



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

**Bid Receiving - PWGSC / Réception des
soumissions - TPSGC**

11 Laurier St. / 11, rue Laurier

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Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government
Services Canada**

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

**Proposition aux: Travaux Publics et Services
Gouvernementaux Canada**

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

Comments - Commentaires

Title - Sujet Events Planning and Management	
Solicitation No. - N° de l'invitation 51019-156001/A	Date 2016-03-11
Client Reference No. - N° de référence du client 51019-15-6001	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-024-70534	
File No. - N° de dossier cx024.51019-156001	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-04-12	
Time Zone Fuseau horaire Eastern Daylight Saving Time EDT	
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Gordon, Emily	Buyer Id - Id de l'acheteur cx024
Telephone No. - N° de téléphone (613) 990-3140 ()	FAX No. - N° de FAX (613) 993-2581
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF VETERANS AFFAIRS 191 University Ave PO BOX 7700 CHARLOTTETOWN Prince Edward Island C1A8M9 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

Vendor/Firm Name and Address

**Raison sociale et adresse du
fournisseur/de l'entrepreneur**

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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PART 1 - GENERAL INFORMATION

1.1 Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information: provides a general description of the requirement;
- Part 2 Bidder Instructions: provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions: provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection: indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications: includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements: includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses: includes the clauses and conditions that will apply to any resulting contract.

The Annexes include the Statement of Work, the Basis of Payment, Security Requirements, the Security Requirements Checklist, the Federal Contractors Program for Employment Equity - Certification, the Declaration of Committed Offences, the Insurance Requirements, the Task Authorization Form 572, and the Evaluation Grids.

1.2 Summary

VAC requires the services of an Event Management Services Provider (Contractor) which may include: to plan, arrange, organize, and undertake all the travel arrangements including transportation and accommodations and on-site logistical management related to these overseas events and the remembrance ceremonies (burial). Appendices 1 to 7 to Annex "A" Statement of Work are the tentative schedules for the overseas events. **The scope of the requirements for the 100th anniversary of the Battle of Vimy Ridge event may increase significantly before the final event date.** This option forms part of this requirement. This option will be exercised at the sole discretion of the Contracting Authority.

The Contractor must provide the following event management services: planning, arranging, organizing and undertaking all the travel arrangements including the transportation and accommodations and onsite logistical management related to these overseas events and the remembrance ceremonies (burials).

VAC will be organizing the main events but will require assistance in the provision of onsite support for planned events.

The period of Contract is from date of award to March 31, 2019.

There are security requirements associated with this requirement. For additional information, consult Part 6 - Security, Financial and Other Requirements, and Part 7 - Resulting Contract Clauses. For more information on personnel and organization security screening or security clauses, bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

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The requirement is subject to the provisions of the Agreement on Internal Trade (AIT).

The requirement is limited to Canadian goods and/or services.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 - Certifications, Part 7 - Resulting Contract Clauses and the annex titled [Federal Contractors Program for Employment Equity - Certification.](#)

1.3 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 will be in writing.

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) (<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 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days
Insert: 90 days

2.2 Submission of Bids

Bids must be submitted only to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the bid solicitation.

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

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

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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.

2.6 Basis for Canada's Ownership of Intellectual Property

Veterans Affairs Canada has determined that any intellectual property rights arising from the performance of the Work under the resulting contract will belong to Canada, on the following grounds: where the material developed or produced consists of material subject to copyright, with the exception of computer software and all documentation pertaining to that software.

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 (four [4] hard copies and one [1] soft copy on USB key)

Section II: Financial Bid (one [1] hard copy and one [1] soft copy on USB key)

Section III: Certifications (one [1] hard copy)

Section IV: Additional Information (one [1] hard copy)

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

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

Section II: Financial Bid

- 3.1.1** Bidders must submit their financial bid in accordance with the Basis of Payment in Annex "B".
The total amount of Applicable Taxes must be shown separately.

Section III: Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

3.1.2 Bidder's Proposed Site(s) or Premises Requiring Safeguarding Measures

- 3.1.2.1** As indicated in Part 6 under Security Requirements, the Bidder must provide the full address(es) of the Bidder's and proposed individual(s)' site(s) or premises for which safeguarding measures are required for Work Performance:

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 3.1.2.2** The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Bidder and proposed individual(s) hold a valid security clearance at the required level, as indicated in Part 6 – Security, Financial and Other Requirements.

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

1.1.1. Mandatory Technical Criteria

M1. FINANCIAL PROPOSAL

The Bidder must provide costing information strictly in accordance with Annex "B" Basis of Payment.

M2. EXPERIENCE OF THE FIRM

The Bidder must have:

- Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services, and
- A physical place of business within Canada.

The Bidder must provide:

- The number of years the firm has been in business; and
- The number of years the firm has specialized in the provision of event management services; and
- The physical address(es) of the firm's place(s) of business within Canada (including street address, city/town, and province/territory for each).

M3. EVENT MANAGEMENT PROJECTS

M.3.1 The Bidder must provide a detailed description of three (3) event management projects.

The event management projects described must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidder's resources on behalf of another firm will not be accepted.

For each event:

- a. The event start date must have been after January 1, 2010;
- b. The event location must have been outside of North America;
- c. The firm's assigned portion of the overall budget must have been at least \$200,000 (including any professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- d. A minimum of 40 participants with varied profiles must have attended the event. A "Participant" is defined as including, but not restricted to, a potential audience, actual

delegate, speaker/presenter/entertainer, moderator, session chair, or member of a client group. "Varied" is defined as including three (3) or more of the following profiles – general public, senior citizens, veterans, senior executives, parliamentary officials, VIPs (defined as potentially being a head of state (ie. Prime Minister) or representative of another level of government, royal family member, mayor or other representative of local government), military officials, etc. (within one event).

- e. One (1) or more of the firm's resources must have been on-site for three (3) days or more. "Resources" for the purposes of this RFP are defined as a Senior Event Manager and/or Event Coordinator. "On-site" is defined as at the event location(s) and/or travelling with the event participants; and
- f. All of the following event management services must have been provided: accommodations, logistics, hospitality and transportation.

