

## TABLE OF CONTENTS

<b><u>PART 1 - GENERAL INFORMATION</u></b> .....	<b>2</b>
1.1 <u>STATEMENT OF WORK</u> .....	2
1.2 <u>DEBRIEFINGS</u> .....	2
<b><u>PART 2 - BIDDER INSTRUCTIONS</u></b> .....	<b>3</b>
2.1 <u>STANDARD INSTRUCTIONS, CLAUSES AND CONDITIONS</u> .....	3
2.2 <u>SUBMISSION OF BIDS</u> .....	3
2.3 <u>FORMER PUBLIC SERVANT</u> .....	3
2.4 <u>ENQUIRIES - BID SOLICITATION</u> .....	5
2.5 <u>APPLICABLE LAWS</u> .....	5
<b><u>PART 3 - BID PREPARATION INSTRUCTIONS</u></b> .....	<b>6</b>
3.1 <u>BID PREPARATION INSTRUCTIONS</u> .....	6
3.2 <u>ELECTRONIC SUBMISSIONS</u> .....	6
<b><u>PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION</u></b> .....	<b>7</b>
4.1 <u>EVALUATION PROCEDURES</u> .....	7
4.2 <u>BASIS OF SELECTION</u> .....	7
<b><u>PART 5 - CERTIFICATIONS</u></b> .....	<b>8</b>
5.1 <u>CERTIFICATIONS PRECEDENT TO CONTRACT AWARD</u> .....	8
<b><u>PART 6 - RESULTING CONTRACT CLAUSES</u></b> .....	<b>9</b>
6.1 <u>SECURITY REQUIREMENTS</u> .....	9
6.2 <u>STATEMENT OF WORK</u> .....	9
6.3 <u>STANDARD CLAUSES AND CONDITIONS</u> .....	9
6.4 <u>TERM OF CONTRACT</u> .....	9
6.5 <u>AUTHORITIES</u> .....	10
6.6 <u>PROACTIVE DISCLOSURE OF CONTRACTS WITH FORMER PUBLIC SERVANTS</u> .....	11
6.7 <u>PAYMENT</u> .....	11
6.8 <u>INVOICING INSTRUCTIONS</u> .....	12
6.9 <u>CERTIFICATIONS</u> .....	12
6.10 <u>APPLICABLE LAWS</u> .....	12
6.11 <u>PRIORITY OF DOCUMENTS</u> .....	12
<b><u>ANNEX "A" STATEMENT OF WORK</u></b> .....	<b>13</b>
<b><u>ANNEX "B" BASIS OF PAYMENT</u></b> .....	<b>19</b>

## **PART 1 - GENERAL INFORMATION**

### **1.1 Statement of Work**

The Work to be performed is detailed under Article 6.2 of the resulting contract clauses.

### **1.2 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 from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

### **1.3 Trade Agreements**

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), and the Agreement on Internal Trade (AIT).

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 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 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements**, are incorporated by reference into and form part of the bid solicitation, with the following modifications:

- a) Section 01, Integrity Provisions – Bid is deleted in its entirety and replaced by:

By submitting a bid, the Bidder certifies that it complies with the Code of Conduct for Procurement (<http://www.tpsgc-pwgsc.gc.ca/app-acq/cndt-cndct/index-eng.html>) and agrees to be bound by its terms. The Bidder also certifies that it complies with the terms of section 18 of the Government Contracts Regulations, (SOR/87-402).

- b) Section 02, Procurement Business Number is deleted in its entirety.

- c) Section 05, Submission of Bids – Subsection 2(d) is deleted and replaced by:

It is the Bidder's responsibility to:

- (d) send its bid only to Department of National Defence (DND) organization receiving the bids as specified on Page 1 of the bid solicitation.

- d) Section 06, Late Bids is deleted in its entirety.

- e) Section 07, Delayed Bids is deleted and replaced by:

It is the Bidder's responsibility to ensure that the Contracting Authority has received the entire submission. Misrouting or other electronic delivery issues resulting in late submission of bids will not be accepted.

- f) Section 08, Transmission by Facsimile is deleted in its entirety.

- g) Section 20, Further Information is deleted in its entirety.

### 2.2 Submission of Bids

Bids must be submitted only to the Department of National Defence by the date, time and place indicated on page 1 of the bid solicitation.

