without prior negotiation;
- e. to cancel and/or re-issue this RFP at any time;
- f. to award one or more contracts, if applicable;
- g. to retain all proposals submitted in response to this RFP;
- h. not to accept any deviations from the stated terms and conditions;
- i. to incorporate all, or any portion of the Statement of Work, Request for Proposal and the successful proposal in any resulting contract; and
- j. not to contract at all.

9. Incapacity to Contract with Government

- 9.1 Canada may reject a bid where the Contractor, including the contractor's officers, agents and employees, has been convicted of an offence under the following provisions of the Criminal Code:
- a. Section 121, Frauds upon the Government;
 - b. Section 124, Selling or Purchasing Office;
 - c. Section 418, Selling Defective Stores to her majesty;
- 9.2 Subsection 750 (3) of the Criminal Code prohibits anyone who has been so convicted from holding public office, contracting with the government or benefiting from a government contract.

10. Incurring of Cost

No costs incurred before receipt of a signed contract or specified written authorization from the Contracting Officer can be charged to any resulting contract. In addition, the Contractor is not to perform work in excess of or outside the scope of any resulting Contract based on verbal or written requests or instructions from any government personnel other than the aforementioned officer. Your attention is drawn to the fact that the Contracting Officer is the only authority which can commit the Government to the expenditure of the funds for this requirement.

11. Definition of Bidder

"Bidder" means the person or entity submitting a bid to perform a contract for goods, services or both. It does not include the parent, subsidiaries or other affiliates of the Bidder, or its subcontractors.

12. Price Justification

In the event that the Bidder's bid is the sole responsive bid received, the Bidder must provide, on Canada's request, one or more of the following price justification:

- (a) a current published price list indicating the percentage discount available to Canada; or
- (b) a copy of paid invoices for the like quality and quantity of the goods, services or both sold to other customers; or
- (c) a price breakdown showing the cost of direct labour, direct materials, purchased items, engineering and plant overheads, general and administrative overhead, transportation, etc., and profit; or
- (d) price or rate certifications; or
- (e) any other supporting documentation as requested by Canada.

13. Dispute Resolution

The Office of the Procurement Ombudsman (OPO) was established by the Government of Canada to provide an independent avenue for suppliers to raise complaints regarding the award of contracts under \$25,000 for goods and under \$100,000 for services. You have the option of raising issues

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or concerns regarding the solicitation, or the award resulting from it, with the OPO by contacting them by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca. You can also obtain more information on the OPO services available to you at their website at www.opo-boa.gc.ca.

PART 3 - PRESENTATION OF PROPOSALS

1. Submission of Proposals (bids)

PROPOSALS (BIDS) SUBMITTED BY FACSIMILE, E-MAIL OR OTHER ELECTRONIC MEANS WILL NOT BE ACCEPTED.

- 1.1 Electronic transmission of your proposal (bids) by such means as facsimile or email is not considered to be practical and therefore will not be accepted.
- 1.2 When responding, the proposal (bids) **MUST** be delivered to the location and by the time and date stipulated herein.
- 1.3 Proposals (bids) received in response to this RFP will not be returned.
- 1.4 Proposals (bids) submitted in response to this RFP will not be returned with the exception of bids received after the specified date and time stipulated herein which shall be returned unopened to the Bidder and given no further consideration.

2. Format and Content of Proposals (Bids)

- 2.1 Proposals (bids) should be organized in an identical fashion to, and reference the same paragraph numbers as this RFP. Additional subsections may be used as appropriate.
- 2.2 **Canada requires that each bid submission include the first page of this RFP signed by the Bidder or by an authorized representative of the Bidder. The Bidder's signature indicates acceptance of the terms and conditions set out herein. The signatory must have authority to commit the organization by making such a proposal. If the Bidder fails to submit this signed first page of the RFP with their bid then the Bidder shall be disqualified from the bidding process and be declared non-compliant.**

- 2.3 The proposal (bid) should be structured in separately sealed and bound sections as follows:

Part A: Technical Proposal, three (3) hardcopies.

Part B: Financial Proposal, one (1) hardcopy.

Part C: Certifications, one (1) hardcopy.

Prices must appear in the financial bid only. Prices must not be indicated in any other section of the bid.

- 2.4 Your proposal (bid) should be concise and should address, but not necessarily be limited to the points that are subjected to the mandatory requirements and evaluation criteria identified herein, against which the proposal will be evaluated.

It is strongly recommended that bidders ensure each of the requirements is addressed in sufficient depth to ensure a fair and complete evaluation of the proposal.

- 2.5 Only those proposals which fulfill all Mandatory requirements identified in this RFP will be further evaluated based upon the scoring system listed in Appendix "B".

