



**REQUEST FOR
PROPOSAL (RFP)**

for

**NATURAL SCIENCES AND ENGINEERING RESEARCH COUNCIL
OF CANADA (NSERC) AND SOCIAL SCIENCES AND
HUMANITIES RESEARCH COUNCIL OF CANADA (SSHRC)**

RFP # N14-10002

PROJECT TITLE

**HOTEL ACCOMMODATION
SERVICES**

You are invited to submit a proposal to the location specified below for the services detailed herein as follows:

Proposal Closing Date and Time:	October 14, 2014 12:00 PM EST.
Submit Proposals To:	Martine Bergeron Manager, Procurement, Contracting and Material Management. NSERC/SSHRC Mailroom, 16 th Floor, 350 Albert Street Ottawa, ON K1A 1H5
Submit Enquiries to:	tenders@nserc-crsng.gc.ca

To be considered, proposals must be received by the Closing Date and Time.



Bidder Information and Authorization

Bidder's Legal Name and Address:

Legal Status (incorporated, registered, etc.):

GST/HST Registration Number and/or Business Identification Number (Canada Revenue Agency):

Name and Title of Person authorized to sign on behalf of Bidder:

Print Name: _____ Title: _____

Signature: _____ Date: _____

Central Point of Contact

The Bidder has designated the following individual as a central point of contact for all matters pertaining to the proposed Contract, including the provision of all information that may be requested:

Name and Title:

Tel: _____ Fax: _____

E-mail: _____

Each proposal must include a copy of this page properly completed and signed. The Bidder's signature indicates offer and acceptance of the terms and conditions set out herein.



TABLE OF CONTENTS

TITLE

PART 1 - GENERAL INFORMATION

1. Requirement
2. Debriefings
3. Office of the Procurement Ombudsman (OPO)

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

Attachment 1 to Part 4 – Technical Evaluation Criteria

Attachment 1 to Part 4 – Financial Evaluation Criteria

PART 5 – CERTIFICATIONS

1. Certifications Required Precedent to Contract Award

PART 6 - RESULTING CONTRACT CLAUSES

1. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Booking Authorization Process
7. Payment
8. Invoicing Instructions
9. Applicable Laws
10. Dispute Resolution Services
11. Handling of Personal Information
12. Priority of Documents

List of Annexes

Annex A Statement of Work

Attachment 1 to Annex A – Estimated Number of Guest Rooms for Calendar Year 2015 by Competition



Natural Sciences and
Engineering Research
Council of Canada

Conseil de recherches
en sciences naturelles et
en génie du Canada

Canada



Social Sciences and
Humanities Research
Council of Canada

Conseil de recherches
en sciences humaines
du Canada

Canada

RFP No. N14-10002

Annex B Basis of Payment
Annex C Direct Deposit Enrollment Form



TITLE: HOTEL ACCOMMODATION SERVICES

PART 1 - GENERAL INFORMATION

1. Requirement

To provide guest rooms in Ottawa, Canada in the area bordered by Wellington Street, Metcalfe Street, Bronson Avenue and Gloucester Street to accommodate NSERC and SSHRC accommodation requirements as detailed in Annex A Statement of Work and Attachment 1 to Annex A "Estimated Number of Guest Rooms for Calendar Year 2015 by Competition". The initial Contract will cover the requirements in calendar year 2015 and contain options to extend for three (3) additional one (1) year periods up to and including 31 December 2018.

2. Debriefings

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

3. Office of the Procurement Ombudsman (OPO)

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* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) issued by Public Works and Government Services Canada.

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

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

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

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

2. Submission of Bids

2.1 Bids must be submitted only to NSERC/SSHRC by the date, time and place indicated on page 1 of the bid solicitation.



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

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to tenders@nserc-crsng.gc.ca no later than ten (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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is eliminated, and the enquiry can be answered 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 their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separately bound sections for hard copies and on one USB stick for soft copies as follows:

Section I: Technical Bid (one (1) hard copy) and one (1) soft copy on USB key, Microsoft Office or PDF formatting.

Section II: Financial Bid (one (1) hard copy) and one (1) soft copy on USB key, Microsoft Office or PDF formatting.

Section III: Certifications (one (1) hard copy) and one (1) soft copy on USB key, Microsoft Office or PDF formatting.