### 2.3 Former Public Servant

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 FPSs, 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 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 FPSs 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 Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? Yes ( ) No ( )

If so, the Bidder must provide the following information:

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

## **2.4 Enquiries - Bid Solicitation**

All enquiries must be submitted in writing to the Contracting Authority 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.

## **2.5 Applicable Laws**

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

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

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

### **3.1 Bid Preparation Instructions**

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

Section I, Technical Bid: one (1) soft copy submitted by e-mail;

Section II, Financial Bid: one (1) soft copy submitted by e-mail;

Section III, Certifications Not Included in the Technical Bid: one (1) soft copy submitted by e-mail.

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.

**Format 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; and
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

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

Bidders must submit their financial bid in accordance with the Basis of Payment. The total amount of Applicable Taxes must be shown separately.

### **3.2 Electronic Submissions**

**Electronic Submissions:** Individual e-mails exceeding five (5) megabytes in size, or those including other factors such as embedded files, macros and/or links, may be rejected by the Department of National Defence (DND) e-mail system and/or firewall(s) without notice to the Bidder or Procurement Authority. Larger bids may be submitted through more than one e-mail. DND will confirm receipt of documents. It is the responsibility of the Bidder to ensure that their entire bid submission has been received. Bidders must not assume that all documents have been received unless DND confirms receipt of each document. Due to the possibility of e-mail rejection and/or other technical issues, bidders are requested to allow sufficient time before the closing time and date to submit their bid and for DND to confirm receipt. Bid documents received after the closing time and date will not be accepted.

## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 4.1 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.

#### 4.1.1 Technical Evaluation

##### 4.1.1.1 Mandatory Technical Criteria

	<b>Mandatory Requirements</b>	<b>Meets Requirement Yes/No</b>	<b>Cross Reference to Proposal</b>
1	The Bidder must clearly demonstrate that the proposed facility is located outside of the city of Ottawa, Ontario and city of Gatineau, Quebec but within 150 kilometres of the Montreal Pierre Elliott Trudeau International Airport 200 km from Ottawa International Airport?.		
2	The Bidder must clearly demonstrate that the proposed facility has, as a minimum, a 3-star or equivalent rating as defined by PWGSC. <a href="http://rehelv-acrd.tpsgc-pwgsc.gc.ca/annexepoch2014-annexsoh2014-eng.aspx">http://rehelv-acrd.tpsgc-pwgsc.gc.ca/annexepoch2014-annexsoh2014-eng.aspx</a>		
3	The Bidder must clearly demonstrate that it is capable of providing all of the services identified in Annex "A", Statement of Work. Bidders must complete the pricing table in Annex "B", Basis of Payment in its entirety to demonstrate proof of this mandatory criterion. By submitting its bid and completing Annex "B", the Bidder certifies that it has read the Statement of Work and is willing and able to provide the services to satisfy the requirements described in the Statement of Work.		

#### 4.1.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

SACC Manual Clause [A0220T](#), (2014-06-26) Evaluation of Price

### 4.2 Basis of Selection

SACC Manual Clause [A0031T](#), (2010-08-16), Instructions to Bidders / Contractors

A bid must comply with the requirements of the bid solicitation and meet all mandatory technical evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

A DND representative may visit the facility of the lowest priced compliant bidder to verify that the facility meets the mandatory requirements. Should a site visit be completed and the site visit is deemed to be successful, award of a contract will be recommended. If the site visit is deemed to be unsuccessful, a DND representative may visit the facility of the next lowest priced compliant bidder, and so on until a contract is awarded.

## **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.

### **5.1 Certifications Precedent to Contract Award**

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

#### **5.1.1 Integrity Provisions - Associated Information**

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

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

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

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



## PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

### 6.1 Security Requirements

6.1.1 There is no security requirement applicable to this Contract.

### 6.2 Statement of Work

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

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

The **2003 (2015-07-03) Standard Instructions - Goods or Services - Competitive Requirements**, are incorporated by reference into and form part of the Contract.

#### 6.3.1 General Conditions

The **2010C (2015-09-03), General Conditions - Services (Medium Complexity)** apply to and form part of the Contract, with the following modifications:

a. Definition of Minister is modified as follows:

“Canada”, “Crown”, “Her Majesty” or “the Government” means Her Majesty the Queen in right of Canada as represented by the Minister of National Defence and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of National Defence has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister.