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- 2.6 Bidders are advised that only listing experience without providing any supporting information data such as: references, credentials, curriculum vitae, number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, and when, where and how such experience was obtained; will not be considered to be “demonstrated” for the purpose of this evaluation.
- 2.7 Proposals must be submitted in either of Canada’s official languages (English or French). Any translations fees required to meet this criterion will be borne by the bidder.
- 3. Certifications**
- 3.1 The certifications in Appendix “E” – Certifications, should be completed, signed and submitted with your proposal (bid). A contract will not be awarded until all certifications have been signed by the Bidder and received by the Crown. If the Bidder fails to provide the certifications when requested to do so by the Contracting Authority, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- 3.2 Compliance to the Certifications the Bidder has provided Canada is subject to discretionary audit. In the event that it is determined that any certification made by the Bidder is untrue, whether made knowingly or unknowingly, any contract entered into may be determined to be in default and the Minister shall be entitled, pursuant to the provisions of the contract, to terminate for default.
- 4. Financial Proposal**
- 4.1 Prices must appear in the financial proposal ONLY. Failure to comply will result in your proposal being declared non-compliant and rejected from further consideration. Financial proposals will only be opened after the evaluation of the technical proposal is completed.
- 4.2 Bidders must submit their financial bid in accordance with Appendix “D” – Financial Proposal.
- 4.3 The price of the bid will be evaluated in Canadian dollars (CDN), GST/HST excluded, FOB destination, customs duties and excise taxes included.
- 5. Basis of Selection – Highest Combined Rating of Technical Merit and Price**
- To be considered responsive, a bid must:
- a) Comply with all the requirements of the bid solicitation;
 - b) Meet all the mandatory requirements of this solicitation and;
 - c) Obtain the required minimum of **75% of the points** that correspond to the rated criteria set out in Appendix B.

Neither the valid proposal that scores the highest number of rating points, nor the one that contains the lowest cost estimate will necessarily be accepted.

The selection of the contractor will be made on the basis of the best overall value to the Crown in terms of technical merit and costs, which will be determined by dividing the proposed total costs of the initial contract, including options to extend, if applicable, by the total technical score, to establish the lowest cost per point.

RFP No. MEMO-MNCH-2014-TP	Date: April 28, 2014
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THE FOLLOWING TABLE IS FOR ILLUSTRATIVE PURPOSES ONLY

Basis of Selection - Highest Combined Rating Technical Merit (75%) and Price (25%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/125	105/125	95/125
Bid Evaluated Price		\$300,000.00	\$250,000.00	\$200,000.00
Calculations	Technical Merit Score	$115/125 \times 75 = 69$	$105/125 \times 75 = 63$	$95/125 \times 75 = 57$
	Pricing Score	$200/300 \times 25 = 16.67$	$200/250 \times 25 = 20$	$200/200 \times 25 = 25$
Combined Rating		85.67	83	82
Overall Rating		1st	3rd	2nd

***In the above scenario, Bidder #1 would be declared the successful bidder.**

6. Bidder Financial Capability

- 6.1 The Bidder(s) may be required to provide, prior to contract award, specific information with respect to their legal and financial status, and their capability to satisfy the requirements as stipulated in this RFP. If requested, financial information to be provided shall include, but not limited to, the Bidder's most recent audited financial statements or financial statements certified by the Bidder's chief financial officer. Information requested by Department of Foreign Affairs (DFATD) is to be provided by the Bidder(s) as soon as reasonably possible.
- 6.2 Should the Bidder provide the requested information to Canada in confidence while indicating that the disclosed information is confidential, then Canada will treat the information in a confidential manner as provided in the Access to Information Act.
- 6.3 In the event that a proposal is found to be non- responsive on the basis that the Bidder(s) is (are) considered NOT to be financially capable of performing the subject requirements, official notification shall be provided to the Bidder(s) by DFATD.

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PART 4 - GENERAL PROVISIONS OF RESULTING CONTRACT

The Government of Canada is committed to publicly disclose all contracts entered into it for amounts over \$10,000, with only very limited exceptions such as national security. These requirements cover the procurement contracts for goods and services. It will be a term of any resulting contract pursuant to this RFP that information contained in it in relation to the following data elements - vendor name, reference number, contract date, description of work, contract period or delivery date, contract value - will be gathered, and posted on the departmental Intranet site

http://www.international.gc.ca/about-a_propos/proactive_disclosure-divulgarion_proactive.aspx?menu_id=49&menu=L

Information that would normally be withheld under the Access to Information Act and Privacy Act will not appear on that website. This "public disclosure" is intended to ensure that contract information is collected and presented consistently across government and in a manner that promotes transparency and facilitates public access.

In the event of inconsistencies between the wording of Parts 1 to 4 of the Request for Proposal and the appendices attached thereto, the wording of Parts 1 to 4 of the Request for Proposal shall prevail.

The following terms and conditions will form part of any resulting contract:

1. General Conditions

General Conditions - Higher Complexity - Services 2035 (2014/03/01) shall form part of this solicitation document and any resulting Contract. They can be viewed at the following website address:

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035>

All reference to the Minister of Public Works and Government Services Canada should be deleted and replaced with the Minister of Foreign Affairs. Also, all references to the Department of Public Works and Government Services Canada should be deleted and replaced with the Department of Foreign Affairs, Trade and Development Canada.

