



Bid Solicitation # 84084-15-0315

Closing date and time: Mar 30, 2016 at 10:00Hrs MST

**REQUEST FOR PROPOSAL**  
Rental of Audio Visual Equipment

**Issuing Office:**

National Energy Board  
517 Tenth Avenue, SW  
Calgary, AB  
T2R 0A8

Total Estimated Contract Value  
Including GST: 150,000.00

**Enquiries:**

All enquiries regarding the content of this document are to be directed to the Contracting Authority identified herein

**Bidder Information:**

Bidder Name and Address:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and title of person authorised to  
sign on behalf of Bidder:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature and date:

\_\_\_\_\_



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## PART 1 - INFORMATION AND INSTRUCTIONS

### 1. Security Requirements

There is no security requirement associated with the requirement.

### 1.2 Statement of Work

The NEB has identified a requirement for a dedicated AV services provider with a geographical coverage throughout Canada with the exception of CLCA. The services provider will be required to be available on an "as and when required basis".

### 1.3 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) (<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.

Subsection 3 of Section 01 Integrity Provisions - Bid of the Standard Instructions 2003 incorporated by reference above are deleted in their entirety and replaced with the following:

### 3. List of Names

#### List of Names

- a. Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). Bidders bidding as societies, firms, or partnerships do not need to provide lists of names.
- b. If the required list of names has 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 provide the names within the time frame specified will render the bid non-responsive. Providing the required names is a mandatory requirement for contract award.
- c. The Bidder must immediately inform Canada in writing of any changes affecting the list of names of directors during this procurement process.



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## 1.4 Submission of Bids

1.4.1 Bids must be submitted to the Contracting Authority identified in the bid solicitation and in Part 2 - Resulting Contract Clauses, article 2.5, by 10:00Hrs MST on March 21st, 2016.

## 1.5 Certifications and Additional Information

Bidders must provide the required certifications and additional 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 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 with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

### 1.5.1 Certifications Required with the Bid

Bidders must submit the following duly completed certification as part of their bid.

#### 1.5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html>), to be given further consideration in the procurement process.

### 1.5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid but may be submitted afterwards. If any of these required certifications or additional information 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 provide the certifications or the additional information listed below within the time frame specified will render the bid non-responsive.

#### 1.5.2.1 Integrity Provisions – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.



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## 1.6 Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

## 1.7 Evaluation Procedures

Bids received will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria specified below:

### 1.7.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation

#### 1.7.1.1 Mandatory Technical Criteria:

Requirement		Met (Y) / not met (N)
M1	The Bidder must be able to provide all services listed in Appendix H "Sample Requirement Checklist"	
M2	The Bidder must be able to provide services across Canada ranging from major cities to towns and villages in major hotels, convention centers and town halls.	
M3	The Bidder must be able to support multiple (up to a maximum of three (3)) concurrent hearings across Canada.	
M4	The Bidder must be able to setup and take down during weekends, evenings and holidays	

#### 1.7.1.2 Point rated Technical Criteria

	Requirement	Points
R1	Backup provisions: The Bidder has demonstrated backup provisions to ensure continued, uninterrupted service provision	/20
R2	Downtime: The Bidder has described min/max downtime times due to equipment failures	/20
R3	Recent experience: The Bidder has described the years of recent experience in the past five years providing AV services similar to requirement at NEB hearings;	/20



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R4	Monitoring: The Bidder has described active monitoring of AV services to ensure quality service delivery.	/20
R5	Safety: The Bidder has described steps taken to maintain a safe workplace in the field for both staff and event participants	/20
	<b>Minimum number of point required to be declared responsive: 70</b>	
	<b>Points obtained:</b> <b>Maximum number of points available:</b>	/100

### 1.7.2 Financial Evaluation

The price of the bid will be evaluated in Canadian dollars, excluding the Goods and Services or Harmonized Sales Tax, DDP Delivered Duty Paid (destination), Incoterms 2000, including Canadian customs duties and excise taxes.

The financial evaluation will be based on the information provided in Annex B- Basis of Payment.

### 1.7.3 Basis of Selection

A bid must comply with all requirements of the bid solicitation to be declared responsive. The responsive bid with the lowest evaluated price(s) on an aggregate basis will be recommended for award of a contract.

### 1.8 Applicable Laws

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

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.

### 1.9 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.

## PART 2 - RESULTING CONTRACT CLAUSES

### 2.0 Security Requirements



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There is no security requirement associated with the requirement

## 2.1 Statement of Work

As detailed in Annex "A" Statement of Work.