### 6.4 Term of Contract

#### 6.4.1 Period of the Contract

The period of the Contract is from the date of Contract to 3 June 2016 inclusive.

#### 6.4.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional, one (1) year period(s) 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 60 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.

## 6.5 Authorities (To be specified in the resulting Contract)

### 6.5.1 Contracting Authority

The Contracting Authority Representative for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### 6.5.2 Technical Authority

The Technical Authority for the Contract is:

The Technical Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

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.

### 6.5.3 Procurement Authority

The Procurement Authority for the Contract is:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: National Defence Headquarters  
101 Colonel By Drive  
Ottawa, ON K1A 0K2  
Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_  
E-mail address: \_\_\_\_\_

The Procurement Authority is responsible for all matters concerning the day-to-day management of the Contract. Any proposed changes to the scope of the Work are to be discussed with the Procurement Authority and Technical Authority, but any resulting change can only be confirmed by a contract amendment issued by the Contracting Authority.

#### 6.5.4 Contractor's Representative

Name: \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 Telephone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 Facsimile: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_  
 E-mail address: \_\_\_\_\_

#### 6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a Public Service Superannuation Act (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with Contracting Policy Notice: 2012-2 of the Treasury Board Secretariat of Canada.

#### 6.7 Payment

##### 6.7.1 Basis of Payment

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, as determined in accordance with the Basis of Payment in Annex B , to a limitation of expenditure of \$\_\_\_\_\_ (to be specified in resulting contract). This includes accommodations, main conference rooms, breakout rooms, regular and special dietary meals, administration offices, storage rooms, audiovisual and IT equipment and support and \$\_\_\_\_\_ for miscellaneous unanticipated expenses. This does not include the “Thanks and Farewell” reception, the Formal Dinner and gratuities, and health breaks. Customs duties are included, and Applicable Taxes are extra.

##### 6.7.2 Limitation of Expenditure

Canada's total liability to the Contractor under the Contract must not exceed \$\_\_\_\_\_ (to be specified in the resulting contract) Customs duties are included and Applicable Taxes are extra.

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.

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.

### **6.7.3 Method of Payment – Single Payment**

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

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

### **6.8 Invoicing Instructions**

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.

Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

### **6.9 Certifications**

#### **6.9.1 Compliance**

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if 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.

### **6.10 Applicable Laws**

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

### **6.11 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 (2014-09-25) General Conditions - Services (Medium Complexity) ;
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment; and
- (e) the Contractor's bid dated \_\_\_\_\_ [date to be specified in the resulting Contract.], as clarified on [date to be specified in the resulting Contract, if required], and as amended on [date to be specified in the resulting Contract, if required]

## ANNEX "A" STATEMENT OF WORK

### Objective

1. The Chaplain General is required by the Interfaith Committee on Canadian Military Chaplaincy (ICCMC) to provide an Annual Chaplain Training Event for Chaplains serving in the Canadian Armed Forces for the development of their spiritual and intellectual life. It will subsequently be referred to as Exercise Called to Serve (ECS).

### General requirements

2. The Department of National Defence and the Canadian Armed Forces (DND/CAF) have a requirement for meeting facilities, accommodation and provision of meals to host a six (6) day, five (5) night ECS. It is anticipated that up to a maximum of 250 people will attend the Annual event.
3. Location of the Facility: The event must be held at a location outside the cities of Ottawa, Ontario and Gatineau, Quebec, but within 150 kilometres of the Montreal Pierre Elliott Trudeau International Airport and 200 km from Ottawa International Airport.
4. Facilities will be required on the following dates :
  - a. A set up pre-event working group from 27-29 May 2016;
  - b. A general meeting from 30 May to 3 June 2016;
5. All meals will be served to the total number of attendees simultaneously, in a group setting, in strict accordance with the schedule and time allotted.
6. The total number of rooms and attendees for all events will be confirmed no less than fifteen (15) days prior to the event.
7. **Description of Events**

#### Pre-Event working group:

Date: 27-28 May 2016  
Estimated Number of Attendees: Min 2, Max 6

The pre-Event working group is a three day pre-retreat team tasked to complete set up arrangements for the Exercise Called to Serve. Two administration offices and storage area as identified in paragraph 9 and 10 below must be available from noon 27 May 2016 until noon 3 June 2016. The working group attendees will arrive on 27 May 2016 and will remain until the end of the event on 3 June 2016.