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Appendix "A".

3. Security Requirement

Refer to Part 1, Clause 3 of this solicitation

4. Term of Contract

The period of the Contract is from contract award for a period of one month.

5. Authorities

5.1 Contracting Authorities

Tayisa Petryshyn and Pierre Soucy
 Contracting Specialist
 Department of Foreign Affairs, Trade and Development
 125 Sussex Dr., Ottawa, Ontario, K1A 0G2
 Email address: Pierre.Soucy@international.gc.ca
 E-mail address: Tayisa.Petryshyn@international.gc.ca

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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 [to be completed by DFATD at contract award]

The Project Authority for the Contract is:

Name:

Branch

Address

Telephone:

Fax:

E-mail address:

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

5.3 Contractor's Representative [to be completed by DFATD at contract award]

Name:

Title:

Telephone:

Fax:

E-mail:

6. Payment

6.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Appendix B, to the limitation of expenditure specified. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax or Value Added Tax is extra, if applicable.

6.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract inclusive of any revisions, must not exceed the sum of CDN _____ [to be completed by DFATD at contract award]. Customs duties are included and the Goods and Services Tax or Harmonized Sales Tax or Value Added Tax is extra, if applicable.

No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a) when it is 75 percent committed, or
- b) four (4) months before the contract expiry date, or
- c) as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions,

whichever comes first.

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If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

6.3 Goods and Services Tax/Harmonized Sales Tax (GST/HST), VAT or other Legal Taxes

All prices and amounts of money in the Contract are exclusive of GST, HST, VAT or other legal taxes as applicable, unless otherwise indicated. The Goods and Services Tax (GST) or Harmonized Sales Tax (HST), Value Added Tax (VAT) or other legal taxes, whichever is applicable, is extra to the price herein and will be paid by Canada.

The estimated GST, HST, VAT or other legal taxes is included in the total estimated cost. GST, HST, VAT or other legal taxes to the extent applicable, will be incorporated into all invoices and progress claims and shown as a separate line item on invoices and progress claims. All items that are zero-rated, exempt or to which the GST, HST, VAT or other legal taxes does not apply, are to be identified as such on all invoices. The Contractor agrees to remit to the appropriate Government Agency any amounts of GST, HST, VAT or other legal taxes paid or due.

7. Invoicing Instructions

The Contractor must submit invoices in accordance with the agreed schedule of payments, on its own form and indicate:

- a. the total amount to be paid, according to the basis payment, including a description of services and the fixed hourly rate (Note: taxes are to be kept separate);
- b. date;
- c. the name and address of the recipient;
- d. the description;
- e. contract number or reference

Invoices must be distributed as follows: The original and one (1) copy of each invoice together with supporting documents shall be forwarded to the Project Authority for certification and payment.

8. SACC Manual Clauses

The following SACC Manual clauses are hereby included by reference within the contract and can be found at the following website address: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

Reference #	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A9068C	2010-01-11	Government Site Regulations
C0710C	2007-11-30	Time and Contract Price Verification

9. Personnel

9.1 DFATD reserves the right to conduct periodic background checks on personnel employed or subcontracted by the contractor.

9.2 DFATD reserves the right, in its sole discretion, to decide that personnel employed or subcontracted by the contractor are unsuitable. In such circumstances, the contractor shall ensure that personnel are removed from property and replaced with personnel suitable to DFATD.

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10. Applicable Laws

This contract shall be governed by and construed in accordance with the laws in force in Ontario; provided, however, that the Contractor shall be bound to comply with all local laws, statutes, regulations pertaining to or otherwise affecting his/her performance at the work site.

11. Government Smoking Policy

Where the performance of work requires the presence of the Contractor's personnel on government premises, the Contractor shall ensure that its personnel shall comply with the policy of the Government of Canada which prohibits smoking on any government premises.

12. Certifications

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.

13. Anti-terrorism Clause

The Contractor shall not use the funds for the purpose of any payment to persons or entities, or for the supply of goods, if such payment or supply to the Contractor's knowledge or belief, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations or is made, directly or indirectly, to finance, support, facilitate or benefit a terrorist or a terrorist group listed under the Canadian *Criminal Code*, the *United Nations Al-Qaida and Taliban Regulations* or the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism*.

If the Contractor breaches paragraph above, DFATD shall terminate this Contract immediately without notice or any further obligation to the Contractor. The Contractor shall immediately refund to the Receiver General of Canada *via* DFATD all unspent funds provided under this Contract.

14. Suitability of Services

14.1 All services rendered may be reviewed within a reasonable time from commencement of the Contract on the basis of quality and adherence to the Project Authority's schedule and standards. Personnel assigned must be capable of performing the Contract at a level of competence deemed acceptable by the Project Authority.

14.2 Should personnel be found unsuitable to perform the services, and upon written advice from the Contracting Authority, the Contractor must implement suitable corrective action within five (5) working days after the written notice is received from the Contracting Authority. The proposed replacement must achieve a total weighted candidate score equal or superior to the consultant being replaced. Any cost associated with such replacement will be to the Contractor's own account.