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.

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

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



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

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

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

Section I: Technical Bid

In their technical bid, bidders should explain and demonstrate how they propose to meet the requirements set out in Attachment 1 to Part 4.

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Financial Evaluation Criteria set out in Attachment 2 to Part 4. The total amount of Applicable Taxes must be shown separately.

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

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

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The Mandatory Technical Criteria are set out in Attachment 1 to this Part 4.

1.1.2 Point Rated Technical Criteria

The Point Rated Technical Criteria are set out in Attachment 1 to this Part 4. Point rated technical criteria not addressed will be given a score of 0.

1.2 Financial Evaluation

The Financial Evaluation Criteria are set out in Attachment 2 to Part 4.

2. Basis of Selection – Lowest Evaluated Price per Point

- 2.1 To be declared responsive, a bid must:
 - a) comply with all the requirements of the bid solicitation;

- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum of forty two (42.0) points overall out of the total of sixty (60) points available for the point rated evaluation criteria.

2.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.

2.3 The responsive bid with the lowest bid evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest bid evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.

2.3.1 Example of Lowest Bid Evaluated Price per Point Calculation

Each of the responsive Bidders' financial proposals will be evaluated as outlined herein:

The evaluated price of each financial proposal will be determined by using the Bidder's proposed guest room rates for the months of February and March only and applying the corresponding discount offered by the Bidder for the months of February and March found in Table A of Appendix "A" Pricing Schedule to arrive at the "total evaluated price" of each financial proposal. Examples of calculations are presented below.

Bidder "X"

Month of the Year	Proposed Guest Room Rate	% Discount Offered	Net Room Rate
February	\$150.00	10%	\$135.00
March	\$150.00	10%	\$135.00
"TOTAL EVALUATED PRICE" FOR BIDDER "X"			\$270.00

Bidder "Y"

Month of the Year	Proposed Guest Room Rate	% Discount Offered	Net Room Rate
February	\$145.00	8%	\$133.40
March	\$140.00	5%	\$133.00
"TOTAL EVALUATED PRICE" FOR BIDDER "Y"			\$266.40

Price per Point Calculation

The "Evaluated price per point" of a responsive bid will be determined by dividing the "total evaluated price" by the overall score obtained on the point rated technical criteria detailed in Attachment 1 to Part 4.



Sample Price per Point Calculations

Bidder "X"

Total Evaluated Price	=	\$270.00	=	5.19 (price per point)
Technical Criteria score		52 points		

Bidder "Y"

Total Evaluated Price	=	\$266.40	=	6.34 (price per point)
Technical Criteria score		42 points		

In this example, Bidder "X" would be recommended for contract award.



Attachment 1 to Part 4

Technical Evaluation Criteria

1. 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.

Each mandatory technical criterion should be addressed separately.

ID#	Mandatory Technical Criteria	Submission Requirements	MET/ NOT MET
M1	<p>Location of Work The proposed establishment must be located in Ottawa and within walking distance of 350 Albert, Ottawa, ON.</p> <p>Note to Bidders <i>Walking distance is defined by the following geographical boundaries:</i></p> <ul style="list-style-type: none"> - Northern boundary Wellington Street - Southern boundary Gloucester Street - Eastern boundary Metcalfe Street - Western boundary Bronson Avenue 	<p>The bidder must provide the street address where the establishment being proposed is located.</p> <p>The bidder should also provide a site map containing the designated area of Ottawa and showing the relative location of the establishment being proposed. The boundary streets must be clearly legible on the map.</p>	
M2	<p>Capacity Based on the Annual Competition Schedule contained in Annex A Statement of Work, Article 5, the proposed establishment must be capable of accommodating up to a maximum of 225 guest rooms per night for an estimated total of 1900 guest room nights spread over three weeks for the NSERC competitions (NSERC Items No.1 and 2 in Attachment 1 to Annex A refers) and up to a maximum of 155 guest rooms per night for an estimated total of 680 guest room nights spread over 2 weeks for the SSHRC competitions (SSHRC Item No.2 in Attachment 1 to Annex A refers). In both cases Sunday is the peak night.</p> <p>Note to Bidders <i>See the SOW for sample room requirements for each of NSERC and SSHRC.</i></p>	<p>The bidder must provide details of the total guest room capacity of the proposed establishment per night.</p> <p>The bidder must confirm availability of the required guest rooms during the indicated periods i.e. the five week period from the beginning of February to early March of each year.</p>	
M3	<p>Internet Access The bidder must provide in-room</p>	<p>The bidder must describe the current</p>	