#### Exercise Called to Serve

Date: 29 May -3 June 2015  
Estimated Number of Attendees: Min 175, Max 250

Description: The spiritual training provided at Exercise Called to Serve is a one week long training exercise where the Canadian Armed Forces religious and professional leaders seek the advice of their chaplains through their Denominational Meetings and the general assembly of Chaplains. Most attendees will arrive on Sunday 29 May 2016:

- a. 29 May 2016: Arrival of personnel;
- b. 30 May 2016: Welcome ceremony, Professional Development, "Thanks and Farewell", Monday evening;

- c. 31 May 2016: Professional Development;
- d. 1 June 2016: BBQ Style Dinner
- e. 2 June 2016: Denominational sessions; and
- f. 2 June 2016: Denominational sessions in the forenoon and end of Event at 13:00.
- g. 2 June 2016: Plenary sessions, Formal Dinner Thursday evening;

**Accommodations Requirements**

- 8. The Contractor's facilities must have, as a minimum, a 3-star or equivalent rating as defined by PWGSC <http://rehelv-acrd.tpsgc-pwgsc.gc.ca/ACRDS/annexeoch-annexsoh-eng.aspx#1.1>

Accommodations are required as follows:

<b>Accommodations</b> <i>27 May to 2 June 2016</i>		
Rooms	Nights of 27 and 28 May 2016	Nights of 29 May to 2 June 2016
Guest Room	2 – 6	174-249
One Bedroom Suite	0	1
<b>Total</b>	<b>2 – 6</b>	<b>175-250</b>

**Event Requirements - 27 May to 3 June 2016**

The Contractor must provide:

- 9. Two administration offices or rooms assigned for the duration are required for eight (8) days 27 May - 3 June 2016 and to be available 24 hours per day with a minimum of three (3) keys per room provided to the office staff. The rooms must be equipped with phone/phone line with long distance capability, and one of the rooms with a photocopier/printer. One administration office must be large enough to accommodate four (4) people with four (4) chairs, two (2) desks/tables for administrative work and one (1) table for supplies and miscellaneous. The second room must be large enough for two (2) people with two (2) chairs and one (1) desk/table. There also must be Internet access for up to two (2) computers in both rooms. Computers will be supplied by the Canadian Armed Forces. It is essential that the Contractor be prepared to meet with, and respond to, Chaplain General staff members concerning ongoing planning requirements at the location where the event will occur.
- 10. A separate area for storage of supplies, awards etc., is required for eight (8) days 27 May - 3 June 2016. The storage area must be at least 30 square meters (80 square feet) – whether as a separate room or a partitioned additional space to one of the administration offices.
- 11. A main conference room theatre style is required for two (2) days 30 & 31 May 2016 that can accommodate up to two hundred & fifty (250) persons, Translation Services, and portable musical equipment and furniture for Religious Services. (Note: translation services, portable musical equipment and furniture for Religious services will be provided by DND). The conference room must be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with three (3) microphones of which at least one (1) must be wireless. The room must be equipped with a projector and two overhead screens. A laptop, provided by DND, will be hooked up to the projector. The Contractor will be responsible for providing technical support if and when required. The main conference room must be available for use by DND between 07:00 and 23:00 daily.
- 12. Up to twelve (12) breakout rooms for workshops, each equipped with sufficient tables and chairs for attendees to work on, one (1) white board with appropriate markers and one (1) flip chart with appropriate markers. All rooms require one screen and projector which can be linked to a standalone laptop for overhead presentations (DND will provide the standalone laptops). The

number of breakout rooms required will be confirmed thirty (30) days prior to the start of the event. Details anticipated for 2016 are as follows:

