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- TPSGC
11 Laurier St. / 11, rue Laurier
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Gatineau
Québec
K1A 0S5
Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT
MODIFICATION DE L'INVITATION

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

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

Comments - Commentaires

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

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

Title - Sujet Event Management Services	
Solicitation No. - N° de l'invitation 51019-146001/A	Amendment No. - N° modif. 001
Client Reference No. - N° de référence du client 51019-14-6001	Date 2014-05-02
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-65006	
File No. - N° de dossier cx027.51019-146001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2014-05-08	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Buck(CX Div.), Daniel	Buyer Id - Id de l'acheteur cx027
Telephone No. - N° de téléphone (613) 998-8588 ()	FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

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

AMENDMENT 001**The purpose of this amendment is to:****A) Respond to bidder's questions:**

Question 1: Direct expenses and/or subcontracted items can be significant for such projects. In the 2009 RFP entitled "Military Anniversaries" by PWGSC on behalf of Veteran's Affairs, that Statement of Work estimated the budget for 65th Anniversary of D-Day & Battle of Normandy at \$360,000, \$600,000 for 65th Anniversary of Italian Campaign; \$600,000 65th Anniversary liberation of Netherlands, and \$30,000 for each burial. That clarity allowed bidders to understand clearly cash flow requirements and bid accordingly.

What is the estimated budget for this particular requirement, or at least the estimate for the direct expenses/subcontracted cost components that the event management services provider will have to finance for delegates travel expenses such as airline tickets, vehicle allowance ,taxi home/airport, airport parking, shuttle airport/hotel (return), accommodations, rental cars and special transportation (i.e. shuttle, bus, taxi, vans), hospitality, emergency and/or random costs associated with the events and/or burial, interpreters, sound system, tents, awnings, signage and staging, chairs, portable toilets, flowers, banners, bottled water, cell phone rentals, security services, etc.?

Answer 1: The amounts are unknown at this time. However, for the purposes of this solicitation, assume \$100,000.00 per event for direct and subcontracted expenses for the Gallipoli, Remembrance and AdHoc events as described in Appendices 3, 5 & 6, respectively. For the purposes of this solicitation, assume \$300,000.00 per event for direct and subcontracted expenses for the D-Day, Italy and Netherlands events as described in Appendices 1, 2 & 4.

Question 2: We note that direct expenses will be reimbursed at actual cost without mark-up, and that all subcontracted requirements will be provided at net cost with no allowance for mark-up.

It is neither fair nor reasonable to ask the event management service provider to enter into contract, make deposits and payments, and then wait 45-120 days for Canada to reimburse. We ask that a mark-up upon direct expenses and/or subcontracted costs be applicable as per common industry practice.

Answer 2: Agreed - The Basis of Payment of this solicitation and resulting contract is hereby amended to allow for a mark-up for direct expenses. For evaluation purposes, the amount of the mark-up [the quoted percentage multiplied by the estimated \$100K of direct expenses multiplied by the estimated number of events] will be used in the Bid Evaluation Value (BEV) for evaluation purposes.

Question 3: Reference page 22 of 53 Annex A points 1 to 4. The number of delegates does not match page 24 of 53 point 3.3.2.4. Please confirm delegate numbers per event.

Answer 3: The number of delegates per event are as follows:

1. The 70th Anniversary of the Battle of D-Day and the Battle of Normandy which is scheduled for June 2014; the estimated number of delegates for the Event in France is up to 200 (TBC);
2. The 70th Anniversary of the Italian Campaign is scheduled for November/December (TBC) in 2014; the estimated number of delegates for the Event in Italy is up to 100;
3. The 100th Anniversary of the Battle of Gallipoli is scheduled for April in 2015; the estimated number of delegates for the event in Turkey is up to 35;

4. The 70th Anniversary of the Liberation of the Netherlands is scheduled for May 2015; the estimated number of delegates for the event in the Netherlands is up to 200;

Question 4: Reference on page 23 of 53 Item 3.3.1 “ the contractor, must plan , arrange and provide air transportation, ground transportation, coach hires and chauffeur driven car hires for the event travel by all delegates for the tentative schedule attached in Appendices 1-6 to Annex A

Please clarify the requirements: Can you please provide clarification on the number of individuals in the delegations that will require the provision of travel related services (air and ground services) as has been done in past RFP for this similar requirement?