Canada

Canada

	internet access at speeds greater than 7.1 megabits per second in all guest rooms at no charge to NSERC, SSHRC or the guest.	installed and fully functional in-room internet access it offers to guests, including the speed in megabits per second and confirm that there will be no charge for this service to NSERC, SSHRC or the guest.	
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2. Point Rated Technical Criteria

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section.

ID#	Rated Technical Criteria	Submission Requirements	Scoring Methodology
R1	<p>Designated Floors</p> <p>For both the NSERC and the SSHRC competitions described in Mandatory Technical Criterion M2, all guest rooms should be located on designated floors, reserved solely for the NSERC/SSHRC room blocks.</p>	<p>The bidder should describe its ability to provide designated floors.</p> <p>The bidder should indicate any restrictions that would be applicable such as: the minimum/maximum number of rooms per block required to accommodate/ensure designated floors</p>	<p>Maximum 10 Points Points will be allocated as follows:</p> <p>(i) Meets Requirement The bidder has confirmed that within the capacity that exists on each floor, room blocks will be allocated to designated floors without restrictions (10 points)</p> <p>(ii) Partially Meets Requirement The bidder has confirmed that room blocks will be designated to floors shared only with other business clients or there are restrictions applicable (5 points)</p> <p>(iii) Fails to Meet Requirement The bidder has not confirmed any ability to provide designated floors for room blocks or the restrictions are so onerous that they would negate any opportunity for designated floors. (0 points)</p>
R2	<p>Attrition Fees</p> <p>The bidder should waive the attrition fees for unused rooms in a guest room block.</p>	<p>The bidder should confirm that attrition fees will be waived on unused rooms in a guest room block.</p> <p>The bidder should indicate what the attrition rate will be if attrition fees are not waived.</p>	<p>Maximum 15 Points Points will be allocated as follows:</p> <p>(i) The bidder confirms that it will waive the attrition fees (15 points)</p> <p>(ii) The bidder confirms that it will not waive the attrition fees but the attrition rate is lower than 5% (10 points)</p> <p>(iii) The bidder confirms that it will not waive the attrition fees and the attrition rate is more than 5% (0 points)</p>
R3	<p>Complimentary No-Shows</p> <p>The hotel should provide an allowance of</p>	<p>The bidder should describe its policy regarding no-shows.</p> <p>The bidder should indicate the maximum number of</p>	<p>Maximum 10 Points Points will be allocated as follows:</p> <p>(i) Meets Requirement The bidder has confirmed that it will provide 6 or more complimentary no-</p>



	complimentary no-shows for both the NSERC and SSHRC competitions described in Mandatory Technical Criterion M2.	complementary no-shows NSERC and SSHRC will each be allowed per competition, before the no-show policy will be implemented. The bidder should describe any circumstances or exceptions that would preclude the complementary no-show allowances cited.	shows for each Competition, without exception (10 points) (ii) Partially Meets Requirement The bidder has confirmed that it will provide from 1 to 5 complimentary no-shows for each Competition, without exception; or 6 or more complimentary no-shows with minor conditions or exceptions (5 points) (iii) Fails to Meet Requirement The bidder has not confirmed that it will provide any complimentary no-shows for Competitions or the circumstances are so restrictive there would be no complimentary no-shows (0 points)
R4	Reservation Cut-Off The bidder should allow for guest room reservation cut-off before the start date of each of the NSERC/SSHRC competition weeks	The bidder should indicate the amount of time in days prior to the first day of each competition week that NSERC/SSHRC will have before registration cut-off.	Maximum 10 Points Points will be allocated as follows: (i) Meets Requirement The bidder has confirmed that it will cut-off registration no more than 2 days before the first day of each competition week (10 points) (ii) Partially Meets Requirement The bidder has confirmed that it will cut-off registration 4 days before the first day of each completion week (5 points)
R5	Complimentary Guest Rooms The bidder should credit each master account (NSERC and SSHRC) with a minimum of 10 complimentary guest rooms based on actual guest room pick-up for the first 500 rooms booked for both the NSERC and SSHRC competitions described in Mandatory Technical Criterion M2. It is desirable that the bidder also credit each master	The bidder should indicate the number of complimentary rooms it will credit to the master accounts based on the actual guest room pick-up for the first 500 rooms and each additional 100 rooms for each competition period For Example: First 500 rooms -10 complimentary guest room Each additional 100 rooms one additional complimentary guest room	Maximum 15 Points Points will be allocated as follows to a maximum of 10: (i) Meets Requirement The bidder has confirmed that it will provide 10 or more complimentary guest rooms based on guest room pick-up of 500 rooms (10 points) (ii) Meets Most of Requirement The bidder has confirmed that it will provide 5 to 9 complimentary rooms based on guest room pick-up of 500 rooms (7 points) (iii) Partially Meets Requirement The bidder has confirmed that it will provide 1 to 4 complimentary rooms based on guest room pick-up of 500 rooms (4 points) (iv) Fails to Meet Requirement The bidder has not confirmed that it will provide any complimentary rooms for guest room picked-up of 500 rooms (0 points) In addition to the 10 points indicated