M.3.1.1 The Bidder must provide the following information for each of the three (3) event management project samples submitted:

- Name of the project/event;
- Client contact information;
- Description of the event;
- Event start date (month **and** year)
- Event location
- The dollar value of the Bidder's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes)
- Number of participants in attendance
- Profile of participants in attendance;
- Firm(s) resource(s) who was/were on-site;
- List of event management services provided. The list must clearly demonstrate that the Bidder provided all of the following services:
 - Accommodation
 - Logistics
 - Hospitality
 - Transportation

M.3.1.2 The Bidder must provide a letter of reference for each event management project sample submitted. Each letter of reference must be from the client for the event management project sample and must be addressed to the Bidder. The letter of reference must indicate the client's satisfaction with the performance of the Bidder.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

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

The Bidder must identify prices and rates in accordance with the Basis of Payment at Annex "B".

A Bid Evaluation Value (BEV) will be calculated for evaluation purposes only in accordance with Annex "B" Basis of Payment.

4.2 Basis of Selection

4.2.1 Mandatory Technical Criteria Only

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.

4.2.2 Tiebreaker Determination

Step 1:

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

Step 2:

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

Step 3:

In the event that a tie still exists after Step 2, the same process will be applied to the firm percentage mark-up for Direct and Sub-contracted expenses. The lowest submitted percentage mark-up for Direct and Sub-contracted expenses will be recommended for award of a contract.

PART 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 and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

5.1 Certifications Required with the Bid

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

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.

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.

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.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

5.2.3.1.1 SACC *Manual* clause [A3050T](#) (2014-11-27) Canadian Content Definition.

5.3.3.1.2 This procurement is limited to Canadian services.

The Bidder certifies that:

() the service(s) offered are Canadian goods as defined in paragraph 2 of clause [A3050T](#).

5.2.3.2 Language

The Bidder must certify that the firm is capable of providing services to the event participants in both official languages (English and French).

Language Certification:

The Bidder hereby certifies that its firm is capable of providing services to the event participants in both official languages (English and French).

Signature

Date

PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirements

1. At the date of bid closing, the following conditions must be met:

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

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

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

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

2. For additional information on security requirements, Bidders should refer to the [Industrial Security Program \(ISP\)](http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html) of Public Works and Government Services Canada (<http://ssi-iss.tpsgc-pwgsc.gc.ca/index-eng.html>) website.

6.2 Financial Capability

SACC *Manual* clause [A9033T](#) (2012-07-16) Financial Capability

PART 7 - RESULTING CONTRACT CLAUSES

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

7.1 Statement of Work

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

7.1.1 Optional Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described at Annex "A" of the Contract under the same conditions and at the prices and/or rates stated in the Contract. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

7.1.2 Task Authorization

The Work or a portion of 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.

7.1.2.1 Task Authorization Process

1. The Project Authority will provide the Contractor with a description of the task using "Task Authorization" form specified in Annex "G".
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.
3. The Contractor must provide the Project Authority within seven (7) 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.

7.1.2.2 Minimum Work Guarantee - All the Work - Task Authorizations

1. 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%.

2. 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 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.
3. 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.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

7.1.2.3 Periodic Usage Reports - Contracts with Task Authorizations

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

Reporting Requirement- Details

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

For each authorized task:

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and

- vi. the active status of each authorized task, as applicable.

For all authorized tasks:

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all authorized TAs.

7.2 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.

7.2.1 General Conditions

[2035](#) (2015-07-03), General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

7.2.2 Supplemental General Conditions

4007 (2010-08-16), Supplemental General Conditions - Canada to Own Intellectual Property Rights in Foreground Information, applies to and forms part of the Contract.

4008 (2008-12-12), Supplemental General Conditions – Personal Information, applies to and forms part of the Contract.

7.3 Security Requirements

7.3.1 The following security requirements apply and form part of the Contract.

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer, hold a **valid Designated Organization Screening (DOS)** with approved **Document Safeguarding at the level of PROTECTED A** issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED information, assets or sensitive work site(s)** must **EACH** hold a **valid RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. The Contractor **MUST NOT** utilize **its Information Technology systems** to electronically process, produce or store PROTECTED information until the CISD/PWGSC has issued written approval. After approval has been granted or approved, these tasks may be performed at **the level of PROTECTED A**.
4. The Contractor/Offeror **MUST NOT** remove any PROTECTED information or assets from the identified work site(s), and the Contractor/Offeror must ensure that its personnel are made aware of and comply with this restriction.
5. Subcontracts which contain security requirements are **NOT** to be awarded without the prior written permission of CISD/PWGSC.

6. The Contractor/Offeror must comply with the provisions of the:
- a. Security Requirements Check List and security guide, attached at Annex "C";
 - b. Industrial Security Manual (Latest Edition).

7.3.2 Contractor's Site(s) or Premises Requiring Safeguarding Measures

- 7.3.2.1** The Contractor must diligently maintain up-to-date, the information related to the Contractor's and individual(s) site(s) or premises, where safeguarding measures are required in the performance of the Work, for the following address(es):

Street Number / Street Name, Unit / Suite / Apartment Number
City, Province, Territory / State
Postal Code / Zip Code
Country

- 7.3.2.2** The Company Security Officer (CSO) must ensure through the [Industrial Security Program \(ISP\)](#) that the Contractor and individual(s) hold a valid security clearance at the required level.

7.4 Term of Contract

7.4.1 Period of the Contract

The period of the Contract is from date of award to March 31, 2019 inclusive.

7.5 Authorities

7.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Emily Gordon
Supply Specialist
Public Works and Government Services Canada
Acquisitions Branch
Communications Procurement Directorate
360 Albert St.
Ottawa, ON K1R 7X7

Telephone: 613-990-3140
Facsimile: 613-993-2581
E-mail address: Emily.Gordon@pwgsc-tpsgc.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.

7.5.2 Project Authority

The Project Authority for the Contract is:

Solicitation No. - N° de l'invitation
51019-156001/A
Client Ref. No. - N° de réf. du client
51019-156001

Amd. No. - N° de la modif.
File No. - N° du dossier
cx024.51019-156001

Buyer ID - Id de l'acheteur
cx024
CCC No./N° CCC - FMS No./N° VME

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.

7.5.3 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Organization: _____
Address: _____

Telephone: ____ - ____ - ____
Facsimile: ____ - ____ - ____
E-mail address: _____

7.6 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.

7.7 Payment

The Contractor will be paid in accordance with the Basis of Payment at Annex "B", for Work performed pursuant to the Task Authorization and subject to acceptance by the Project Authority.