## 2.2 Task Authorization

The Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

Task Authorization Process:

1. The Project Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex D.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and methods of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within 2 calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

### Task Authorization limit

The Project Authority may authorize individual task authorizations up to a limit of \$ 5,000.00. Applicable Taxes included, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Project Authority and the Contracting Authority before issuance.

### 2.3 Minimum work guarantee

In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10% of the Maximum Contract Value.

Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In



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consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.

In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.

Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

## 2.4 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.

### 2.4.1 General Conditions

2029 2015-09-03 General Conditions - Goods or Services (Low Dollar Value) apply to and form part of the Contract.

## 2.5 Term of Contract

### 2.5.1 Period of the Contract

The period of the Contract is from April 1<sup>st</sup>, 2016 to March 31<sup>st</sup>, 2018 inclusive.

### 2.5.2 Option to Extend the Contract

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to one (1) additional one (1) year period 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 five (5) 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

## 2.6 Authorities

### 2.6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Owuor Okiro



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Title: Procurement Technical Analyst  
Organization: National Energy Board  
Address: 517 Tenth Avenue, SW Calgary, AB T2R 0A8  
Telephone: 403-604-6254  
Facsimile: 403-292-5503  
E-mail address: [Owuor.okiro@neb-one.gc.ca](mailto:Owuor.okiro@neb-one.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.

### 2.6.2 Project Authority

The Project Authority for the Contract is TBD:

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_

Telephone: \_\_\_\_ \_\_\_\_ \_\_\_\_  
Facsimile: \_\_\_\_ \_\_\_\_ \_\_\_\_  
E-mail address: \_\_\_\_\_

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

### Vendor's Representative (TBD)

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Organization: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

E-mail address: \_\_\_\_\_

## 2.7 Payment

### 2.7.1 Basis of Payment



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In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

### 2.7.2 Limitation of Expenditure

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are included and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

### 2.7.3 Terms 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

## 2.8 Invoicing Instructions

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.
2. 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.

## 2.9 Certifications

### 2.9.1 Compliance



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The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing additional 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 additional 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.

## 2.10 Applicable Laws

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

## 2.11 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) [2029](#) 2015-09-03 General Conditions - Goods or Services (Low Dollar Value);
- (c) Statement of Work;
- (d) Security Requirements Check List ;
- (e) the Contractor's bid dated TBD.

## 2.12 Insurance Requirements

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate. The Commercial General Liability policy must include the following:

- a. Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- b. Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- c. Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- d. Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- e. Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- f. Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- g. Employees and, if applicable, Volunteers must be included as Additional Insured.



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- h. Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- i. Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- j. Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- k. If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- l. Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.
- m. Litigation Rights: Pursuant to subsection 5(d) of the [Department of Justice Act](#), S.C. 1993, c. J-2, s.1, if a suit is instituted for or against Canada which the Insurer would, but for this clause, have the right to pursue or defend on behalf of Canada as an Additional Named Insured under the insurance policy, the Insurer must promptly contact the Attorney General of Canada to agree on the legal strategies by sending a letter, by registered mail or by courier, with an acknowledgement of receipt.

**For the province of Quebec, send to:**

*Director Business Law Directorate,  
Quebec Regional Office (Ottawa),  
Department of Justice,  
284 Wellington Street, Room SAT-6042,  
Ottawa, Ontario, K1A 0H8*

**For other provinces and territories, send to:**

*Senior General Counsel,  
Civil Litigation Section,  
Department of Justice  
234 Wellington Street, East Tower  
Ottawa, Ontario K1A 0H8*

A copy of the letter must be sent to the Contracting Authority. Canada reserves the right to co-defend any action brought against Canada. All expenses incurred by Canada to co-defend such actions will be at Canada's expense. If Canada decides to co-defend any action brought against it, and Canada does not agree to a proposed settlement agreed to by the Contractor's insurer and the plaintiff(s) that would result in the settlement or dismissal of the action against Canada, then Canada will be responsible to the Contractor's insurer for any difference between the proposed settlement amount and the amount finally awarded or paid to the plaintiffs (inclusive of costs and interest) on behalf of Canada.

**2.13 Cancellation Fees**

Should an event be cancelled within twenty-four hours prior to the start of the event, the Contractor will be paid 75% of the quote.

Should an event be cancelled within forty-eight hours prior to the start of the event, the Contractor will be paid 50% of the quote.