15. Personnel Qualification and Backup

15.1 The Contractor must supply back-up personnel so that in the event of illness or accident of any cause which renders a specific individual unavailable, the individual taskings/responsibilities will be covered within four hours from the time notification is given to the project authority.

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- 15.2 The Contractor undertakes to supply competent back-up staff so that in the event of any cause which renders the personnel unavailable to the assignment for which service was requested, such occurrence does not extend the completion date specified in this Contract.
- 15.3 The Contractor must monitor its employees to ensure satisfactory performance and that progress of the Work is maintained to the satisfaction of the Project Authority. The Contractor representative will meet with the Project Authority as required to discuss the performance of its consultants and to resolve any issues at hand.
- 15.4 All services rendered are subject to evaluation within a reasonable time from commencement on the basis of quality and adherence to the Project Authority's schedule and standards. The Contractor personnel must be capable of performing assignments at a level of competence acceptable by the Project Authority. Should personnel be unsuitable, and upon written notice from the Contracting Authority, the Contractor must provide an immediate replacement(s) or the services may be terminated at no penalty to Canada.
- 15.5 If it is necessary to entirely replace personnel, the Contractor must give at least one (1) working days notice to in writing to the Contracting Authority, but thirty (30) days would be preferable. The replacement must possess qualifications acceptable to the Project Authority and be approved by the Project Authority prior to replacement. Any replacement will be assigned to the work site specified in the Contract to be determined with the Project Authority for knowledge transfer at the Contractor's own expense. The Project Authority reserves the right to interview (at no cost to Canada) the personnel assigned to the Contract.

16. 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) 2035 General Conditions - Higher Complexity - Services (2014/03/01);
- c) Appendix "A", Statement of Work;
- d) Appendix "B", Basis of Payment.

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Appendix A – Statement of Work

Background:

On September 25, 2013, Prime Minister Harper announced Canada's interest in hosting an event to advance critical maternal, newborn and child health (MNCH) issues. Pursuant to this announcement, the Government of Canada will be hosting the Maternal, Newborn and Child Health Summit at the Royal York Hotel in Toronto, May 28th – 30th, 2014.

The Department of Foreign Affairs, Trade and Development (DFATD) via, the Major Events Management Office (MEMO), requires a complete show production solution for this high-level, international event. There are four key areas of focus that need to be accommodated: **audiovisual support** (including the provision of large-format HD projection, broadcast lighting, audio reinforcement, simultaneous interpretation and web casting equipment, as well as associated installation/operation labour), **staging** (set design & construction), **graphic design/large-format printing** (for all interior signage, wire frame backdrops, and freestanding retractable banners), and **video streaming/hosting services**. Within these four areas, maintaining a common look-and-feel in all conference spaces is paramount.

****IMPORTANT:** Load-in for all designated meeting rooms to occur on Monday, May 26TH, 2014 at 8:00 am. The installation of rigging, lighting, projection & PA equipment in the Canadian Room (plenary sessions), as well as the installation of all production equipment in the Concert Hall (keynote address), will take place on Monday. All remaining components (staging, screens, video, web casting and interpretation peripherals) for the Canadian Room, as well as the complete installation in the Ontario Room (press theatre) will be completed starting on Tuesday, May 27TH at 11:00 am. The Ontario Room will be used as a holding area for all equipment not required during the initial installation period on Monday******

A AUDIOVISUAL SUPPORT: SEE ATTACHED ANNEX 2 (Please provide cost estimate for all items listed)

*****NOTES: CANADIAN ROOM*****

- Preference for all projection, lighting and audio reinforcement equipment to be flown. ***Please provide justification for ground installation for any of the equipment listed above.***
- Projection layout to include background layer (graphics TBC), with two-window (presentation + IMAG) overlay – English on left, French on right.
- Equipment and personnel must be show-ready by 9:00 am on Wednesday, May 28th.

*****NOTES: CONCERT HALL *****

- Equipment and personnel must be show-ready by 9:00 am on Wednesday, May 28th.

*****NOTES: ONTARIO ROOM*****

- Equipment and personnel must be show-ready by 9:00 am on Wednesday, May 28th.

*****NOTES: CONCURRENT SESSIONS - ALBERTA, QUEBEC, BC & MANITOBA ROOMS*****

- Requirement for bilingual HD (720p/60) video recording in each room, the afternoon of Thursday, May 29TH (TBC). ***Please note that all supplementary production equipment & technical support for these rooms will be provided by the Government Conference Centre (GCC). The cost estimate should only include the items listed.***

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- Equipment and personnel must be show-ready by 9:00 am on Wednesday, May 28th.

****NOTES: MEDIA CENTRE & COMMS ROOM – TERRITORIES & PEI ROOMS****

- Simulcast AV feed (floor audio) from plenary room – ***Please provide a summary of the most efficient method of signal distribution to these two rooms.*** Signals will need to travel between floors (from Convention level to Mezzanine).