7.7.1 Firm Hourly Rates – Event Management Services

For the Event Management services associated with the Work described in the Statement of Work in Annex "A" and subsequent Task authorizations:

The Contractor is subject to the Applicable Laws as outlined in article 7.10 of the Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

In consideration of the Contractor satisfactorily completing its obligations under each Task authorization, the Contractor will be paid firm hourly rates in accordance with B.1 of the Annex "B" basis of Payment. Customs duties are included and Applicable Taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

7.7.2 Basis of Payment – Direct and Subcontracted Expenses

7.7.2.1 Direct Expenses

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work. Direct expenses will be charged at net cost with a **(TBD)% mark-up** to cover overhead and profit in accordance with B.2 of the Annex B Basis of Payment.

7.7.2.2 Subcontracting

All subcontracted requirements must be provided at net cost with a **(TBD) % mark-up** to cover overhead and profit in accordance with B.2 of the Annex B Basis of Payment.

Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

7.7.3 Basis of Payment – Travel and Living Expenses

For the Contractor's Travel and Living Expenses associated with the Work described in the Statement of Work in Annex "A" and individual Task Authorizations.

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive (<https://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, in accordance with B.3 of the Annex B Basis of Payment. Applicable taxes are extra.

7.7.4 Basis of Payment - Limitation of Expenditure - Task Authorizations

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex "B" to the limitation of expenditure specified in the authorized TA.

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 excluded 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.

7.7.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ _____. Customs duties are excluded and Applicable Taxes are extra.
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.
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.
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.

7.7.6 Multiple Payments

Canada will pay the Contractor upon completion and delivery of 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.

7.7.7 SAAC Manual Clauses

SACC Manual clause A9117C (2007-11-30) T1204 – Direct Request by Customer Department
SACC Manual clause C0705C (2010-01-11) Discretionary Audit

7.8 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.

Each invoice must be supported by:

- a. a copy of the invoices, receipts, vouchers for all direct and sub-contracted expenses, and all travel and living expenses
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.

7.9 Certifications

7.9.1 Compliance

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.

7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

7.9.3 SACC Manual Clauses

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition

7.10 Applicable Laws

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

7.11 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 supplemental general conditions 4007 (2010-08-16), Canada to Own Intellectual Property Rights in Foreground Information;
- c. the supplemental general conditions 4008 (2008-12-12), Personal Information;
- d. the general conditions [2035](#) (2015-07-03), Higher Complexity – Services;
- e. Annex A, Statement of Work;
- f. Annex B, Basis of Payment;
- g. Annex C, Security Requirements Check List and IT Security Guide;

- h. Annex F, Insurance Requirements;
- i. the signed Task Authorizations (including all of its annexes, if any);
- j. the Contractor's bid dated _____.

7.12 Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "F". The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. For Canadian-based Contractors, coverage must be placed with an Insurer licensed to carry out business in Canada, however, for Foreign-based Contractors, coverage must be placed with an Insurer with an A.M. Best Rating no less than "A-". The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

ANNEX "A"

STATEMENT OF WORK

1. General Description:

- 1.1 The mandate of Veterans Affairs Canada (VAC) includes keeping the memory of Canadian Veterans' achievements and sacrifices alive for all Canadians. One of the ways the Department fulfills this mandate is by organizing commemorative events overseas and in Canada, which includes taking Veterans, youth, parliamentarians and other Canadians, to former battlefield sites to mark milestone anniversaries of significant wartime campaigns in which Canada figured prominently.
- 1.2 VAC also conducts remembrance ceremonies (burials) in connection with the war dead outside of Canada in partnership with the Department of National Defence (DND), the Department of Foreign Affairs, Trade and Development (DFATD), and the Commonwealth War Graves Commission (CWGC). This includes the travel and accommodation for two immediate family members of the deceased Veteran (from either the First or Second World War or Korean War), along with VAC personnel to attend the interment service and associated events led by DND.

2. Scope of Work and Services Required:

VAC requires the services of an Event Management Services Provider (Contractor) which may include: to plan, arrange, organize, and undertake all the travel arrangements including transportation and accommodations and on-site logistical management related to these overseas events and the remembrance ceremonies (burial). VAC/DND will be organizing the main events but will require assistance in the provision of on-site support for planned events, and for this reason, collaboration between VAC and the Contractor is extremely important.

The Contractor must provide the required expertise to accommodate a strong focus on Veterans with special needs and a coordinated focus on satisfactory protocols with Government officials and other dignitaries.

2.1 Travel and Transportation:

2.1.1 The Contractor must plan, arrange and provide air transportation, ground transportation, coach hires and chauffeur-driven car hires for event travel by all delegates for the tentative schedule attached in **Appendices 1 to 7 to Annex "A" Statement of Work**. The Contractor must also provide information on local traffic and highway safety regulations for use of those required to drive rental vehicles. Delegates' travel expenses such as hotel rooms, airline tickets, vehicle allowance, taxis home/airport, airport parking, shuttle airport/hotel (return) will be reimbursed in accordance with the Treasury Board Travel Directive (http://www.tbs-sct.gc.ca/travel/travel_e.html) in effect at the time of travel. All payments are subject to Government Audit. All travel must have prior written authorization of the Project Authority. The Contractor must supply original receipts for reimbursement.

2.1.2 The Contractor must also provide the following services:

- a) Coordinating, in consultation with VAC, arrangements for up to two (2) advance reconnaissance trips to France and Belgium per Event (see **Appendices 1 to 5 to Annex "A" Statement of Work**), including the accommodations and travel with a maximum of five (5) Government of Canada employees per trip; as well as two (2) groups with a maximum of four (4) Government of Canada employees overseas for remembrance ceremonies (burials) (see **Appendix 6 to Annex "A" Statement of Work**) and three (3) adhoc events (see **Appendix 7 to Annex "A" Statement of Work**). Each advance reconnaissance trip could be up to 10 days in length.

For information only, please note: One reconnaissance visit has already been completed for the upcoming Battles of the Somme and Beaumont-Hamel event in France.