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Should an event be cancelled within seventy-two hours prior to the start of the event, the Contractor will be paid 25% of the quote.

Should an event be cancelled with at least seventy-two hours prior to the start of the event, no payment will be authorized.



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## Annex A

### Statement of Work

#### Background

The National Energy Board (NEB or the Board) is an independent federal regulator established in 1959 to promote safety and security, environmental protection and economic efficiency in the Canadian public interest within the mandate set by Parliament for the regulation of pipelines, energy development and trade. The Board reports to Parliament through the Minister of Natural Resources.

#### General:

The hearing operations are under the general direction of the hearing manager with technical direction delegated to the onsite NEB tech resource.

Onsite Contract technical resources manage their production activities to achieve the desired goals of the hearing, taking direction from the NEB onsite tech resource.

It is imperative that Audio Visual ( herein after AV) services at hearings perform at top efficiency with extreme minimal down time, as overall costs to the NEB and participants are significant when audio / visual services fail. Significant and reoccurring failures may be cause to terminate the contract.

#### Requirement:

The NEB has identified a requirement for AV services with a geographical coverage throughout Canada with the exception of areas subject to CLCA. The services are required on an "as and when required basis".

#### Deliverables:

Provide services including, but are not limited to the following:

- i. Provision of AV services on an as and when required basis throughout Canada except within areas subject to Comprehensive Land Claim Agreement. ( CLCA);
- ii. Installation, setup, operation and dismantling of audio video and simultaneous interpretation and other related conference equipment;
- iii. Active management of the contracted equipment to meet the needs of the hearing;
- iv. Audio and video production;
- v. Streaming the Hearings over the internet; services may be required for audio connections to a remote Webcaster;
- vi. Effective control of audio and visual levels in room and sent to remote devices/webcasters;
- vii. Minimal down time. Down time will be minimized though planning and onsite backup equipment.

#### Backups

Appropriate backups will be employed and available onsite and in production (hot backups) to ensure any single point of failure including but not limited to, all equipment, cables and networks and capture and



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transmission devices used in the production and in the transmission of the in-room audio and video and webcast can be quickly remedied (within minutes).

### Testing:

Before each hearing day, a test of all audio and video equipment will be performed. We typically make all remote communication connections 30 minutes prior to each hearing day and perform end to end testing to an internet enabled workstation. Testing will be performed to the satisfaction of the NEB onsite tech resource



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## Annex B Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the authorized Task Authorization (TA), the Contractor will be paid in accordance with the basis of payment specified in the authorized TA. The firm prices per category of equipment are per Annex B. Customs duties are included and Applicable Taxes are extra.

Main equipment category	Equipment Sub-category	Rate per diem. Cad \$
1) AUDIO Products:	Microphones, Microphones - Wireless	
	Recorders and Players	
	Sound Systems and Audio Conferencing equipment	
	Delegate Mic and Language Interpretation Systems	
	Table	
	Floor /stand	
	DIS conference	
	Sound Systems and Speakers	
	Soundboards	
2) AUDIO/VIDEO; Processing equipment	Signal Processing and Switching	
3) VIDEO Products:	Camcorders	
	Professional Video Cameras	
	Players and Recorders	
	Laptops	
4) Display Devices:	Televisions: Sizes 40/50/60/70/80 inch	
	Displays and Monitors: 23/27/32 inches	
	Video Walls	
5) PROJECTORS	Data and Video Projectors for presentations	
6) OTHER Equipment	Projection Screens	
	Lighting Equipment: Traditional/Conventional ; Motorized; LED	



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	Podiums	
	Drapes and Pipe	
	Dress Kits	
	Media distribution box	
	Stanchions	
	Isolated booth	
7) Web Casting:	Digital Capture Card	
	Video switchers	
	Converters	
	Computer inputs	
	Monitors	
	Audio telephone analogue and digital (VOIP) interfaces to sound system	

- I. **Room Layout:** Typical Hollow Square, conference room or hollow circle.
- II. **Rate per diem:** should be inclusive of services directly related to the AV main device or simultaneous interpretation equipment rental, including but not limited to:
  - a. technicians,
  - b. delivery of equipment;
  - c. set up/dismantling and pick up of equipment; and
  - d. daily operation of the equipment.
- III. **Travel and accommodation:**
  - i. Actual travel expenses will be reimbursed in accordance with the Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/travel/.html>).
  - ii. All payments are subject to Federal Government Audit.
  - iii. All travel must have prior authorization of the Project Authority.