As the delegate numbers range from 35 to 35,200 (Annex A 2.0), is the contractor to arrange for commercial air transportation and ground transportation for all delegates or will they be referred to the trip operators that are listed on the VAC website? If the contractor has the capacity to provide air transportation to delegates how is that service offering made available?

Answer 4: An administrative error occurred when posting the RFP to buyandsell.gc.ca, please see the response for Question 3 for the accurate number of delegate. Information on the VAC website referencing trip operators is in no way related to this proposal. Please provide arrangements as requested in the RFP.

Question 5: Reference page 27 of 53 point 3.7.1 it is referenced that the Battle of Normandy , two resources would travel overseas, however when examining page 29 of 53 Appendix 1 to Annex A, it states at the bottom of the page that only 1 resource is required to travel. Please clarify.

Answer 5: Two (2) resources (one (1) Senior Event Manager and one (1) Event Coordinator) will be required for the Battle of Normandy event described in Appendix 1 to Annex “A” Statement of Work.

Question 6: There are several references in the document referring to “Appendices 1 to 56 to Annex A statement of work” please confirm that those references should read Appendices 1 to 6 to Annex A statement of work and that Annex A has the complete list of appendices.

Answer 6: An administrative error occurred when posting the RFP to buyandsell.gc.ca, please note that Appendices 1 to 6 to Annex “A” is the complete list of appendices.

Question 7: If sub-contracts are to be held by the contractor, can the contractor negotiate commissionable rates for accommodations or other travel related services?

Answer 7: No. We do not allow for this under our events management contracts.

Question 8: At Part 6 – Security, Financial and Other Requirements, Section 1.1. This section indicates that we can only bid for this solicitation if we already hold the necessary government security clearances (DOS & DSC). Is there an opportunity for an organization to bid for this solicitation if they don't currently have these clearances with an award of contract being subject to the organization applying and receiving such clearance?

Answer 8: As indicated at Part 6- Security, Financial and Other Requirement,

- 1.1. **AT THE DATE OF BID CLOSING**, the following conditions must be met:

-
- (a) the Bidder must hold a valid organization security clearance as indicated in Part 7 - Resulting Contract Clauses;
 - (b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work site(s) must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (c) the Bidder's proposed location of work performance or document safeguarding must meet the security requirement as indicated in Part 7 - Resulting Contract Clauses;
 - (d) the Bidder must provide the address(es) of proposed location(s) of work performance or document safeguarding as indicated in Part 3 - Section IV Additional Information.

1.1.1. Before award of a contract, the following conditions must be met:

- (e) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;

The Contracting Authority will provide the Bidder with a time frame to provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive. Bidders possessing the requisite security clearance at bid closing will be declared non-responsive.

Question 9: Please refer to Annex A: Statement of Work. The estimated number of delegates seems extraordinarily high as presented in Section 2. Upcoming Events – 2014-2015 and 2015-2016 (Page 22) as well as in Section 3.3.2.4 (Page 24). Can the client please confirm both the estimated numbers of the delegates for the Events in France, Italy and the Netherlands as well as the amount who require ground transportation support?

Answer 9: Please see the response to Question 3.

Question 10: Please refer to Annex A: Statement of Work, Section 3.7.1 (Page 27) where it states *"It is estimated that for D-Day and the Battle of Normandy (described in Appendix 1 to Annex "A" Statement of Work, as well as in Italy (described in Appendix 2 to Annex "A" Statement of Work and the event in the Netherlands (described in Appendix 4 to Annex "A" Statement of Work, two (2) resources would travel overseas."* Please then refer to Appendix 1 to Annex "A" (Page 29) where it states *"Number of Resources required to travel: One (1) Senior Event Manager"*. Could the client please clarify if the event as described in Appendix 1 to Annex "A" will require 1 or 2 resources?

Answer 10: Please see the response to Question 5.

Question 11: Please refer to Annex B: Basis of Payment, Section B.2.1. In regards to direct expenses incurred during the performance of the work related to the project (including but not limited to transportation and accommodations costs and equipment rentals), can the vendor invoice for these costs to be reimbursed at any time during the planning stages for the events, or will the vendor only be reimbursed for these costs after the completion of each event?

Answer 11: The Contractor will be allowed to invoice for direct expenses as and when they are incurred (Consolidated into a monthly invoice).

Question 12: Please refer to Section 3.3.2.1 of Annex A: Statement of Work (Page 23).

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- a. In Section 3.3.2.1 (b) it states “*Coordinating, in consultation with VAC, arrangements for an advance trip to France, Italy, Turkey and the Netherlands per Event, which precedes and coincides with the actual event...*” Could the client please provide details regarding the anticipated number of days in length of these advance trips?
- b. This is in reference to the “advance reconnaissance trips” and the “advance trips” as described in Section 3.3.2.1 (a) and Section 3.3.2.1 (b) of the RFP, respectively. For all the events that require 2 resources for the event, do both resources need to participate in and be present for the advance reconnaissance trip and the advance trip or is only 1 resource required at this point? If only 1 resource is required, does it matter whether it is the Senior Event Manager or the Event Coordinator?

Answer 12:

- a. The duration of the advanced trips varies based on the size of the event. Each trip could be between a week to 10 days.
- b. When the requirement for the event is for two resources the Senior Event Manager and the Event Coordinator need to be present. One (1) resource would be on site in advance of the event, the other would accompany the delegation. When one (1) resource is required it should be the Senior Event Manager

Question 13: Is the vendor allowed to invoice for fees as the work progresses or can they only invoice when the work is completed on each project?

Answer 13: Progress payments are acceptable. Invoices can be submitted on a monthly basis. See Q&A # 11 regarding direct expenses billing.

Part B) Revise the following:

1) At Part 4 Evaluation Procedures and Basis of Selection, Section 2.2 Tiebreaker Determination

Delete:

Step 1

In the event, following a successful technical and financial evaluation, one or more (1) bids have an equal Bid Evaluation Value (BEV), the Contracting Authority will select the bid with the lowest submitted hourly rate for event management services (excluding Applicable Taxes) for Appendix 1. The bid with the lowest submitted hourly rate for event management services (excluding Applicable Taxes) will be recommended for award of a contract.

Step 2

In the event that a tie still exists after Step 1, the same process will be applied to the hourly rate for event management services for Appendix 2. The lowest submitted hourly rate for event management services (Excluding Applicable Taxes) for Appendix 2 will be recommended for award of a contract.

Step 3

In the event that a tie still exists after Step 2, the same process will be applied to the hourly rate for event management services for Appendix 3. The lowest submitted hourly rate for event management services (Excluding Applicable Taxes) for Appendix 3 will be recommended for award of a contract.

Step 4

In the event that a tie still exists after Step 3, the same process will be applied to the hourly rate for event management services for Appendix 4. The lowest submitted hourly rate for event management services (Excluding Applicable Taxes) for Appendix 4 will be recommended for award of a contract.

Step 5

In the event that a tie still exists after Step 4, the same process will be applied to the hourly rate for event management services for Appendix 5. The lowest submitted hourly rate for event management services (Excluding Applicable Taxes) for Appendix 5 will be recommended for award of a contract.

Step 6

Finally, if a tie still exists after steps 1 - 5 the assessment of the hourly rates for event management services, the same process will be followed for Appendix 6. The lowest submitted hourly rate for event management services (Excluding Applicable Taxes) for Appendix 6 will be recommended for award of a contract.

Replace with:

Step 1

In the event, following a successful technical and financial evaluation, one or more (1) bids have an equal Bid Evaluation Value (BEV), the Contracting Authority will select the bid with the lowest submitted hourly rate for event management services (excluding Applicable Taxes) for Appendix 1. The bid with the lowest submitted hourly rate for event management services (excluding Applicable Taxes) will be recommended for award of a contract. In the event that the lowest submitted hourly rate for Event Management Services is equal to other submitted hourly rates, then the bid with the lowest submitted firm all-inclusive Mark-up on Direct and Subcontracted Expenses for for Appendix 1 will be recommended for issuance of a contract.

Step 2

In the event that a tie still exists after step 1, the same process will be applied to the hourly rate for Event Management Services. The lowest submitted hourly rate for Event Management Services (Excluding Applicable Taxes) for Appendix 2 will be selected. In the event that a tie still exists and the hourly rate for Event Management Services for Appendix 2 are all equal, the Contracting Authority will select the lowest Firm all-inclusive Mark-up on Direct and Subcontracted Expenses for Appendix 2 will be recommended for award of a contract.

Step 3

In the event that a tie still exists after step 2, the same process will be applied to the hourly rate for Event Management Services. The lowest submitted hourly rate for Event Management Services (Excluding Applicable Taxes) for Appendix 3 will be selected. In the event that a tie still exists and the hourly rate for Event Management Services for Appendix 3 are all equal, the Contracting Authority will select the lowest Firm all-inclusive Mark-up on Direct and Subcontracted Expenses for Appendix 3 will be recommended for award of a contract.

Step 4

In the event that a tie still exists after step 3, the same process will be applied to the hourly rate for Event Management Services. The lowest submitted hourly rate for Event Management Services (Excluding Applicable Taxes) for Appendix 4 will be selected. In the event that a tie still exists and the hourly rate for Event Management Services for Appendix 4 are all equal, the Contracting Authority will select the lowest Firm all-inclusive Mark-up on Direct and Subcontracted Expenses for Appendix 4 will be recommended for award of a contract.

Step 5

In the event that a tie still exists after step 4, the same process will be applied to the hourly rate for Event Management Services. The lowest submitted hourly rate for Event Management Services (Excluding Applicable Taxes) for Appendix 5 will be selected. In the event that a tie still exists and the hourly rate for Event Management Services for Appendix 5 are all equal, the Contracting Authority will select the lowest Firm all-inclusive Mark-up on Direct and Subcontracted Expenses for Appendix 5 will be recommended for award of a contract.

Step 6

Finally, if a tie still exists after steps 1-5, the assessment of both the hourly rate for Event Management Services and the Firm all-inclusive mark-up on Direct and Subcontracted Expenses, the same process will be followed for Appendix 6. The Contracting Authority will select the lowest hourly rate for Event Management services. In case of a tie for the lowest hourly rate for Appendix 6, the lowest Firm all-inclusive Mark-up on Direct and Subcontracted Expenses will be selected for Appendix 6.

2) At Part 7 Resulting Contract Clauses - Annex "A" Statement of Work, Section 2 Upcoming Events – 2014-2015 and 2015-2016.

Delete:

1. The 70th Anniversary of the Battle of D-Day and the Battle of Normandy which is scheduled for June 2014; the estimated number of delegates for the Event in France is up to 35200 (TBC);
2. The 70th Anniversary of the Italian Campaign is scheduled for November/December (TBC) in 2014; the estimated number of delegates for the Event in Italy is up to 35100;
3. The 100th Anniversary of the Battle of Gallipoli is scheduled for April in 2015; the estimated number of delegates for the event in Turkey is up to 35;
4. The 70th Anniversary of the Liberation of the Netherlands is scheduled for May 2015; the estimated number of delegates for the event in the Netherlands is up to 20035;

Replace with:

1. The 70th Anniversary of the Battle of D-Day and the Battle of Normandy which is scheduled for June 2014; the estimated number of delegates for the Event in France is up to 200 (TBC);
2. The 70th Anniversary of the Italian Campaign is scheduled for November/December (TBC) in 2014; the estimated number of delegates for the Event in Italy is up to 100;
3. The 100th Anniversary of the Battle of Gallipoli is scheduled for April in 2015; the estimated number of delegates for the event in Turkey is up to 35;
4. The 70th Anniversary of the Liberation of the Netherlands is scheduled for May 2015; the estimated number of delegates for the event in the Netherlands is up to 200;

2) At Part 7 Resulting Contract Clauses - Annex "A" Statement of Work, Section 2.1 Optional Services.

Delete:

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001

File No. - N° du dossier

cx02751019-146001

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

Attached in Appendices 1 to 56 to Annex “A” Statement of Work are the tentative schedules for the overseas events. The Event Management Services Provider should bid on this contract based on the scenarios outlined in **Appendices 1 to 56 to Annex “A” Statement of Work**.

Replace with:

Attached in Appendices 1 to 6 to Annex “A” Statement of Work are the tentative schedules for the overseas events. The Event Management Services Provider should bid on this contract based on the scenarios outlined in **Appendices 1 to 6 to Annex “A” Statement of Work**.

3) At Part 7 Resulting Contract Clauses - Annex “A” Statement of Work, Section 3.3.2.3 and 3.3.2.4

Delete:

3.3.2.3 Arranging for commercial air transportation including group check-ins and boarding assistance for the delegation from Canada to Europe and from Europe to Canada, based on the tentative schedule outlined in **Appendices 1 to 56 to Annex “A” Statement of Work**.

3.3.2.4 Acquiring sufficient ground transportation for up to 35200 delegates for events in France; up to 35 delegates for events in France; up to 4100 delegates for events in Italy; up to 35 delegates for events in Turkey; up to 35200 delegates for events in the Netherlands and for up to 25 delegates for the remembrance ceremony (burial); as well as adhoc requests for other events participants and to meet the tentative schedule set out in **Appendices 1 to 56 to Annex “A” Statement of Work**.

Replace with:

3.3.2.3 Arranging for commercial air transportation including group check-ins and boarding assistance for the delegation from Canada to Europe and from Europe to Canada, based on the tentative schedule outlined in **Appendices 1 to 6 to Annex “A” Statement of Work**.

3.3.2.4 Acquiring sufficient ground transportation for up to 200 delegates for events in France; up to 35 delegates for events in France; up to 100 delegates for events in Italy; up to 35 delegates for events in Turkey; up to 200 delegates for events in the Netherlands and for up to 25 delegates for the remembrance ceremony (burial); as well as adhoc requests for other events participants and to meet the tentative schedule set out in **Appendices 1 to 6 to Annex “A” Statement of Work**.

4) At Part 7 Resulting Contract Clauses - Appendix 1 to Annex “A” Statement of Work, Number of Resources required to travel.

Delete:

Number of Resources required to travel: One (1) Senior Event Manager

Replace with:

Number of Resources required to travel: One (1) Senior Event Manager and one (1) Event Coordinator

5) At Part 7 Resulting Contract Clauses - Annex “B” Basis of Payment Section B.2 Direct and Subcontracted Expenses

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Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

Delete:

B.2 Direct and Subcontracted Expenses

B.2.1 Direct Expenses

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

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. These expenses will be paid at actual cost without mark-up, upon submission of an itemized statement supported by receipt vouchers.

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

B.2.2 Subcontracting

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

All subcontracted requirements will be provided at net cost with no allowance for mark-up. Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

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

Replace with:

B.2 Direct and Subcontracted Expenses

B.2.1 Direct Expenses

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cx02751019-146001

Buyer ID - Id de l'acheteur

cx027

CCC No./N° CCC - FMS No/ N° VME

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

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

Direct expenses will be charged at net cost with a mark-up (as per Annex "B" Basis of Payment) to cover carrying charges.

B.2.2 Subcontracting

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

All subcontracted requirements will be provided at net cost with a mark-up (as per Annex "B" Basis of Payment). Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

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

6) At Part 7 Resulting Contract Clauses - Annex "B" Basis of Payment Section B.5 Firm Hourly Rates Event Management Services

Delete:

B.5 Firm Hourly Rates Event Management Services

If pricing is not provided, for an element of Table 1 or Table 2, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The value for evaluation for direct and subcontracted expenses shown in the pricing grid of the Annex B - Basis of Payment Table 2 is for evaluation purposes only and is not a guarantee of the number of days or number of hours that will be required for each event, nor is it intended to reflect any expectations on behalf of the Government of Canada.

THE BIDDERS ARE RESPONSIBLE TO ENTER THEIR RATES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR BID.

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

The Bidder must quote all prices in Canadian dollars, GST/HST extra, FOB destination. **The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.**

The BEV is calculated for evaluation purposes and will also form the firm all-inclusive Basis of Payment for the resulting Contract. The firm all-inclusive hourly rate for Event Management services quoted by the Contractor in Table 1 and Table 2 will also apply to the resulting Contract as indicated herein.

Replace with:

B.5 Firm Hourly Rates Event Management Services

If pricing is not provided, for an element of Table 1 or Table 2 or a percentage is not indicated for an element in Table 3, a value of zero will be assigned for the element and the Contractor will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

The value for evaluation for the level of effort and for Direct and Subcontracted Expenses shown in the pricing grid of the Annex B - Basis of Payment Table 2 and Table 3 are for evaluation purposes only and are not a guarantee of the number of days or number of hours that will be required for each event, or the actual value of Direct and Subcontracted Expenses, nor are they intended to reflect any expectations on behalf of the Government of Canada.

THE BIDDERS ARE RESPONSIBLE TO ENTER THEIR RATES ON THE MS EXCEL SPREADSHEET SUPPLIED TO THEM AND RETURN IT ON USB ALONG WITH A PRINT OUT OF THE COMPLETED ANNEX B FINANCIAL PROPOSAL WITH THEIR BID.

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

The Bidder must quote all prices in Canadian dollars, GST/HST extra, FOB destination. **The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive.**

The BEV is calculated for evaluation purposes and will also form the firm all-inclusive Basis of Payment for the resulting Contract. The firm all-inclusive hourly rate for Event Management services in Table 1 and Table 2 and the Firm All-Inclusive Direct and Subcontracted Expenses Mark-up in Table 3 quoted by the Contractor will also apply to the resulting Contract as indicated herein.