	<p>account (NSERC and SSHRC) with additional complimentary guest rooms based on actual guest room pick-up for each additional 100 rooms over the first 500.</p>		<p>above, up to 5 Bonus Points will be awarded as follows:</p> <ul style="list-style-type: none"> (i) The bidder has confirmed 2 complimentary guest rooms for each additional 100 rooms picked up over the first 500 (5 points) (ii) The bidder has confirmed 1 complimentary guest rooms for each additional 100 rooms picked up over the first 500 (2 points)
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Attachment 2 to Part 4 Financial Evaluation Criteria

1.0 General Information

- 1.1 The bidder must submit prices by completing Table A Appendix A – Pricing Schedule.
- 1.2 Pricing must include all direct and indirect costs to provide the rooms as outlined in Annex A – Statement of Work and the Contractor's Technical Proposal.
- 1.3 All prices indicated in the Pricing Schedule are in Canadian Dollars. The Guest Room Rates include all taxes except the Provincial Sales Tax (PST), the Goods and Services Tax (GST) and Harmonized Sales Tax (HST). The Municipal Room Tax is also excluded from the rate although it is usually amalgamated to the PST. Occupancy taxes or Destination Marketing Fees, charged in various tourist regions, are also excluded from the rates. NSERC and SSHRC are required to pay these taxes for accommodation directly to the suppliers of such services. Provincial sales tax exemption numbers should not be quoted for these purchases.
- 1.4 Guest Room Rates must be equal or less than the Contractor's guest room rates contained in the Public Works and Government Services (PWGSC) Accommodation and Car Rental Directory in effect at time of bid closing.
- 1.5 The bidder must indicate the discount percentage that will be applied to the guest room rate indicated in Table A **for bookings over 10 rooms** on any given night. If there is no discount offered the bidder must indicate 0%.
- 1.6 Discounts offered in Table A by the Bidder will be applicable during the initial contract period and each of the three optional contract periods if they are exercised.
- 1.7 Bidders with proposals considered responsive in accordance with the requirements specified in Part 4 of the RFP, will be further evaluated using the guest room rates and discounts offered in Table A for the months of March and February only. The total for both months will be used to determine a "Total Evaluated Price" as described in Part 4.



Appendix A
Pricing Schedule

TABLE A – GUEST ROOM RATES

Month of the Year	Guest Room Rate*	Firm % Discount** Per Room Per Night	Net Room Rate
January	\$	%	\$
February	\$	%	\$
March	\$	%	\$
April	\$	%	\$
May	\$	%	\$
June	\$	%	\$
July	\$	%	\$
August	\$	%	\$
September	\$	%	\$
October	\$	%	\$
November	\$	%	\$
December	\$	%	\$

NOTES:

- * Bidder to insert the guest room rate that includes internet access, for each guest room booked and occupied in accordance with the Statement of Work. Guest room rates must be equal or less than the room rates listed for the Bidder's establishment in the current PWGSC Accommodation and Car Rental Directory at the time of bid closing.
- ** Discounts will apply for each guest room that is part of a booking for 10 or more rooms per night.