- b) Coordinating, in consultation with VAC, arrangements for an advance trip to France and Belgium per Event (see **Appendices 1 to 7 to Annex "A" Statement of Work**), which precedes and coincides with the actual event, as well as adhoc events, including the accommodations and travel with a maximum of five (5) Government of Canada employees per trip; as well as two (2) groups with a maximum of four (4) Government of Canada employees overseas for remembrance ceremonies (burials) (**see Appendix 6 to Annex "A" Statement of Work**).
- c) Coordinating, in consultation with VAC, arrival and departure arrangements for delegates at domestic airports in Canada by arranging travel from home to departure point and from arrival point on return to home for delegates, while recognizing the unique needs of clientele (elderly, youth, health issues, assistance required); meeting delegates on arrival and departure for home; arranging assistance with baggage handling (at every destination including hotels); and ensuring safety and security of delegates from departure of home to return to home.
- d) Arranging for commercial air transportation including group check-ins and boarding assistance for the delegation from Canada to Europe and from Europe to Canada, based on the tentative schedule outlined in **Appendices 1 to 7 to Annex "A" Statement of Work**.
- e) Acquiring sufficient ground transportation for up to 50 (TBC¹) delegates for events in France; up to 35 (TBC) delegates for events in Belgium; up to 50 (TBC) delegates for events in France; and up to 35 (TBC) delegates for events in the Belgium and for up to six (6) (TBC) delegates for the remembrance ceremonies (burial); as well as adhoc requests for other event participants and to meet the tentative schedule set out in **Appendices 1 to 7 to Annex "A" Statement of Work**.
- f) Acquiring mid-size rental cars for each event/visit and mid-size rental cars for the remembrance ceremonies (burial) and special transportation requirements for use during scheduled events and remembrance ceremonies (burials), i.e. shuttle, bus, taxis, vans.
- g) Arranging for transport of sensitive ceremonial goods, i.e. wreaths, flags, flag poles, artefacts, from in Canada to point of destination and return, including obtaining the proper authorization with airline and Customs.
- h) Arranging for interim needs in the case of emergency, i.e. delayed return to home destination.
- i) Issuing and delivering transportation tickets to delegates.
- j) Providing information on security requirements/procedures at commercial airports.
- k) Paying deposits to sub-contracted transport operators for seats, meals, facilities, and services.
- l) Remitting final payments to sub-contracted transport operators and airline carriers based on the agreed-to schedule.
- m) Providing for emergency and/or random costs associated with the events and/or burial.

2.2 Accommodations:

- a) The Contractor must plan, arrange and provide accommodations, baggage handling, group meals and other services, considering the special needs of group and individuals such as mobility, medical (smoking, allergens) and dietary restrictions including:
- b) Booking an appropriate number of rooms in Europe and in Canada for the number of delegates identified, as well as any additional requirements for those not identified in Official Delegation. Provision should be made for up to three (3) suites. The rooms must be at four (4) stars or equivalent quality and have restaurant facilities on site;
For information only, please note: For the Beaumont Hamel event only (described in Appendix 1 to Annex "A" Statement of Work), VAC has arranged for hotel accommodations for the period during the event. The Contractor is expected to take over the management of rooms. One (1) deposit has been made.
- c) Booking meeting and function rooms as determined by VAC;
- d) Providing information and instructions to delegates on how to call home, cost of using hotel

¹ TBC = To be confirmed

- phones/internet (WIFI) charges, cost of other hotel services etc;
- e) Providing emergency medical contingency plans in Europe and in Canada in consultation with VAC's medical team;
- f) Providing 24-hour on-site availability of Contractor representatives;
- g) Providing interpreters as determined by VAC;
- h) Providing emergency currency exchange services;
- i) Paying deposits to ground operators for hotel rooms, meals, facilities, and services; and
- j) Remitting final payments to local ground operators based on the agreed-to schedule.

2.3 On-Site Support:

The Contractor must ensure provision of logistical management and on-site support for planned events, including but not limited to the following:

- a) A Business Service Centre in each hotel with fax, printer, monitor, and internet capability where possible;
- b) Venue accoutrements such as, but not limited to, sound systems, tents, awnings, signage and staging, tables, chairs, portable toilets, flowers, banners, bottled water, including transportation of these items to various locations;
- c) Provide a podium (as per specs provided) as well as transport it to each event at various locations;
- d) Provide transportation (which may include a driver) to various locations of sensitive ceremonial goods;
- e) Translation devices and translators, including the provision of simultaneous interpretation, if required;
- f) Arranging for a photographer and/or videographer;
- g) Telecommunications such as cell phone rentals;
- h) Services such as security services (which may involve 24 hour surveillance);
- i) Immediate access to comprehensive medical services; and
- j) Routing maps, timetables, and detailed instructions for all drivers, i.e. GPS (including driving/route instructions).

2.4 Contingency Plans:

To ensure continuity of the event, the Contractor must provide contingency plans in writing for the following contingencies as they occur, but not limited to:

- a) Safety and security of delegates during conflicts and civil unrest in consultation with VAC, Canadian Embassy and Foreign Affairs personnel on the most appropriate action to be taken;
- b) Sickness and/or accidents and/or death of any of the trip delegates by ensuring proper processes are followed to seek medical attention;
- c) Changes in size of group to larger or smaller by ensuring the flexibility and availability of resources to accommodate the needs of the group;
- d) Changes in itinerary by ensuring the flexibility and availability of resources to accommodate such changes;
- e) Natural or man-made disasters (flooding, tornados, hurricanes, earthquakes, blizzards) by ensuring monitoring of circumstances and communication with client;
- f) Venue and schedule changes including possible alternative side trips, as a result of unexpected occurrences by ensuring communication with subcontractors to make re-arrangements;
- g) Sensitivity to special needs of group and individuals such as mobility, medical (smoking, allergens) and dietary restrictions by communicating with subcontractors to ensure requirements are addressed for delegate members;
- h) Loss of delegate/baggage/passport and/or travel documents by ensuring appropriate action is

- taken to reclaim lost items or purchase new ones; and
- i) Unforeseen changes by third-party service providers and/or VAC (hotel/restaurant/transportation company owners) by ensuring flexibility and availability of resources to accommodate these changes.

Note: All contingency plans would be in consultation with VAC, and may require consultation with other Government of Canada departments and/or agencies, such as Canadian embassies abroad and/or officials from foreign countries.

2.5 Resources Required:

The Contractor must provide VAC with one (1) Senior Event Manager and a **minimum of one (1) or up to three (3) Event Coordinators for each of the events** as described in the section entitled "Upcoming Events – 2016-2018".