- a. One (1) breakout room seating one hundred and twenty-five (125) persons with extra space for a portable translation booth, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with two (2) microphones of which at least one (1) must be wireless. Access to the room will be required during regular business hours (1 day: 1 June 2016 from 08:00 to 17:00);
- b. One (1) breakout room seating eighty (80) persons with extra space for a portable translation booth, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with two (2) microphones of which at least one (1) must be wireless. The room must be equipped with a projector and two overhead screens. A laptop, provided by DND, will be hooked up to the projector. The Contractor will be responsible for providing technical support if and when required. Access to the room will be required during regular business hours (3 days: 1-3 June 2016 from 08:00 to 17:00);
- c. One (1) breakout room, capable of seating forty-five (45) persons, U-Shaped (2 days: 2-3 June 2016). Access to the rooms will be required during regular business hours (08:00 to 17:00);
- d. Two (2) breakout rooms seating thirty (30) persons, U-Shaped (2 days, 2-3 June 2016). Access to the room will be required during regular business hours (08:00 to 17:00);
- e. One (1) breakout room seating twenty (20) persons, U-Shaped (2 days, 2-3 June 2016). Access to the room will be required during regular business hours (08:00 to 17:00);
- f. Two (2) breakout rooms, each capable of seating fifteen (15) persons, U-Shaped (2 days, 2-3 June 2016). Access to the rooms will be required during regular business hours (08:00 to 17:00);
- g. One (1) breakout room seating fifteen (15) persons, U-Shaped (2 days, 1-2 June 2016). Access to the room will be required during regular business hours (08:00 to 17:00);
- h. One (1) additional room, capable of seating thirty (30) persons, U-Shaped (2 days: 2-3 June 2016). Access to the rooms would be required during regular business hours (08:00 to 17:00);
- i. One (1) room for Protestant chapel service. One (1) breakout room seating one hundred and twenty-five (125) persons in theatre seating, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, four (4) rectangular tables with skirt along the walls, and one (1) rectangular table, facing the audience, on risers to act as an altar. The room must be available for use by DND between 07:00 and 23:00 (5 days, 30 May-3 June 2016); The room must have a separate or attached storage area where items can be safely secured and locked ; and
- j. One (1) breakout room for Catholic chapel service, capable of seating fifteen (15) persons, Classroom style. The room must be available for use by DND between 07:00 and 23:00 (5 days, 30 May to 3 June 2016).

Note: All breakout rooms as described in paragraphs 12 must be located in the same building in order to facilitate the movement of the participants of the Exercise.

Equipment and furniture required for each breakout room include tables, appropriate number of chairs, one (1) podium, one (1) white board with appropriate markers and (1) flip chart with appropriate markers. Set up may vary from room to room. The Contractor will be responsible for ensuring the availability and serviceability of all standing/installed IT and audiovisual equipment.

13. **Catering for attendees:**

The Contractor must provide:

a. **Thanks & Farewell and Recognition Ceremony** (Monday evening 30 May 2016, approximate times 19:00 to 01:00 on 31 May 2016)

- Room (set up Round Cocktail tables and chairs capable of seating at least eight (8) persons) equipped with two (2) separate combination cash bars. Seating for 250 people;
- Set up: one (1) podium with microphone and three (3) skirted rectangular tables for awards, all set up on risers; and
- Two (2) cash bars.
- No catering service required. Obligatory snacks to be charged on separate invoice as this will be funded by the attendees (not DND/CAF).

b. **Formal Dinner** (Wednesday evening 1 June 2016, 19:00 – 23:30)

- A separate invoice for this event must be produced as costs associated with the entire formal dinner will be funded by the attendees (not DND/CAF).
- Food Requirement - Client will select the menu from options to be provided by the Contractor that meet the following criteria; four (4) courses (soup/salad, appetizer, main course and dessert, following by coffee/tea). Tables will be set with rolls, pickle trays, and garnish etc. The meal will be served as per Military Mess Dinner standards (client will advise on format). All courses must be served and cleared in an orderly and rapid fashion)
- Room (tables set up E-format).
- Set up: Room must be suitable for comfortably seating up to two hundred and fifty (250) persons. Numbers to be confirmed by the Technical Authority at least five (5) days prior to event. DND will prepare a seating plan. Tables, tablecloths, chairs are to be arranged so that all attendees are seated.
- Also to be included are one (1) podium with portable microphone at the end of the head table, and one (1) table set aside for the “Fallen Soldier”. The DND Maitre D will provide exact requirements..
- Presentation requirements: Room must have a formal dining appearance and be equipped with echo-dampening.

As this is a formal Dinner, the DND Maitre D will ensure that the table is set up and meals served according to DND required standards (Technical Authority will advise).