PART 5 – CERTIFICATIONS

Bidders must provide the required certifications and associated information 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 in carrying out any of its obligations under the Contract, if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, 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 and to cooperate with any request or requirement imposed by the Contracting Authority may render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required Precedent to Contract Award

1.1 Integrity Provisions - Associated Information

By submitting a bid, the Bidder certifies that the Bidder and its Affiliates are in compliance with the provisions as stated in Section 01 Integrity Provisions - Bid of Standard Instructions 2003 (2014-06-26). The associated information required within the Integrity Provisions will assist Canada in confirming that the certifications are true.

1.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement applicable to this Contract.

2. Statement of Work

The Contractor will provide the services set out in Annex A – Statement of Work attached hereto.

3. Standard Clauses and Conditions

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



3.1 General Conditions

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

4. Term of Contract

4.1 Period of the Contract

The period of the Contract is from Date of Contract up to and including 31 December 2015.

4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract, up to three (3) additional one (1) year periods, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

4.3

Failure by the Contractor to adhere to article 3 in Annex A Statement of Work may, at the discretion of Canada, result in contract termination in accordance with the General Conditions (2010C) noted in 3.1 above.

5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Martine Bergeron
Manager
Procurement, Contracting and Materiel Management
Natural Sciences and Engineering Research Council of Canada (NSERC) and
Social Sciences and Humanities Research Council of Canada (SSHRC)
350 Albert Street, 16th Floor, Room 16-2161
E-mail: tenders@nserc-crsng.gc.ca

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

5.2 Project Authority

The Project Authority for the Contract is: *(TBA at contract award)*

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority; however the Project Authority has no authority to authorize changes to the scope of the



Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

5.3 Contractor's Representative

The Contractor's Representative is: (TBA at contract award)

The Contractor's Representative is the individual, within the Contractor's organization, who will liaise with the Contracting Authority and the Technical Authority and will be the first point of contact in terms of: managing any business issues with the Technical Authority and any contractual issues with the Contracting Authority; managing the day-to-day operational issues and technical requirements and, in particular, providing support and coordination relative to service; and meeting, as required, with NSERC/SSHRC on issues relating to this Contract, including, without limiting the generality of the foregoing, to review the performance of the service, suggest improvements and assist in analyzing statistical data.

6. Booking Authorization Process

6.1 Shared Travel Services

At present accommodation bookings are made through Carlson Wagonlit Travel Canada (CWT Canada) using the Sabre Global Distribution System (SGDS). It is anticipated that at some time during the contract the accommodation booking service will be transferred to the PWGSC Shared Travel Services.

The Contractor must be able to accept and register guest room reservations using SGDS until such time as the booking service is transferred to the PWGSC Shared Travel Services.

6.2 Booking Arrangements

- a) A NSERC or SSHRC representative will provide the Contractor with a list of the attendees broken down by Committee and indicating the accounting information for billing purposes.
- b) The Contractor will make every effort to accommodate Committee members on the same floor, and to the extent possible, house multiple Committees on the same floor.
- c) The Contractor will provide the NSERC or SSHRC representative with the block of rooms for each Committee.

7. Payment

7.1 Basis of Payment

For each guest room occupied, the Contractor will be paid the guest room rate that is equal or less than the rate contained in the then current PWGSC Accommodation and Car Rental Directory as detailed in Annex B Basis of Payment, minus any applicable discounts as set out in Annex B Basis of Payment.

7.2 Limitation of Expenditure

7.2.1 Canada's total liability to the Contractor under the Contract for all authorized bookings, inclusive of any revisions, must not exceed the sum of \$ xxx,xxx.00 Customs duties are included, and Applicable Taxes are extra.



7.2.2 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.

7.2.3 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.

7.2.4 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.

7.3 Method of Payment

7.3.1 Single Payment

Canada will pay the Contractor upon completion of each booking in accordance with the payment provisions of the Contract if:

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

All services rendered under the Contract are subject to acceptance by the Project Authority before payment will be authorized.

8. Invoicing Instructions

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

8.2 Each invoice must be broken down by Committee and supported by a list of rooms by occupant, indicating the date of arrival and date of departure as well as number of nights being claimed.