B) STAGING:

PLENARY SESSIONS – CANADIAN ROOM (SEE ATTACHED ANNEX 3 FOR SUGGESTED LAYOUT):

- Theatre-style set-up for approximately 400 delegates (standard banquet chairs – supplied by venue). First five rows (225 seats) to be installed in three sections (75 chairs per section – aisle between each section) at floor level. Remaining 180 seats to be installed on three carpeted (colour TBC) risers (60 seats per section – 10 chairs per row) set at a 12" height increment. ***Please provide a cost estimate for the use of pre-existing components vs. custom design/build for the raised audience sections.***

NB: **Interpretation booth, audio and camera positions will be installed on standard 4 x 8 risers from the venue's inventory in all rooms as required**

Main stage (back row = 40' x 6' x 16", middle row = 30' x 8' x 16", front row = 16' x 6' x 16") – carpeted (colour TBC) with steps at both ends. ***Please provide a cost estimate for using existing modular sections vs. custom design/build, as well as pricing for the rental of 5 soft-sided armchairs (colour TBC).***

- Backdrop – (38'w x 20'h) graphics supplied by client to be incorporated into backdrop (final logo design to follow) – colour scheme at present, features white background with green and purple text/graphics) – ***Please provide three 3D visual design concepts, as well as a brief description of construction materials and a cost estimate for design/build (including large format printing).***

KEYNOTE ADDRESS - CONCERT HALL (MAY 29TH)

- Main stage (24' x 12' x 16") – carpeted (colour TBC) with steps at both ends. ***Please provide a cost estimate for using existing, modular sections vs. custom design/build as well as pricing for the rental of 5 soft-sided armchairs (colour TBC).***

PRESS THEATRE - ONTARIO ROOM (MAY 30TH CLOSING PRESS CONFERENCE)

- Main stage (24' x 12' x 16") – carpeted (colour TBC) with steps at both ends. ***Please provide a cost estimate for using existing modular sections vs. custom design/build as well as pricing for the rental of 5 soft-sided armchairs (colour TBC).***

CONCURRENT SESSIONS - ALBERTA, QUEBEC, BC & MANITOBA ROOMS

- Main stage (20' x 8' x 8") – carpeted (colour TBC) with steps at one end. ***Please provide a cost estimate for using existing modular sections vs. custom design/build as well as pricing for the rental of 5 soft-sided armchairs (colour TBC).***

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C) LARGE-FORMAT PRINTING - (SEE ATTACHED ANNEX 4 FOR COMPLETE LIST OF REQUIREMENTS) – Please provide a cost estimate for the provision of graphic design, layout and production of all items listed.

D) WEBCASTING – HOSTING & LIVE EVENT STREAMING: Please provide a cost estimate and detailed description of methodologies used to accommodate the following requirements:

- Bilingual live stream of select sessions (see attached schedule – Annex 1) Real-time monitoring to address any latency or synchronization issues. Provision of a contingency plan to address potential Web attacks, hacking, phishing, etc. Integration of Google Analytics to provide real-time login/viewing statistics/ & reporting for both streams.
- Live recording of all sessions via CDN, as well as local HD recording (720p/60). Provision of an on-site video editor to condense raw footage for uploading onto video-on-demand (VOD) website. **Please include a separate scenario and cost estimate for a hosting platform where live stream and on-demand videos will reside during and after the event (to be available until June 30th, 2014).** VOD segments will be produced in accordance to the Major Events Management Office's guidelines (details to follow).
- Webpage design for English and French streams including the incorporation of the Summit's look and feel and visual standards. **Please specify if a tiered pricing structure is applicable, relevant to bandwidth usage for scalable video quality, based on number of users (i.e. 500, 1,000, 3,000, 5,000 or more live concurrent viewers).** Client shall endeavour to provide copies of all presentation slide decks to the vendor in advance of the conference, for uploading to the main CDN server(s). Vendor to inform Client of minimum allowable timeframe for submission of presentations.
- The successful vendor will specify its onsite requirements (i.e. internet access, telephone, electricity, furniture, etc.) including space requirements for installation of all production equipment. Supplemental charges for these and other services (rigging, security, etc) if applicable, will be posted to the Client's Master Account from the venue and should not be included as part of the Vendor's estimate/final bill.
- To facilitate billing, all charges related to technical production services for this event, will be processed using a 'Master Billing' format. Subcontracted equipment, labour and services if required, are to be included as part of the Vendor's estimate/final bill. Remuneration for any such services is the sole responsibility of the primary vendor. Invoices received by DFATD from any subcontractor, will be forwarded to the primary vendor for payment.
- Session times, room locations, equipment and labour requirements are subject to change on short notice. The successful vendor should be prepared to work in close and frequent contact with the Major Events Management Office team, to address these variances efficiently and with the highest degree of professionalism.

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Appendix B – Evaluation Criteria

1.0 Evaluation Procedures

Proposals must identify the qualifications and experience of the firm and the proposed resource personnel to carry out the tasks by systematically addressing each of the experience requirements as detailed below.