*Pre-Dinner Reception:* A venue for seating (theatre style) of 250 people must be available for a group photograph and lecture from a guest speaker prior to the Formal Dinner. Require three (3) skirted tables for awards and one (1) podium with microphone. (Wednesday evening 17:00-19:00).

- Reception: A reception will be held after the Formal Dinner in an adjoining room, reserved and set up from 22:45 until 01:00. After dinner, all attendees will be invited to this room for after dinner drinks at two (2) cash bars.
- No catering service required. Obligatory snacks to be charged on separate invoice as this will be funded by the attendees (not DND/CAF).

c. **Daily Requirements**

- All meals must be provided in the same building where the cafeteria is located.



- One (1) sit-down Breakfast, one (1) Lunch, one (1) Dinner per person per day as indicated (hot and cold breakfasts, lunches and hot dinner buffet or cafeteria style, or service if price comparable). On the day of arrival, dinner only will be required, and on day of departure, breakfast and lunch only will be required.
- Special dietary requirements as identified by the Conference organizers no less than fifteen (15) days in advance of the event. Dietary considerations will include up to ten (10) kosher meals, up to ten (10) halal meals, vegetarian meals and allergy restrictions.
- Meals are to include three (3) Main Entrée choices. At least one choice is to be a healthier choice prepared with little or no fat. One meatless protein dish to be included.
- The Contractor must be capable of providing catering services for Health Breaks in the form of coffee, tea, water, juice, muffins/cookies and fruit twice daily. A separate request for exact requirements will be placed no less than fifteen (15) days in advance of the event. All health break expenses will be paid for by the individuals and not by the Crown.

A Table summarizing the Requirements is provided below:

<b>Catering Requirements</b> 27 May to 3 June 2016								
Date	Friday 27 May	Saturday 28 May	Sunday 29 May	Monday 30 May	Tuesday 31 May	Wednesda y 1 June	Thursday 2 June	Friday 3 June
	No requirement	No requirement	Dinner only	B, L, D HB am	B, L,D HB am	B, L, HB am Formal Dinner	B, L, D	B, L

Legend: (B) = Breakfast  
 (L) = Lunch  
 (D) = Dinner  
 (HB) = Health Break

### **Additional requirements**

14. The Contractor must provide necessary work areas and power for Crown supplied equipment such as special purpose equipment i.e. audio-visual requirements for translation, musical equipment, etc.
15. The Contractor must be available to meet with the DND conference organizer at the event location at least fifteen (15) days prior to the commencement of the event to review requirements and finalize details.

### **Occupancy**

- a. Single: one (1) person occupying the room,
- b. Double: two (2) people occupying the room

Rates offered for each category of occupancy are not based on the size of the bed in the room. For example: single occupancy means one person occupying the room, regardless of the number or size of the bed (double, queen or king).

## Room Type Definitions

### a. Guest Room

A guest room is a regular room normally offered for accommodation. Rooms with a microwave and mini-fridge are considered as a Guest Room for the purpose of this Statement of Work. Guest rooms should not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs. City view). Superior or Deluxe rooms (larger rooms with additional amenities) are also to be considered as a guest room. Any other type of room may be offered as a guest room at the discretion of the establishment's management, at no additional cost provided the room contains the minimum requirement listed below:

A single-occupancy guest room must have as a minimum one (1) double, queen, or king sized bed, a desk, a telephone and a chair.

A double-occupancy guest room must have as a minimum one (1) double, queen, or king sized bed, and a sitting area containing a coffee table, desk, telephone, sofa and chair.

### b. Bedroom Suite with entertainment area and with or without Kitchen

A suite is a room which has a living/entertainment and sleeping area that are separated by a door. The living area must offer/accommodate a gathering of forty-five (45) people with a minimum seating for twelve (12) people. The room must include an un-stocked bar fridge, a work-area desk and telephone. The sleeping area must have a queen or king sized bed as a minimum. The suite must also include a full size refrigerator and microwave. If the room is not large enough to accommodate forty-five (45) people, a separate area must be made available for evening gatherings.

## Room Minimums

All rooms must offer private washroom facilities. Washrooms must include, as a minimum, a toilet, sink, and bath/shower facilities and towels.

Note: Should any items of a stocked refrigerator, bar fridge or mini-bar be consumed, it will be the responsibility of the occupant of the room to cover these costs, and not the Crown. Any such expenses would not be within the scope of this requirement.