8.3 The Contractor must ensure that the room rate plus applicable taxes is billed to the address indicated in article 8.5 below. The onus is on the Contractor to ensure that all personal and incidental charges are charged directly to the guest. Any charges incurred by the guest and not paid directly will not be reimbursed by NSERC/SSHRC.

8.4 Invoices must be submitted on the Contractor's own invoice form and must be prepared to show:

- Company name, address, etc.;
- Business Number (For Incorporated Contractors);
- GST Number / HST Number
- Destination (Client's address);



- Date;
- File No;
- Client Reference Number;
- Period in which services were rendered;
- The following certification signed by the Contractor or an authorized officer:

"I certify that I have examined the information provided above, including the legal name, address, and Revenue Canada identifier, and that it is correct and complete, and fully discloses the identification of this Contractor."

8.5 The Contractor will forward the original and two copies of the invoice to the following address:

**Accounts Payable
NSERC/SSHRC
350 Albert, 18th floor
Ottawa, Ontario
K1A 1H5**

8.6 Canada will not be responsible for any charges arising from delays in the payment process, which are caused by failure of the Contractor to quote the current File No. or failure to deliver the invoice to the correct address.

8.7 Questions/information regarding payment of invoices relating to this Contract should be directed to Accounts Payable at the above address or by telephone at (613) 992-0469.

8.8 Direct Deposit Initiatives

Important changes to reimbursement by cheques

Effective January 1st, 2015, all cheques issued by the Government of Canada will be printed using a different format that will not allow for stub details.

This initiative is in line with the Government of Canada's efforts to increase the use of direct deposit by phasing out federal government cheques. Starting April 1st, 2016, all cheques will be eliminated.

Currently, for each direct deposit payment, an email is automatically sent to the beneficiary indicating the payment details (invoice number, account/customer number etc.). Stub details will no longer be provided, due to the elimination of the stub. To register to the direct deposit option, complete the direct deposit enrollment form in Annex C.

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. Dispute Resolution Services

10.1 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will, on request, and consent of the parties, to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.



Canada

Canada

10.2 Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the Department of Public Works and Government Services Act will review a complaint filed by the supplier respecting administration of this contract if the requirements of Subsection 22.2(1) of the Department of Public Works and Government Services Act and Sections 15 and 16 of the Procurement Ombudsman Regulations have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

11. Handling of Personal Information

The Contractor acknowledges that Canada is bound by the Privacy Act, R.S., 1985, c. P-21, with respect to the protection of personal information as defined in the Act. The Contractor must keep private and confidential any such personal information collected, created or handled by the Contractor under the Contract, and must not use, copy, disclose, dispose of or destroy such personal information except in accordance with this clause and the delivery provisions of the Contract.

All such personal information is the property of Canada, and the Contractor has no right in or to that information. The Contractor must deliver to Canada all such personal information in whatever form, including all working papers, notes, memoranda, reports, data in machine-readable format or otherwise, and documentation which have been made or obtained in relation to the Contract, upon the completion or termination of the Contract, or at such earlier time as Canada may request. Upon delivery of the personal information to Canada, the Contractor will have no right to retain that information in any form and must ensure that no record of the personal information remains in the Contractor's possession.

12. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010C (2014-06-26) General Conditions - Services (Medium Complexity);
- (c) Annex A – Statement of Work;
- (d) Annex B – Basis of Payment;
- (e) the Contractor's bid dated _____ (TBD)
- (f) Annex C-Enrollment Form for Security Deposit



ANNEX A STATEMENT OF WORK

1 Background

The Natural Sciences and Engineering Research Council of Canada (NSERC) and the Social Sciences and Humanities Research Council (SSHRC) are separate federal granting agency that support scholarly endeavours in Canadian universities.

More specifically, NSERC supports researchers and university students in their advanced studies, promotes and supports discovery research, and fosters innovation by encouraging Canadian companies to participate and invest in post-secondary research projects. SSHRC promotes and supports university-based research and training in the humanities and social sciences.

Standard research grant applications are adjudicated using the peer review process, where available funds are awarded, through a competitive process. Research grants adjudication committees made up of scholars from the research community evaluate and rank all applications. Both members and external reviewers devote considerable time and effort, on a volunteer basis, to reviewing thousands of applications per year and making award recommendations.