Proposals must provide supporting information in number of years (e.g. month/year) and projects consisting of detailed résumés that clearly describe the degree and nature of the knowledge/experience possessed by each proposed resource personnel including that of the firm and when and where such experience was acquired.

2.0 Mandatory Technical Criteria

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement at bid closing time.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

Please submit up to a maximum of two (2) different projects to substantiate the skills and experience required in MT4, MT5, MT6, MT7, R2 by completing the Project Experience tables at Appendix C.

#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT1	The Bidder must be able to provide services 7 days a week, 24 hours a day from May 25 – 30, 2014, inclusive.		

#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT2	The Bidder must demonstrate that it, as a company has been in business for at least five years in Canada, specifically in the areas of audio-visual production and conference logistics.		

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#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT3	The Bidder must demonstrate that it has appropriate supplier facilities (warehouse, storage) within a 50 km radius of the Royal York Hotel.		
#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT4	The Bidder must demonstrate that its primary area of business is the provision of professional-quality audio-visual equipment and highly skilled production labour. The Bidder must provide a detailed description of its products/services, and provide a portfolio of two past projects.		

#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT5	The Bidder must demonstrate that it has full set design/production facilities available to them in the Toronto area. Production facilities must be able to produce and install pre-fabricated and custom-designed staging components and set pieces, on various types of material, within a reasonable timeframe. The Bidder must provide a portfolio of two past projects.		

#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT6	The Bidder must demonstrate that it has full graphic production facilities available to them in the Toronto area. Production facilities must be able to produce graphics on various types of material within a reasonable timeframe. The Bidder must provide examples of the types of graphics it can produce, as well as a portfolio of two past projects.		

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#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT7	The Bidder must demonstrate that it has significant experience providing live video streaming/hosting services for events of a similar scope. At least two past examples and/or links to archived meetings must be included.		

#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT8	The Bidder must show a measure of financial stability to demonstrate that the company is sound and reliable. The Bidder must also demonstrate that it carries standard liability insurance of an amount of CDN \$1 million or greater.		

#	Mandatory Technical Criterion	Yes or No	Page where found in proposal
MT9	The Bidder, and all staff scheduled to provide on-site technical support, must submit to an RCMP background check to ensure that all have a security clearance level of reliability status.		

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Point Rated Requirements

2.1 Proposals having successfully met ALL of the mandatory criteria will be evaluated and point rated against the criteria listed below. Bidders must receive a minimum overall technical rating score of **75%** in order to be further evaluated on the basis of their financial proposal.

2.2 Proposals must identify the qualifications and experience of the company and the proposed resource personnel to carry out the tasks by systematically addressing each of the requirements as detailed below.

2.3 Proposals must provide supporting information in number of years or projects consisting of detailed descriptions of the degree and nature of the knowledge and experience possessed by each proposed resource personnel and that of the company. Supporting information shall include the previous experience with respect to the factors listed below. Up to the number of points specified below will be awarded for each factor based on length and extent of experience. The points will then be totalled.

Point Rated Technical Criteria	Maximum Number of Points
R1 – Understanding the Requirement	30
R2 – Bidder's Experience	120
R3 – Experience of Personnel	125
R4 – Product Samples	25
R5 – Clarity and Organization of the Proposal	25
Minimum points required	244
Total points available	325

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Item	Rated Criteria	Bid Preparation Instructions	Max Points	Cross Reference to Proposal
Understanding the Requirement				
R1	The Bidder must demonstrate a complete understanding of the requirements outlined in the RFP	<p>In order to demonstrate a complete understanding of the requirement, the Bidder's proposal should include a work plan that clearly shows the Bidder's understanding of the expectation and identified objectives as set forth in the SOW.</p> <p>A maximum of up to thirty (30) points will be awarded for presenting a work plan in a clear and logical fashion; and in a manner which facilitates a clear and straightforward evaluation, based on the information requested in the RFP, as evidenced by the following:</p> <p style="text-align: center;">A) Up to fifteen (15) points for overall clarity;</p> <p>Scale:</p> <p>(0 to 5 points)</p> <p>The work plan demonstrates, at a minimum, that the requirement outlined in the Statement of Work will be met, but the effectiveness and efficiency of the management of any resulting Contract could be questioned</p> <p>(6 to 10 points)</p> <p>The work plan adequately demonstrates that the requirements outlined in the Statement of Work will be met, and that any resulting Contract will be managed effectively and efficiently, according to expectations</p>	30	