**ANNEX "B" BASIS OF PAYMENT**

	<b>ITEM</b>	<b>TOTAL COST (excluding HST)</b>
	<b>Accommodations</b>	<b>\$</b>
1	<b>27 May:</b> Single standard room \$_____ x 6 rooms \$ <b>28 May:</b> Single standard room \$_____ x 6 rooms \$ <b>29 May:</b> Single-occupancy standard room \$_____ x 239 rooms \$ Double-occupancy standard room \$_____ x 10 rooms \$ One bedroom suite \$_____ x 1 room \$ <b>30 May:</b> Single-occupancy standard room \$_____ x 239 rooms \$ Double-occupancy standard room \$_____ x 10 rooms \$ One bedroom suite \$_____ x 1 room \$ <b>31 May:</b> Single-occupancy standard room \$_____ x 239 rooms \$ Double-occupancy standard room \$_____ x 10 rooms \$ One bedroom suite \$_____ x 1 room \$ <b>1 June:</b> Single-occupancy standard room \$_____ x 239 rooms \$ Double-occupancy standard room \$_____ x 10 rooms \$ One bedroom suite \$_____ x 1 room \$ <b>2 June:</b> Single-occupancy standard room \$_____ x 239 rooms \$ Double-occupancy standard room \$_____ x 10 rooms \$ One bedroom suite \$_____ x 1 room \$	
	<b>Meeting Rooms</b>	<b>\$</b>
2	<b>Main conference room as described in para 11 of Annex "A" Statement of Work</b> <b>30 May:</b> Conference Room \$_____ x 1 room \$ <b>31 May:</b> Conference Room \$_____ x 1 room \$	
3	<b>Breakout room as described in para 12(a) of Annex "A" Statement of Work</b> <b>1 June:</b> Breakout Room \$_____ x 1 room \$  <b>Breakout room as described in para 12(b) of Annex "A" Statement of Work</b> <b>1 June:</b> Breakout Room \$_____ x 1 room \$ <b>2 June:</b> Breakout Room \$_____ x 1 room \$ <b>3 June:</b> Breakout Room \$_____ x 1 room \$  <b>Breakout room as described in para 12(c) of Annex "A" Statement of Work</b> <b>2 June:</b> Breakout Room \$_____ x 1 room \$ <b>3 June:</b>	



Breakout Room	\$ _____ x 1 room	\$
<b>Breakout rooms as described in para 12(d) of Annex “A” Statement of Work</b>		
<b>2 June:</b>		
Breakout Room	\$ _____ x 2 rooms	\$
<b>3 June:</b>		
Breakout Room	\$ _____ x 2 rooms	\$
<b>Breakout room as described in para 12(e) of Annex “A” Statement of Work</b>		
<b>2 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>3 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>Breakout rooms as described in para 12(f) of Annex “A” Statement of Work</b>		
<b>2 June:</b>		
Breakout Room	\$ _____ x 2 rooms	\$
<b>3 June:</b>		
Breakout Room	\$ _____ x 2 rooms	\$
<b>Breakout room as described in para 12(g) of Annex “A” Statement of Work</b>		
<b>1 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>2 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>Breakout room as described in para 12(h) of Annex “A” Statement of Work</b>		
<b>1 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>2 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>Breakout room as described in para 12(i) of Annex “A” Statement of Work</b>		
<b>30 May:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>31 May:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>1 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>2 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>3 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>Breakout room as described in para 12(j) of Annex “A” Statement of Work</b>		
<b>30 May:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>31 May:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>1 June:</b>		
Breakout Room	\$ _____ x 1 room	\$
<b>2 June:</b>		
Breakout Room	\$ _____ x 1 room	\$