In order to review all the grant proposals submitted, NSERC holds its annual competition in February and SSHRC holds its annual competition at the beginning of March. Due to the nature of the event, both NSERC and SSHRC require accommodations for the large number of attendees. This Request for Proposal identifies the requirements for these accommodations and various other events and/or committee meetings that occur throughout the year.

2 Green Key Eco-Rating Program

The Contractor must have a certification of a minimum of three (3) keys under the Green Key (Hotel Association of Canada) eco-rating system and/or a minimum of three (3) leaves under the Green Leaf (Terrachoice) eco-rating system.

3 Contractor in Good Standing

The Contractor must, throughout the term of the Contract, be a supplier in good standing, to the Federal Government through the PWGSC Accommodation and Car Rental Directory.

4 Guest Room Requirements

- 4.1 The Contractor will provide single guest room accommodation with one double, queen or king size bed for attendees at NSERC and SSHRC annual competitions and events.
- 4.2 The Contractor must provide a wireless internet service throughout the establishment and internet access must be available in NSERC/SSHRC guest rooms. Internet speed services in guest rooms must operate at a speed greater than 7.1 megabytes per second.
- 4.3 For the NSERC competition requirements described in Attachment 1 to Annex A under NSERC Item No.1, the number of bookings per competition could range from 1 to 225 per night.
- 4.4 For the SSHRC competition requirements described in Attachment 1 to Annex A under SSHRC Item No.2, the number of booking could range from 1 to 155 per night.
- 4.5 For both competitions mentioned in 4.3 and 4.4 the actual number of rooms booked will depend on the number of committees sitting at any one time and the day of the week the



guests arrive (Friday and Saturday being the lightest, Sunday to Wednesday being the heaviest). Committees range from 8 to 65 members and one or several committees will meet during any given time period. The projected room requirements for the 2015 annual competitions are included in the estimates provided in Attachment 1 to Annex A. Room requirements for subsequent years will vary slightly.

- 4.6 All guest rooms will be housed in the same establishment. Guests cannot be relocated to an alternate property except in instances of extreme urgency such as fire or other natural or man-made disaster.
- 4.7 Guest room reservations cut off is 7calendar days before each competition or session.
- 4.8 All guest rooms' reservation will be guaranteed for late arrival via the NSERC or SSHRC credit card master account as applicable.
- 4.9 All guest rooms will be non-smoking unless otherwise requested. Non-smoking rooms will not be located on the same floor as smoking rooms.
- 4.10 To the extent possible, all guest rooms should be located on designated floors, reserved solely for NSERC/SSHRC room blocks provided the booking is in sufficient quantity to predominately occupy the floor.
- 4.11 The Contractor's establishment must be accessible for mobility impaired participants.

5 Annual Competition Schedule

5.1 The tentative dates for each of the annual competitions are as follows:

NSERC - Competition Year	2015	2016 (Option 1)	2017 (Option 2)	2018 (Option 3)
Start and End Dates	February 1 st to February 20 th March 9 th to March 13 th	January 31 st to February 19 th March 7 th to March 11 th	February 5 th to February 24 th March 6 th to March 10 th	February 4 th to February 23 rd March 5 th to March 9 th

SSHRC - Competition Year	2015	2016 (Option 1)	2017 (Option 2)	2018 (Option 3)
Start and End Dates	February 28 th to March 6 th	February 27 th to March 4 th	March 4 th to March 10 th	March 3 rd to March 9 th



**Attachment 1 to Annex A
Estimated number of Guest Rooms for Calendar Year 2015
by Competition**

NSERC

1. Research Grants and Scholarships (RGS)

Week 1

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb
9	124	127	129	129	129	22

Week 2

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb
15	123	124	123	115	48	1

Week 3

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb
15	117	123	123	95	61	10

2. Sub-Atomic Physics

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
31-Jan	01-Feb	02-Feb	03-Feb	04-Feb	05-Feb	06-Feb
4	15	15	15	15	15	4

3. Networks of Centres for Excellence (NCE) and CERC Program Competition

2015 NCE Mid-Term Review and CERC Program Competition

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
05-Sept	06-Sept	07-Sept	08-Sept	09-Sept	10-Sept	11-Sept
0	0	0	22	22	0	0