It is estimated that for the 100th anniversary of the Battles of the Somme and Beaumont-Hamel event in France (described in Appendix 1 to Annex "A" Statement of Work), two (2) resources would be required to travel overseas; for the 100th anniversary of the Battle of Vimy Ridge event in France (described in Appendix 2 to Annex "A" Statement of Work), (2) resources would be required to travel overseas; for the 90th anniversary of the Menin Gate in Belgium/Northwest Europe (described in Appendix 3 to Annex "A" Statement of Work), no resources would be required to travel overseas; the 75th anniversary of the Dieppe Raid event in France (described in Appendix 4 to Annex "A" Statement of Work), two (2) resources would be required to travel overseas, and the 100th anniversary of the Battle of Passchendaele event in Belgium/Northwest Europe (described in Appendix 5 to Annex "A" Statement of Work, one (1) resource would travel overseas.

For the additional adhoc events and/or remembrance ceremonies, (described in Appendices 6 and 7 to Annex "A" Statement of Work), resources will be determined at the time of the task authorization requirement.

The Contractor must provide other travel support staff and sub-contractors as deemed necessary to plan and execute each international event. The Senior Event Manager must be on-site at each event. **At a minimum, one (1) Event Coordinator must be capable of providing services in both official languages (English and French).**

There is an expectation that while travelling with VAC or while working on-site, the Contractor's resource(s) will be required to work the same hours as VAC representatives. An average work day while travelling or on-site can be 14 hours per day.

The Senior Event Manager and/or Event Coordinator must accompany VAC staff and/or others, if requested, on reconnaissance trips for the purpose of assessing logistical requirements, assessing hotel properties, arranging hotel/dining and restaurant inspections and menus, and advising on the practicality of the proposed itinerary for each journey and event.

The Contractor must provide all services in both official languages of Canada (French and English).

The Contractor must provide experienced company personnel, from delegate point of departure throughout the voyage until the delegate point of return, on a ratio to be determined through consultation with VAC. Contractor personnel will be responsible for assuring the delegation receives travel support services such as airline ticket delivery, itineraries, airport pickup and drop off, ground transportation, luggage handling, hotel check in assistance and other event management services (such as tour guides) as deemed necessary by VAC.

The Contractor must deliver the following to VAC:

- a) Advice, including costing estimates, in accordance with Annex B Basis of Payment, for each event and each remembrance ceremony (burial) and feature options on an ongoing basis during the planning and execution of each scheduled event;
- b) Budget for each event including reporting mechanisms, deadlines for invoice payments, currency break-downs and conversions;
- c) On-site support at each event; and
- d) Final report for each event and each remembrance ceremony (burial) to be provided in a format as specified by the VAC Project Authority. The final report, to be delivered in English no later than one (1) month following the event, shall include the following information:
 - i. Confirmation of activities that took place;
 - ii. Crises with follow up and solutions;
 - iii. Lessons learned from event;
 - iv. Explanations of over/under expenditures.

2.6 Task Authorization Process

Under the Task Authorization Contract, Specific Tasks, Activities, Deliverables and Project Time lines or Milestones will be determined by the Project Authority at the time of each requirement. Under the terms and conditions of the resulting TA contract, the Contractor may expect to engage in a combination of activities as outlined in this document.

Hourly rates submitted in the financial proposal for the contract will be used for individual projects under the TA. Hourly rates submitted on an individual project under a TA cannot exceed the hourly rates submitted in the Annex "B" Basis of Payment.

3. Upcoming Events – 2016-2018:

During 2016-18, VAC will be marking four (4) significant anniversaries with events overseas and optional two (2) overseas remembrance ceremonies (burials), as well as adhoc events. Attached in **Appendices 1 to 7 to Annex "A" Statement of Work** are the tentative schedules for the overseas events identified below. The significant military anniversaries in 2016-2018 which will involve VAC participation and support include:

1. The 100th anniversary of the Battles of the Somme and Beaumont-Hamel which is scheduled for June 27 to July 5, 2016; the estimated number of delegates for the event overseas in France/Northwest Europe is up to 50 (TBC);
2. The 100th anniversary of the Battle of Vimy Ridge which is scheduled for April 27, 2017; the estimated number of delegates for the event overseas in France/Northwest Europe is up to 50 (TBC);
3. The 90th anniversary of the Menin Gate in July 2017; the estimated number of delegates for the event overseas in Belgium/Northwest Europe is up to 35 (TBC);
4. The 75th anniversary of the Dieppe Raid in August 2017; the estimated number of delegates for the event overseas in France/Northwest Europe is up to 50 (TBC);
5. The 100th anniversary of the Battle of Passchendaele in November 2017; the estimated number of delegates for the event overseas in Belgium/Northwest Europe is up to 35 (TBC).

Please Note: Number of delegates will be finalized in Task Authorizations following award of Contract. Requirements for each event will be confirmed in Task Authorizations following award of Contract.

The following events may be required, and will be confirmed in subsequent Task Authorizations:

- Increased scope / requirements for the 100th anniversary of the Battle of Vimy Ridge event;
- Three (3) additional adhoc events overseas during the period 2016 to 2018, overseas. There would be up to 25 delegates for these events.
- Two (2) remembrance ceremonies (burials of 1) during the period May 2016 to March 2018, overseas. There would be up to six (6) delegates for the each of the remembrance ceremonies.

Attached in Appendices 1 to 7 to Annex "A" Statement of Work are the tentative schedules for the overseas events. The Event Management Services Provider should bid on this contract based on the scenarios outlined in **Appendices 1 to 7 to Annex "A" Statement of Work**.

Contract Option: Increased requirements for the 100th anniversary of the Battle of Vimy Ridge event could mean additional services from the Contractor;

- Planning, arranging and providing additional support for travel and transportation, accommodations, meals, and on-site support of a larger delegation;
- Working with and making arrangements for travel and transportation, accommodations, meals on-site support, etc. for other contracted individuals taking part in this event;
- On-site coordination of entertainers, photographers, videographers;
- Hiring, training and leading volunteers;
- Managing exhibits and booth setup; and
- Hiring food vendors and managing them.

Any increase to the requirements for this event must be in accordance with the Annex B Basis of Payment and may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

4. Handling of Personal Information:

The Contractor acknowledges that Veterans Affairs Canada is bound by the Privacy Act 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 collect, use, copy, disclose, dispose of or destroy such personal information except in accordance with the Privacy Act and the delivery provisions of the contract.

All personal information is under the control of Veterans Affairs Canada, and the Contractor has no right in or to that information. The Contractor must deliver to the project authority 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, within 30 days of the completion or termination of the contract, or at such earlier time as the project authority may request. Upon delivery of the personal information to the project authority, 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.