	<b>3 June:</b> Breakout Room \$_____ x 1 room	\$
	<b>Catering</b>	\$
4	<b>Thanks &amp; Farewell Reception as described in para 13(a) of Annex “A” Statement of Work</b>  Room for Meet and Greet Reception \$_____ x 1 room  Obligatory snacks (chips, nuts, popcorn, etc.) \$_____ x 100 participants  **Obligatory snacks will be paid for by the participants and not by the Crown. Although pricing for obligatory snacks will be included in the resulting contract, the contract will not include funding for these services.	\$
5	<b>Formal Dinner as described in para 13(b) of Annex “A” Statement of Work</b>  Formal Dinner \$_____ x 250 participants For the purposes of evaluation, the four (4) course meal will include a soup or salad, an appetizer, an entrée consisting of a chicken dish and a dessert.  Obligatory snacks (chips, nuts, popcorn, etc.) \$_____ x 100 participants  <b>Note to Bidders:</b> DND will select from the Contractor’s menu after contract award and may upgrade any items of the formal dinner. The Bidder should include a menu for upgrade items.  **The cost of the formal dinner and obligatory snacks will be paid for by the participants and not by the Crown. Although pricing for the formal dinner and obligatory snacks will be included in the resulting contract, the contract will not include funding for these services.	\$
6	<b>Special dietary requirements</b> due to allergies or religious reasons (Kosher, Halal, etc.) For the purposes of evaluation, bidders will base their proposal on the following menu for a Halal meal and a Kosher meal: a soup or salad, an appetizer, an entrée consisting of a chicken dish, and a dessert. Cost for all meals in accordance with item 13 of the Statement of Work, which includes:  <b>Halal:</b> Breakfast \$_____ x 5 breakfasts x 10 participants Lunch \$_____ x 5 lunches x 10 participants Dinner \$_____ x 4 dinners x 10 participants Formal Dinner \$_____ x 1 formal dinner x 10 participants  <b>Kosher:</b> Breakfast \$_____ x 5 breakfasts x 10 participants Lunch \$_____ x 5 lunches x 10 participants Dinner \$_____ x 4 dinners x 10 participants Formal Dinner \$_____ x 1 formal dinner x 10 participants  Bidders must identify any additional costs related to provision of Halal and Kosher meals.  <b>Note to Bidders:</b> DND will select from the Contractor’s menu after contract award and may upgrade any items of the formal dinner. The Bidder should include a menu for upgrade items.	\$



7	<p><b>Catering Services as described in para 13 (c) of Annex “A” Statement of Work</b></p> <p>Breakfast                                   \$_____ x 5 breakfasts x 250 participants                                   \$</p> <p>Lunch   \$_____ x 5 lunches x 250 participants   \$</p> <p>Dinner   \$_____ x 4 dinners x 250 participants   \$</p> <p>Health Breaks**                               \$_____ x 3 health breaks x 250 participants                                   \$</p> <p><b>Note to Bidders:</b> The Bidder must include a breakdown of the cost for each of the items listed above. The suggested meal plan must fall within the National Joint Council Travel Directive Appendix C – Allowances.</p> <p>**Health breaks will be paid for by the participants and not by the Crown. Although pricing for health breaks will be included in the resulting contract, the contract will not include funding for these services.</p>	
<b>Additional Services</b>		<b>\$</b>
8	<p><b>Administration offices as described in para 9 of Annex “A” Statement of Work</b></p> <p><b>27 May:</b> Administration office                                   \$_____ x2 administration offices                                   \$</p> <p><b>28 May:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p> <p><b>29 May:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p> <p><b>30 May:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p> <p><b>31 May:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p> <p><b>1 June:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p> <p><b>2 June:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p> <p><b>3 June:</b> Administration office                                   \$_____ x 2 administration offices                                   \$</p>	
9	<p><b>Storage room as described in para 10 of Annex “A” Statement of Work</b></p> <p><b>27 May:</b> Storage room   \$_____ x1 storage room   \$</p> <p><b>28 May:</b> Storage room   \$_____ x 1 storage room   \$</p> <p><b>29 May:</b> Storage room   \$_____ x 1 storage room   \$</p> <p><b>30 May:</b> Storage room   \$_____ x 1 storage room   \$</p> <p><b>31 May:</b> Storage room   \$_____ x 1 storage room   \$</p> <p><b>1 June:</b> Storage room   \$_____ x 1 storage room   \$</p> <p><b>2 June:</b> Storage room   \$_____ x 1 storage room   \$</p> <p><b>3 June:</b> Storage room   \$_____ x 1 storage room   \$</p>	
10	<p>Cost for audiovisual and IT equipment and support as described in paras 11 and 12 of Annex “A” Statement of Work.</p>	\$



11	Cost for Service Charges, Destination Marketing Fee (if applicable) and other service fees (if applicable).	\$
<b>Total All Inclusive Cost, excluding HST (Sum of Items 1 - 11 above)</b>		\$