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		<p>(11 to 15 pointts)</p> <p>The work plan clearly demonstrates that the requirements outlined in the Statement of Work will be met, and that any resulting Contract will be managed efficiently and effectively, beyond expectations.</p> <p>B) Up to fifteen (15) points for the ease-of-use as it relates to the structure, presentation and layout.</p> <p>Scale:</p> <p>(0 to 5 points)</p> <p>The work plan is not well organized and is difficult to navigate and locate requested information</p> <p>(6 to 10 points)</p> <p>The work plan is adequately organized but requires additional time and effort in order to navigate and locate requested information</p> <p>(11 to 15 points)</p> <p>The work plan is exceptionally clear and exceptionally easy to navigate</p>		
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Item	Rated Criteria	Bid Preparation Instructions	Max Points	Cross Reference to Proposal
Bidder's Experience				
R2	The Bidder must demonstrate that it has successfully completed a minimum of two (2) high level meetings of similar scope in the past seven (7) years (M4)	<p>In order to demonstrate relevant experience, the Bidder's bid should include <u>for each of its two projects</u> information which clearly identifies</p> <p>A) Project info (max of 25 points per project)</p> <p>Client Name = 5 pts</p> <p>Project start and end dates (year/month) = 5 pts</p> <p>Description of the project's scope = 15</p> <p>The project description should be no more than two (2) paragraphs.</p> <p>B) Planning/implementing (max of 25 points per project)</p> <p>How the vendor was responsible for successfully planning/implementing a show production schedule under very tight deadlines.</p> <p>(0 to 8 points)</p> <p>limited information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner</p> <p>(9 to 16 points)</p> <p>adequately detailed information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner</p>	120	

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		<p>(17 to 25 points)</p> <p>very detailed information on methodology and timelines indicating how these requirements are to be met in an effective and efficient manner</p> <p>C) Relevance of submitted projects Up to ten (10) points for each project</p> <p>(0 to 3 points)</p> <p>Projects submitted are completely irrelevant to the requirement described in the SOW.</p> <p>(4 to 6 points)</p> <p>Projects submitted are somewhat relevant to the requirement described in the SOW..</p> <p>(7 to 10 points)</p> <p>Projects submitted are applicable, pertinent and in line with the requirement described in the SOW.</p>		
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Item	Rated Criteria	Bid Preparation Instructions	Max Points	Cross Reference to Proposal
Experience of Personnel				
R3	The Bidder must include copies of the curriculum vitae for the technical production coordinator as well as the lead technical services representatives from the following departments: Data/Projection, Video, Audio, Lighting, Web Casting and Video Editing	The personnel listed must have a minimum of three (3) years of demonstrated experience as team managers in their areas of specialization with projects of a similar complexity Up to a max of twenty-five (25) points per representative. Scale: 1 point per year of experience over three (3) years N.B. example of 1 past project to be included if different than the two already submitted.	125	
Item	Rated Criteria	Bid Preparation Instructions	Max Points	Cross Reference to Proposal
Product Samples				
R4	The Bidder must provide samples of the suite of products produced in relation to the two projects submitted that are of a similar scope to the requirement described in	5 points per sample; up to a maximum of 5 samples.	25	

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	the SOW.			
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Item	Rated Criteria	Bid Preparation Instructions	Max Points	Cross Reference to Proposal
Clarity and Organization of the Proposal				
R5	Overall presentation and appeal of the proposal	<p>(0 to 8 points) The proposal is not well organized and is difficult to navigate and locate requested information</p> <p>(9 to 16 points) The proposal is adequately organized but requires additional time and effort in order to navigate and locate requested information</p> <p>(17 to 25 points) The proposal is exceptionally clear and exceptionally easy to navigate</p>	25	

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Appendix “C” - Project Experience

* Please limit the project description to no more than two paragraphs.

DFATD reserves the right to conduct a reference check to validate the information provided.
 It is the Bidder's responsibility to gain permission from the reference provided to divulge the information provided on these projects.

Project #1	
Category	Details
Client Name: Contact Name and Title:	
Project start and end date (month/year): *Description of the project's scope: Samples of the suite of products:	
Reference:	Name: Telephone Number:

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Project #2	
Category	Details
Client Name: Contact Name and Title:	
Project start and end date (month/year): *Description of the project's scope: Samples of the suite of products:	
Reference:	Name: Telephone Number:

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Appendix “D” – Financial Proposal

1.1 Bidders shall quote in Canadian dollars (CDN), firm prices/rates as indicated in the tables below that include all costs necessary to perform the work. GST, HST or VAT must be indicated separately, as applicable. Failure to provide pricing for an item will render the bid non-responsive.

1.2 The firm hourly rates are all inclusive and must include cost of labor, direct materials and supplies, equipment, fringe benefits, general and administrative expenses, participant evaluations, overhead and profit, as applicable.

All overhead expenses normally incurred in providing the services such as project office space and furnishings, word processing, work estimates, photocopying, courier and telephone charges, local travel are included in the firm rates identified hereunder and will not be permitted as direct charges.

1.4 Travel and Living Expenses will not be paid for any part of this contract including any relocation required to satisfy the terms of the contract.

1.5 The volumetric (estimated usage) data is provided in good faith and does not represent a commitment on the part of Canada. Canada's actual usage may be higher or lower.

Contract Period (1 month)

Provide a firm all inclusive hourly rate for work performed by each of the proposed resource(s) for the period of the contract.

\$ _____ * hours = A \$ _____ (GST/HST extra)

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Appendix “E” – Certifications

The certifications listed herein 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.

1. Certification of Understanding

The Bidder certifies that all parts of this RFP have been reviewed in detail and are completely understood in order to make its proposal. Under no circumstances will the Statement of Work, specifications, or task description be subject to revised interpretation or amended following Contract award except where the Contracting Authority so authorizes in writing.

 Signature Bidder/Contractor

 Date

2. Certification of Education, Experience and Legal Right to Work in Canada

We certify that all statements made with regard to the experience and legal right to work in Canada of individuals proposed for completing the subject work are accurate and factual, and we are aware that the Project Authority reserves the right to verify any information provided in this regard and that untrue statements may result in the proposal being declared non-responsive.

Should verification by the Project Authority disclose untrue statements, the Project Authority shall have the right to treat any Contract resulting from this Bid as being in default and to terminate it accordingly.

 Signature Bidder/Contractor

 Date

3. Certification of Availability and Status of Personnel

Certification from the Bidder that all proposed resources will be available to commence the work at the period specified herein, and will remain available to perform the work in relation to the fulfilment of this requirement.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is not an employee of the Bidder/Contractor, the Bidder/Contractor hereby certifies that it has written permission from such person (or the employer of such person) to propose the services of such person in relation to the work to be performed in fulfilment of this requirement and to submit such person's résumé to the Contracting Authority.

If the Bidder/Contractor has proposed any person in fulfilment of this requirement who is or who is not an employee of the Bidder/ Contractor, the Bidder/Contractor hereby certifies that such a person is under no restrictive covenant in relation to a constraint of trade that would prevent the person from fulfilling his or her services in relation to the work.

During the bid evaluation, the Bidder/Contractor MUST upon the request of the Contracting Authority provide a copy of such written permission, in relation to any or all non-employees proposed. The Bidder/Contractor agrees that failure to comply with such a request may lead to disqualification of the Bidder's/Contractor's proposal from further consideration.

 Signature Bidder/Contractor

 Date

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4. Certification of Identity or Legal Capacity of Bidder

In order to establish the legal capacity under which a bidder proposes to enter into the Contract, any bidder who carries on business in other than its own personal name shall, if requested by the Contracting Authority, provide proof of the legal capacity under which it carries on business to the Contracting Authority prior to Contract award. Such proof may be in the form of a copy of the articles of incorporation or of the registration of the business name of a sole proprietor, of a trade name, of a partnership, etc.

 Signature Bidder/Contractor

 Date

5. Former Public Servant Certification (Canada)

Contracts with former Canadian 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 (Canada)

Is the Bidder a FPS who received a lump sum payment pursuant to the terms

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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 a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

 Signature Bidder/Contractor

 Date

6. Federal Contractors Program - \$1,000,000 or more

The Federal Contractors Program (FCP) requires that some suppliers, including a supplier who is a member of a joint venture, bidding for federal government contracts, valued at \$1,000,000 or more (including all applicable taxes), make a formal commitment to implement employment equity. This is a condition precedent to contract award. If the Bidder, or, if the Bidder is a joint venture and if any member of the joint venture, is subject to the FCP, evidence of its commitment must be provided before the award of the Contract.

Suppliers who have been declared ineligible contractors by Human Resources and Skills Development Canada (HRSDC) are no longer eligible to receive government contracts over the threshold for solicitation of bids as set out in the *Government Contracts Regulations*. Suppliers may be declared ineligible contractors either as a result of a finding of non-compliance by HRSDC, or following their voluntary withdrawal from the FCP for a reason other than the reduction of their workforce to less than 100 employees. Any bids from ineligible contractors, including a bid from a joint venture that has a member who is an ineligible contractor, will be declared non-responsive.

2. If the Bidder does not fall within the exceptions enumerated in 3.(a) or (b) below, or does not have a valid certificate number confirming its adherence to the FCP, the Bidder must fax (819-953-8768) a copy of the signed form [LAB 1168](#), Certificate of Commitment to Implement Employment Equity, to the Labour Branch of HRSDC.

3. The Bidder, or, if the Bidder is a joint venture the member of the joint venture, certifies its status with the FCP, as follows:

The Bidder or the member of the joint venture

- (a) () is not subject to the FCP, having a workforce of less than 100 full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or

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more in Canada;

- (b) () is not subject to the FCP, being a regulated employer under the [Employment Equity Act](#), S.C. 1995, c. 44;
- (c) () is subject to the requirements of the FCP, having a workforce of 100 or more full-time or part-time permanent employees, and/or temporary employees having worked 12 weeks or more in Canada, but has not previously obtained a certificate number from HRSDC (having not bid on requirements of \$1,000,000 or more), in which case a duly signed certificate of commitment is attached;
- (d) () is subject to the FCP, and has a valid certificate number as follows: _____ (e.g. has not been declared an ineligible contractor by HRSDC.)

Further information on the [FCP](#) is available on the HRSDC Web site.

Signature Bidder/Contractor

Date

Certification

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

Signature Bidder/Contractor

Date