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
19-Sept	20-Sept	21-Sept	22-Sept	23-Sept	24-Sept	25-Sept
0	0	0	15	15	0	0



SSHRC

1. Research Training Portfolio

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
22-Aug	23- Aug	24- Aug	25- Aug	26- Aug	27- Aug	28- Aug
0	0	0	0	18	0	0

2. Research Grants and Partnerships

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
21-Feb	22- Feb	23- Feb	24- Feb	25- Feb	26- Feb	27- Feb
0	15	15	15	0	0	0

Sat	Sun	Mon	Tues	Wed	Thurs	Fri
28-Feb	01-Mar	02-Mar	03-Mar	04-Mar	05-Mar	06-Mar
6	153	153	131	111	76	4



ANNEX B

BASIS OF PAYMENT

(The Basis of Payment will be completed upon Contract award)

1. TABLE A – GUEST ROOM RATE

Month of the Year	Guest Room Rate*	Firm % Discount** Per Room Per Night	Net Room Rate
January	\$	%	\$
February	\$	%	\$
March	\$	%	\$
April	\$	%	\$
May	\$	%	\$
June	\$	%	\$
July	\$	%	\$
August	\$	%	\$
September	\$	%	\$
October	\$	%	\$
November	\$	%	\$
December	\$	%	\$

The Guest Room Rates include all taxes except PST, GST and HST. The Municipal Room Tax is also excluded from the rate although it is usually amalgamated to the PST. Occupancy taxes or Destination Marketing Fees, charged in various tourist regions, are also excluded from the rates. NSERC and SSHRC are required to pay these taxes for accommodation directly to the suppliers of such services. Provincial sales tax exemption numbers should not be quoted for these purchases.

- 2. ATTRITION FEES: to be determined**
- 3. COMPLIMENTARY GUEST ROOMS: to be determined**
- 4. COMPLIMENTARY NO SHOWS: to be determined**



Natural Sciences and
Engineering Research
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en sciences naturelles et
en génie du Canada

Canada



Social Sciences and
Humanities Research
Council of Canada

Canada

Conseil de recherches
en sciences humaines
du Canada

RFP No. N14-10002

ANNEX C
DIRECT DEPOSIT ENROLMENT FORM



Social Sciences and Humanities
Research Council of Canada

Conseil de recherches en
sciences humaines du Canada



Natural Sciences and Engineering
Research Council of Canada

Conseil de recherches en sciences
naturelles et en génie du Canada

DIRECT DEPOSIT ENROLMENT FORM (in Canadian Account only)

Please keep our agency informed of any changes to the information on this form.

New

Change

NSERC

SSHRC

Name: _____

Type of Recipient

<input type="checkbox"/>	<input type="checkbox"/>
Institution	Awardee
<input type="checkbox"/>	<input type="checkbox"/>
Supplier	Committee member
<input type="checkbox"/>	<input type="checkbox"/>
Employee	Other

Reference or Award number: _____

Authorized Representative's Name (if applicable): _____

Canadian address: _____

Telephone number: () _____

E-mail: _____

Account to be credited (choose only one):

- Chequing - attach voided cheque to this form
- Savings - financial institution to complete the section below

Financial institution name and address	Direct deposit routing number	Name(s) of account holder(s):
Stamp may be used	Institution number: _____	
	Branch number: _____	
	Account number : _____	



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Canada

RFP No. N14-10002

Certification

By signing below, I authorize NSERC/SSHRC to deposit the payment(s), until further notice, into my account noted herein by means of direct deposit. I also agree that neither the Canadian government nor its agents shall be liable to myself or any third party for any special, consequential or incidental damages arising from delay.

Signature of applicant: _____

Date: _____

For any questions or inquiries relating to direct deposit, please send an e-mail to: payables@nserc-crsng.gc.ca or payables@sshrc-crsh.gc.ca

Please return this application with a voided cheque or direct deposit routing number:

by mail to :

NSERC/SSHRC
Accounting Services (Direct Deposit)
350 Albert Street
PO Box 1610
Ottawa, Ontario K1P 6G4

by fax to:

NSERC/SSHRC
Accounting Services (Direct Deposit)
613-996-0458

NSERC/SSHRC internal use only. Due diligence may be required.

Created by:

Verified
by: