



**Royal Canadian Mounted Police
Gendarmerie royale du Canada
Bid Receiving/Réception des sousmissions**

**RETURN BIDS TO:
RETOURNER LES SOUMISSIONS A:**

Bid Receiving Unit
Procurement & Contracting Services
Branch
VISITOR'S CENTRE-Main Entrance
Royal Canadian Mounted Police
73 Leikin Drive
Ottawa, Ontario K1A 0R2
Attention: Megan McCoy (613)-843-3798

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

Comments – Commentaries

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

Title – Sujet	
Hotel Guestrooms and Meeting Space	
Solicitation No. - No. de l'invitation	Date
201501206	August 1, 2014
Client Reference No. - No. De Référence du Client	
201501206	
Solicitation Closes - L'invitation prend fin	
at – à 02:00 P.M. EDT on – September 29, 2014	
F.O.B. – F.A.B. Destination	
Address Enquiries to: - Adresser toutes questions à:	
Allison Graham – Senior Procurement Officer	
Telephone No. - No de telephone:	Fax No. – N° de FAX:
613-843-6679	613-825-0082
Delivery Required – Livraison exigée:	Delivery Offered – Livraison proposée
See Herein	
Name and title of person authorized to sign on behalf of Vendor/Firm – Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur	
_____	_____
Signature	Date



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Royal Canadian Mounted Police
Gendarmerie royale du Canada

Government of Canada Gouvernement du Canada

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List of Annexes:

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PART 1 – GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with this requirement.

2. Requirement

This requirement is for the provision of Hotel Services for the Royal Canadian Mounted Police in accordance with Annex "A" - Statement of Work and Annex "B" - Hotel Room Requirement. The proposed period of the contract will be from date of contract award to 31 March 2015.

3. Debriefings

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

4. Procurement Ombudsman

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 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 2 – BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website: <http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

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

The 2003 (2013-06-01) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Section 01 – Code of Conduct and Certification – Bid of 2003 referenced above is amended as follows:

Delete subsection 1.4 and 1.5 in their entirety.



Delete: sixty (60) days
Insert: ninety (90) days

2. Submission of Bids

Bids must be submitted only to RCMP Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile to RCMP will not be accepted.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (10) calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

4. Applicable Laws

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

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



PART 3 – BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

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

Section I: Technical Bid (3 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

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

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

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

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

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

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

Section II: Financial Bid



- 1.1 Bidders must submit their financial bid, in accordance with the Basis of Payment provided in Annex "C" and Price Evaluation in Annex "E" of this bid solicitation. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.
- 1.2 **Blank Prices:** Bidders are requested to insert "\$0.00" for any item for which it does not intend to charge or for items that are already included in other prices set out in the tables. If the Bidder leaves any price blank, Canada will treat the price as "\$0.00" for evaluation purposes and may request that the Bidder confirm that the price is, in fact, \$0.00. No bidder will be permitted to add or change a price as part of this confirmation. Any bidder who does not confirm that the price for a blank item is \$0.00 will be declared non-responsive.

1.3 Exchange Rate Fluctuation

C3010T (2013-04-25), Exchange Rate Fluctuation

Section III: Certifications

Bidders must submit the certifications required under **Part 5**.

PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the Technical and Financial Evaluation Criteria.
- (b) An evaluation team composed of representatives of the RCMP will evaluate the bids..

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

Mandatory Technical Criteria are included in **Annex "D"**

2. Basis of Selection

See **Annex "D"** for details.



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and documentation to be awarded a contract.

The certifications provided by bidders to Canada are subject to verification by Canada at all times. Canada will declare a bid non-responsive, or will declare a contractor in default, if any certification made by the Bidder is found to be untrue whether during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

1. Mandatory Certifications Required Precedent to Contract Award

1.1 Code of Conduct and Certifications - Related documentation

1.1.1 By submitting a bid, the Bidder certifies that the Bidder and its affiliates are in compliance with the provisions as stated in the Standard Instructions identified in this solicitation. The related documentation therein required will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

2. Former Public Servant Certification:

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPS, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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



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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, 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

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

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

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Reduction Program

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;



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- 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.

The Bidder hereby certifies compliance to the appropriate certifications precedent to contract award, as listed above.

Name and Title

Signature

Date



PART 6 – RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with this requirement.

2. Requirement

The Contractor must provide Hotel Services in accordance with Annex "A" - Statement of Work and Annex "B" - Hotel Room Requirements.

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the *Standard Acquisition Clauses and Conditions* Manual issued by Public Works and Government Services Canada (PWGSC). The Manual is available on the PWGSC Website:

<http://sacc.pwgsc.gc.ca/sacc/index-e.jsp>.

3.1 General Conditions

2010C (2013-06-27) General Conditions – Services (Medium Complexity) apply to and form part of this Contract.

Section 27 - Code of Conduct and Certifications - Contract of 2010C referenced above is amended as follows:

Delete subsection 27.4 in its entirety.

4. Term of Contract

4.1 Period of Contract

The period of the Contract is from date of Contract award to March 31, 2015 inclusive

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Allison Graham
Title: Senior Procurement Officer
Royal Canadian Mounted Police,
Procurement and Contracting Branch
Address: 73 Leikin Drive, Mailstop # 15
Telephone: 613-843-6679
Facsimile: 613-825-0082



E-mail: Allison.Graham@rcmp-grc.gc.ca

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

5.2 Technical Authority

The Technical Authority for the Contract is:

(To be provided at contract award)

The Technical 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 Technical Authority; however, the Technical 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 address inquiries:

Name: _____ Title: _____
Telephone: _____ Facsimile: _____
E-mail address: _____

OR

Name: _____ Title: _____
Telephone: _____ Facsimile: _____
E-mail address: _____

6. Payment

6.1 Basis of Payment - Limitation of Expenditure

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 Annex C, to a limitation of expenditure of **\$(insert the amount at contract award)**. Customs duties are included and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.

6.2 Limitation of Expenditure



1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____ **(insert the amount at contract award). The accommodation tax (if applicable) is included. Customs duties are included,** and Goods and Services Tax or Harmonized Sales Tax is extra, if applicable.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of 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 contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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 SACC Manual Clauses

H1001C 2008/05/12 Multiple Payments

7. Invoicing Instructions

1. The Contractor must submit invoices in accordance with the information required in Section 10, Invoice Submission of the general conditions 2010C (2011-05-16).

7.1 T1204 - Direct Request by Customer Department

1. Pursuant to paragraph 221 (1)(d) of the Income Tax Act, R.S.C. 1985,c.1 (5th Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.
2. To enable departments and agencies to comply with this requirement, the Contractor must provide Canada its Business Number or Social Insurance Number, as applicable, upon request. (These requests may take the form of a general call-letter to contractors, in writing or by telephone).



8. 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 entire contract period. 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.

9. Applicable Laws

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

10. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

11. Priority of Documents

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

- a. the Articles of Agreement;
- b. the general conditions 2010C (2013-06-27);
- c. Annex "A" - Statement of Work
- d. Annex "B" - Hotel Room Requirements;
- e. Annex "C" - Basis of Payment; and
- f. the Contractor's bid dated _____ **(to be completed at contract award)**



ANNEX A

STATEMENT OF WORK

1. REQUIREMENT

The Royal Canadian Mounted Police has a requirement for guestrooms and meeting space in Phoenix Arizona.

2. SPECIFICATIONS

To provide Hotel accommodations and Meeting Facilities that includes the following:

2.1 Guestrooms:

The following is a breakdown requirement of the guestrooms required:

a) Requirement:

- All Single Occupancy rooms
- Queen or King sized bed
- Daily Housekeeping
- Desk/workspace
- Free wireless High Speed Internet
- Free breakfast included in room rate
- A maximum of ten (10) rooms must be available for occupancy two (2) calendar days before and two (2) calendar days after the scheduled course dates (total: 22 nights per person).
- The remainder of the guest rooms, a maximum of twenty-four (24), must be available for occupancy one (1) calendar day before and one (1) calendar day after the scheduled course dates (total: twenty (20) nights per person).

b) Reservations: Rooms will be reserved by a representative of the RCMP. The RCMP is responsible for payment of guestrooms. Additional expenses such as laundry fees, room service and bar charges, long-distance call fees, etc. will be the Participants' responsibility.

c) Room Cancellation Policy: In the event that travel plans are changed; participants may cancel up to 2 days prior to their arrival date without any cancellation fees. Canada will not be responsible to pay for any cancelled rooms.

2.2. Meeting Space:

a) Primary Meeting Room Requirement:

- must comfortably accommodate a U-shape for 24 people with the middle of the U being a minimum of 15 ft.across



- must be a minimum of 1400 sq.ft of **unobstructed** space.
 - must accommodate room for a small table for a computer, projector and speakers set up in the centre.
 - must be located on-site
 - must be available for weeks 1 & 2 of each session, Monday through Friday, between the hours of 0700 and 1700
 - must have high speed internet access . A hard wired connection is desirable.
- b) Secondary Meeting Room Requirement (Instructor Meeting Space):
- must be available 24/7.
 - must be available for all three weeks of each session.
 - must comfortably seat 12-16 people.
 - must be on-site and within close proximity to the main meeting room.
- c) Additional space requirements:
- i) Exam Space
- a meeting room must be available for the Friday of week 3 of each session, between the hours of 0800 and 1700, for the purpose of an exam.
 - must have the same layout at the primary meeting space.
 - must comfortably seat 24 people.
 - must be on-site
- ii) Bar Space
- The training course has three (3) alcohol correlation workshop studies that are conducted during the training course. To do this, a room where alcohol can be dispensed without a liquor license or permit is required. The room must meet the following requirements:
- must be on-site
 - must have a washroom or be in close proximity to a washroom.
 - must comfortably seat 8 people.
 - must have an area that can be utilized as a "bar".
 - must be available between the hours of 0900 and 1600 on Tuesday and Friday of week 1 and Wednesday of week 2 for each session.
- d) Meeting Space Cancellation Policy: The RCMP may cancel Meeting Facilities up to 30 days prior to their arrival date without any cancellation fees.

2.3. Property:

The Hotel establishment must meet the following minimum requirements:

- a) Must have an onsite restaurant.
- b) Location: must be located within a 15 mile radius of downtown Phoenix.
- c) Must have on-site parking.



d) Additional requirements:

- Must provide on-site fax and copying service. An estimate of 1000 copies are required for each 3 week workshop.

3. Constraints

- i) it is the Contractor's responsibility to establish a contingency plan for all accommodation bookings, at the same terms and conditions and rates, with other local hotels for an unexpected physical loss of occupancy due to unforeseen circumstances such as flood, mechanical failure, etc.;
- ii) rates must not be subject to increase at any time, such as weekends, statutory holidays, events of a local nature such as area fairs. Blackout periods are not permitted.

4. Client Responsibilities

The Technical Authority named at the time of contract award will provide the rooming list for each session date.



ANNEX B

HOTEL ROOM REQUIREMENTS

There are five (5) scheduled training courses throughout the period of this contract.

Contract Period: Date of Award – March 31, 2015

The room requirements are estimated as follows:

	Scheduled Course Dates	Total Guest Room Nights
1.	October 6, 2014 – October 24, 2014	700
2.	October 20, 2014 – November 7, 2014	700
3.	October 27, 2014 – November 14, 2014	700
4.	February 16, 2015 – March 6, 2015	700
5.	March 2, 2015 – March 20, 2015	700
Total guest room nights		3500

Notes:

A maximum of ten (10) rooms must be available for occupancy two (2) calendar days before and two (2) calendar days after the scheduled course dates (total: 22 nights per person).

The remainder of the guest rooms, a maximum of twenty-four (24), must be available for occupancy one (1) calendar day before and one (1) calendar day after the scheduled course dates (total: twenty (20) nights per person).



ANNEX C

BASIS OF PAYMENT

All rates herein are firm rates in Canadian Funds, in accordance with Annex "A" – Statement of Work. The "Rate Per Room Per Night" excludes taxes.

The Contractor will only be paid for actual hotel accommodations and meeting space provided and accepted.

Rate

A. Contract Period: From date of award to 31 March 2015

A.1	Hotel Room	\$ _____
A.1.1	Meeting Room	\$ _____
A.1.2	Secondary Meeting Room	\$ _____
A.1.3	Additional on-site space for exam	\$ _____
A.1.4	Additional on-site bar space	\$ _____
A.1.5	Copying service (1000 copies)	\$ _____



ANNEX D

EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Mandatory Technical Criteria

Bidder must comply with all the mandatory technical criteria, and must provide supporting documentation with their bid, where indicated. Bidders not meeting all of the mandatory technical criteria will be considered non-responsive and will not be given further consideration.

Bidders are requested to write the section and/or page number where the information can be found in their proposal.

Item	Mandatory Technical Criteria	Identify Section and Page #	Compliance
M1	Bidder must demonstrate compliance to all mandatory criteria specified in Annex A, "2. Specifications"		

2. Basis of Selection – Mandatory Criteria

1. To be declared responsive, a bid must:
 - (a) comply with all the requirements of the bid solicitation;
 - (b) meet all mandatory technical evaluation criteria;
2. Bids not meeting (a) or (b) will be declared non responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.



ANNEX E

PRICE EVALUATION

The "Rate Per Room" proposed in Annex "C" – Basis of Payment will be used herein for price evaluation purposes. The estimated quantity for Guest rooms are based on Annex B, Hotel Room Requirements.

		Estimated Quantity	Rate	Extended Total
A.	Initial Contract Period – From date of contract award to 31 March 2015			
A.1	Hotel Guest Rooms	3500 room nights	\$	\$
A.2	Primary Meeting Room	50 days	\$	\$
A.3	Secondary Meeting Room	95 days	\$	\$
A.4	Additional Room Space – for Exam	5 days	\$	\$
A.5	Additional Room Space – for Bar	15 days	\$	\$
A.6	Copying Service	5,000 copies	\$	\$
Total Aggregate Prices				\$