5. Ownership and Control:

All information provided to the Contractor for the purposes of this contract, remains under the ownership and control of Veterans Affairs Canada (VAC). All applicable Federal legislation applies under all circumstances, even when such information is in the sole custody of the Contractor.

Upon delivery of the final product(s) to VAC, the Contractor shall ensure that all information is returned to the Project Authority.

Appendix 1

TENTATIVE SCHEDULE OF EVENTS 100TH Anniversary of the Battles of the Somme and Beaumont-Hamel June 27 – July 5, 2016

June 27	AM/PM	Delegation members assemble in Montreal
June 28	P.M. P.M.	Lunch on own Group Dinner and Delegation Briefing Departure for France via Flight (TBC)
June 29	AM PM	Delegation arrives in France and travels to Hotel Delegation checks into Hotel Dinner on own
June 30	AM PM	Visit of cemeteries/museums in Somme Group Dinner Ceremony at Menin Gate Memorial (Minister only TBC)
July 1 (Newfoundland)	AM PM PM	Lunch on own International Ceremony of Remembrance at Thiepval Memorial Commemorative Ceremony at Beaumont-Hamel Newfoundland Memorial Reception offered by The Minister of Veterans Affairs Canada Group Dinner Visit of Beaumont-Hamel Newfoundland Memorial, candlelight ceremony
July 2	AM PM	Commemorative Ceremony at Courcellette Canadian War Cemetery Wreath laying at Monument aux Morts in Courcellette Box Lunch Minister's Dinner (TBC)
July 3	AM PM	Private wreath laying at Gueudecourt Newfoundland Memorial Visit of Canadian National Vimy Memorial Lunch Depart for Paris and check into hotel Group Dinner
July 4	AM PM	Delegation departs for Canada Aircraft arrives in Montreal
July 5		Delegates depart for home cities

6 nights/7 days

Estimated Number of Resources Required to travel: One (1) Senior Event Manager and One (1) Event Coordinator

*Please note that the event is subject to adjustment.

Appendix 2

TENTATIVE SCHEDULE OF EVENTS FOR OFFICIAL GOVERNMENT OF CANADA DELEGATION

100th ANNIVERSARY OF THE BATTLE OF VIMY RIDGE

April 7 to 12, 2017

Friday, April 7		Delegation assembles in Ottawa at a Hotel (TBD) <i>Note: those delegates travelling from Western Canada may arrive on Thursday, April 6</i>
	PM	Group dinner and Delegation briefing at hotel Delegation departs for Canada Reception Centre airport Delegation departs for Lille, France on airbus
Saturday, April 8	AM	Delegation arrives in Lille, France Delegation departs for Arras and checks into Mercure Hotel
	PM	Welcome group lunch with Minister at Mercure Hotel Rest and recuperation Optional tour of Carrière Wellington in Arras Dinner on own in Arras
Sunday, April 9	AM	Optional – Ceremony at Carrière Wellington commemorating the 100 th Anniversary of the Battle of Arras organized by City of Arras Optional – Easter Ecumenical service by padre at hotel
	PM.	Group lunch at Salle des Fêtes in Vimy VIP Reception at Salle des Fêtes Government of Canada Ceremony of Remembrance at the Canadian National Vimy Memorial Reception hosted by Préfet of Pas de Calais region (TBC) Boxed dinner in Arras
Monday, April 10	AM	Visit of Bois-Carré British Cemetery in Thélus Ceremony at the Canadian Corps Artillery Memorial in Thélus
	PM	Group lunch – location to be determined Site visit of Commonwealth War Graves Commission Group dinner with minister and Canadian Forces contingent
Tuesday, April 11	AM	Guided tour of the Canadian National Vimy Memorial (including tunnels, trenches, visitor centre, memorial and cemetery)
	PM	Depart for Belgium – box lunch on route Private wreath-laying at Hill 62 / Sanctuary Wood Memorial Private wreath-laying at Passchendaele New British Cemetery Private wreath-laying at St. Julien Memorial and group photo with Canadian Forces contingent

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Group dinner at De Vier Koningen Restaurant (Four Kings) in Ypres
Reception hosted by the City of Ypres at Town Hall
Ceremony at Menin Gate
Depart for Arras

Wednesday, April 12 AM

Delegation departs for airport in Lille – box lunch on route

PM

Delegation departs Lille for Ottawa
Delegation arrives in Ottawa
Delegates depart for home cities or check into hotel to depart following day

5 nights/6 days

Estimated Number of Resources Required to travel: One (1) Senior Event Manager and One (1) Event Coordinator

*Please note that the event is subject to adjustment.

Appendix 3
Tentative Schedule for 90th Anniversary of the Menin Gate
July 2017

July	AM PM	Delegation assembles in Montreal Group Lunch/Briefing Delegation departs for Brussels, Belgium
July	AM PM	Delegation arrives in Brussels, departs for Ieper to check in at hotel Group dinner
July	AM PM	Visit of cemetery Visit of Memorial
July	AM PM	Visit of Memorial Visit of Cemetery Ceremony at Menin Gate Memorial
July		Delegation returns to Canada

3 nights/4 days

Estimated Number of Resources Required to travel: TBD/None

*Please note that the event is subject to adjustment.

Appendix 4

Tentative Schedule for 75th Anniversary of the Dieppe Raid August 2017

August 16	AM	Delegation assembles in Montreal
	PM	Group briefing and dinner at the hotel Delegation departs Montreal for France
August 17	AM	Delegation arrives in France and travels to Dieppe Delegation arrives at hotel and checks in
	PM	Group lunch at hotel Free time Dinner on own
August 18	AM	Guided tour of Pourville and Dieppe
	PM	Group Lunch Film Presentation "Dieppe Uncovered" at Cinema Le Rex Ceremony at Saint-Aubin-le-Cauf Cemetery followed by reception Dinner on own Evening vigil at the Dieppe Canadian War Cemetery (Cimetiere des Vertus) Hautot-sur-Mer (optional)
August 19 Vertus)	AM	Ceremony at the Dieppe Canadian War Cemetery (Cimetiere des Hautot-sur-Mer Ceremony at the Canada Memorial Square, Dieppe Wreath laying at three monuments at the Esplanade, Dieppe
	PM	Official reception and lunch hosted by the City of Dieppe Ceremony at the Royal Regiment of Canada Monument, Puys Mass at Eglise Saint-Jacques, Dieppe (optional) Dinner on own
August 20	AM	Ceremony at Pourville Memorial, Pourville Wreath laying at Merritt Bridge, Pourville Wreath laying at the Seamen's Memorial, Dieppe Group lunch
	PM	Visit of the "Memorial du 19 aout 1942" Museum, Dieppe Dinner on own
August 21	AM	Delegation departs for airport
	PM	Delegation departs France for Canada Delegation arrives in Canada and departs for home cities or checks into hotel to depart the following day

5 nights/6 days

Number of Resources Required to travel: One (1) Senior Event Manager and One (1) Event Coordinator
*Please note that the event is subject to adjustment.

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Appendix 5

Tentative Schedule for 100th Anniversary of the Battle of Passchendaele November, 2017

November 8	AM	Delegation assembles in Montreal/Toronto
	PM	Depart for Brussels, Belgium
November 9	PM	Delegation arrives in Brussels
		Depart for Ieper and check into hotel
		Dinner on own
November 10	AM	Visit and wreath laying at St. Julien Canadian Memorial
		Visit of Tyne Cot Cemetery or other cemetery
	PM	Group Lunch
		Ceremony at the Canadian Passchendaele Memorial
		Dinner on own
November 11	AM	Remembrance Day Ceremony in Belgium
	PM	Remembrance Day Ceremony at Menin Gate
November 12	AM	Depart for Canada

3 nights/4 days

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

*Please note that the event is subject to adjustment.

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Appendix 6
TENTATIVE SCHEDULE OF OPTIONAL EVENTS
for Remembrance Ceremonies (Burials)
(Dates TBD)

Day One	PM	Delegation assembles throughout day in Montreal/Briefing
	PM	Departure for Paris, France
Day Two	AM	Arrival in Paris, France and proceeds to hotel
	PM	Rest and recuperation
	PM	Delegation Briefing with Comms for Media Interviews /DND Briefing
Day Three	AM	Ceremony at Church and Cemetery
	PM	Farewell Dinner
Day Four	AM	Delegates return to Canada and home cities

Estimated Number of Resources Required to travel: TBD/None

*Please note that the event is subject to adjustment.

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Appendix 7
TENTATIVE SCHEDULE OF OPTIONAL EVENTS
for Adhoc events

Day One	PM	Delegation assembles throughout day in Montreal/Briefing
	PM	Departure for Paris, France
Day Two	AM	Arrival in Paris, France and proceeds to hotel
	PM	Rest and recuperation
	PM	Dinner on own
Day Three	AM	Ceremony at the Pic de Douly Commonwealth War Graves Cemetery
		Ceremony at the City of Lannemezan Cenotaph
	PM	Dinner on own
Day Four	AM	Visits
Day Five	AM	Visits
	PM	Ceremony at the Monument de la Résistance of Tarbes
Day Six	AM	Delegates return to Canada and home cities

Estimated Number of Resources Required to travel: TBD/None

*Please note that the event is subject to adjustment.

ANNEX "B"

BASIS OF PAYMENT

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

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

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

B.1. Firm Hourly Rates – Event Management Services

The Bidder must submit firm fixed all-inclusive hourly rates for the required Event Management services. The firm all-inclusive firm fixed all-inclusive hourly rates will form part of any resulting Contract and subsequent Task Authorization.

The firm fixed hourly rates charged for Event Management services are all-inclusive. They include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.

The Contractor is subject to the Applicable Laws as outlined in article 10 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

For the purposes of this Contract, "time in transit" is defined as the length of time (in 30 minute increments) that is required for the Contractor to travel from the Contractor's facilities to the final destination (or vice versa). The means of transportation selected must be in accordance with the National Joint Council Travel Directive. Time in transit (excepting local travel and unless otherwise specifically provided for in the Task Authorization) is subject to verification by and the approval of the Client. Reasonable rest periods will be permitted at the discretion of the Client. Where it is deemed that the Contractor may charge labour fees for time in transit, the Contractor will only be paid for the actual time in transit as defined above, including reasonable rest periods.

There is no provision for overtime under this Contract.

Table B.1.a – Event Management Services – Base Requirement	
Category of Service	Firm all-inclusive hourly rate
Senior Event Manager	\$ _____
Event Coordinator	\$ _____

Table B.1.b – Event Management Services – Vimy Ridge Upgrade (optional requirement)	
Category of Service	Firm all-inclusive hourly rate
Senior Event Manager	\$ _____
Event Coordinator	\$ _____

B.2. Direct and Subcontracted Expenses

The Bidder must submit one (1) firm all-inclusive percentage Mark-up for Direct and Subcontracted Expenses.

The Bidder must provide a firm all-inclusive percentage mark-up on Direct and Subcontracted Expenses.

The firm all-inclusive percentage mark-up for Direct and Subcontracted Expenses Mark-up will form part of any resulting Contract and subsequent Task Authorization.

Table B.2.a – Direct and Subcontracted Expenses – Base Requirement	
Firm All-Inclusive Percentage Mark-up on Direct and Subcontracted Expenses (B.2.1 and B.2.2)	_____ %

Table B.2.b – Direct and Subcontracted Expenses – Vimy Ridge Upgrade (optional requirement)	
Firm All-Inclusive Percentage Mark-up on Direct and Subcontracted Expenses (B.2.1 and B.2.2)	_____ %

B.2.1 Direct Expenses

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

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work.

Direct expenses will be charged at net cost with a **percentage mark-up in accordance with B.2** to cover overhead and profit.

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

B.2.2 Subcontracting

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

All subcontracted requirements will be provided at net cost with a **percentage mark-up in accordance with B.2** to cover overhead and profit.

Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the contract.

For each subcontracted service over \$25,000 (taxes included) the Contractor must obtain competitive bids from no fewer than three (3) outside suppliers. The Contractor must provide to the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

B.3 Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive. (<http://www.njc-cnm.gc.ca/directive/index.php?did=10&lang=eng>), and with the other provisions of the directive referring to "travelers," rather than those referring to "employees."

With respect to Modules 2, 3 and 4 of the Directive, meals will be reimbursed based on receipts up to a maximum of the daily allowances specified in Appendix C or D of the Directive, as applicable. If receipts are unavailable, the Contractor may sign a Declaration in order to receive reimbursement.

Note: The Contractor is not an employee of Canada and as such, is not eligible for any Government of Canada employee benefits as they pertain to the National Joint Council Travel Directive, or otherwise. This includes any provisions pertaining to "travel status" as set out in the Directive which are not expressly permitted herein.

B.4 Hospitality

All hospitality must have the prior written authorization of the Project Authority and must be included in the Contractor's quote for the specific requirement. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided to event participants in accordance with the requirements outlined in the Treasury Board Directive on the Management of

Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

The Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences is available at: <http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=19855§ion=text> .

The National Joint Council Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> .

FINANCIAL EVALUATION - BID EVALUATION VALUE (BEV)

The BEV is calculated for evaluation purposes. . The firm all-inclusive hourly rates for event management services quoted by the Contractor in Table B.1.a and Table B.1.b and the firm all-inclusive percentage mark-up on direct and sub-contracted expenses submitted in Table B.2.a and Table B.2.b will be used to calculate the BEV and will also apply to the resulting Contract and subsequent Task Authorizations as indicated herein.

Evaluation Table A - Event Management Services – Base Requirement

The firm fixed all-inclusive hourly rates for event management services submitted by the Bidder in Table B.1.a of the Annex B Basis of Payment will be used in the calculation of the BEV as follows:

The “Number of hours (for Evaluation Purposes Only)” shown in the Evaluation Table A are estimates for evaluation purposes only and are not a guarantee of the actual number of hours required, nor are they intended to reflect any expectations on behalf of the Government of Canada.

Category of Service	FIRM ALL-INCLUSIVE HOURLY RATE Submitted for Table B.1	Number of Hours (for Evaluation Purposes Only)	Total for evaluation (firm all inclusive hourly rate x number of hours for evaluation purposes only)
Senior Event Manager	\$ _____	2,600	\$ _____
Event Coordinator	\$ _____	2,600	\$ _____
Total Evaluated Price for Event Management Services (excluding Applicable Taxes) For Evaluation Purposes Only (Evaluation Table A):			\$ _____

Evaluation Table B - Direct and Subcontracted Expenses – Base Requirement

The firm firm all-inclusive percentage Mark-up on Direct and Subcontracted Expenses submitted by the Bidder in Table B.2.a of the Annex B basis of Payment will be used in the calculation of the BEV as follows:

The “Total Value of Direct and Subcontracted Expenses (for evaluation purposes only)” shown in the Evaluation Table B is for evaluation purposes only and is not a guarantee of the actual value for direct

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and subcontracted expenses, nor is it intended to reflect any expectations on behalf of the Government of Canada.

Firm All-Inclusive Mark-up on Direct and Subcontracted Expenses as submitted in Table B.2.a	____%
Total Value of Direct and Subcontracted Expenses (for evaluation purposes only)	\$400,000.00
Total Direct and Subcontracted Expenses Including Mark-up (excluding Applicable Taxes) For Evaluation Purposes Only (Evaluation Table B) <i>(firm all-inclusive mark-up on direct and subcontracted expenses x total of direct and subcontracted expenses):</i>	\$ ____

Evaluation Table C - Event Management Services – Vimy Ridge Upgrade (optional requirement)

The firm fixed all-inclusive hourly rates for event management services for the optional submitted by the Bidder in Table B.1.b of the Annex B Basis of Payment will be used in the calculation of the BEV as follows:

The “Number of hours (for Evaluation Purposes Only)” shown in the Evaluation Table C are estimates for evaluation purposes only and are not a guarantee of the actual number of hours required, nor are they intended to reflect any expectations on behalf of the Government of Canada.

Category of Service	FIRM ALL-INCLUSIVE HOURLY RATE Submitted for Table B.1	Number of Hours (for Evaluation Purposes Only)	Total for evaluation (firm all inclusive hourly rate x number of hours for evaluation purposes only)
Senior Event Manager	\$ ____	300	\$ ____
Event Coordinator	\$ ____	300	\$ ____
Total Evaluated Price for Event Management Services (excluding Applicable Taxes) For Evaluation Purposes Only (Evaluation Table C):			\$ ____

Evaluation Table D - Direct and Subcontracted Expenses - Vimy Ridge Upgrade (optional requirement)

The firm all-inclusive percentage Mark-up on Direct and Subcontracted Expenses submitted by the Bidder in Table B.2.b of the Annex B Basis of Payment will be used in the calculation of the BEV as follows:

The “Total Value of Direct and Subcontracted Expenses (for evaluation purposes only)” shown in the Evaluation Table D is for evaluation purposes only and is not a guarantee of the actual value for direct and subcontracted expenses, nor is it intended to reflect any expectations on behalf of the Government of Canada.

Firm All-Inclusive Mark-up on Direct and Subcontracted Expenses as submitted in Table B.2.b	____%
Total Value of Direct and Subcontracted Expenses (for evaluation purposes only)	\$8,000,000.00
Total Direct and Subcontracted Expenses Including Mark-up (excluding Applicable Taxes) For Evaluation Purposes Only (Evaluation Table D) <i>(firm all-inclusive mark-up on direct and subcontracted expenses x total of direct and subcontracted expenses):</i>	\$ ____

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Evaluation Table E - BEV

Total Evaluated Price for Event Management Services – Base Requirement (Evaluation Table A):	\$ _____
Total Evaluated Price for Direct and Subcontracted Expenses – Base Requirement (Evaluation Table B):	\$ _____
Total Evaluated Price for Event Management Services - Vimy Ridge Upgrade (optional requirement) (Evaluation Table C):	\$ _____
Total Evaluated Price for Direct and Subcontracted Expenses - Vimy Ridge Upgrade (optional requirement) (Evaluation Table D):	\$ _____
TOTAL ALL INCLUSIVE BEV FOR EVALUATION PURPOSES ONLY* (TOTAL EVALUATION TABLES A, B, C and D)	\$ _____
<i>*NOTE: Although the BEV is calculated for evaluation purposes only and will not form part of any resulting Contract, the prices and rates quoted by the Bidder in Tables A, B, C and D will apply to any resulting Contract and Task Authorization as indicated herein.</i>	

ANNEX "C"

SECURITY REQUIREMENTS CHECK LIST AND IT SECURITY GUIDE

 Government of Canada / Gouvernement du Canada	Contract Number / Numéro du contrat 51019-15-6001
	Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL)

LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine Veterans Affairs Canada	2. Branch or Directorate / Direction générale ou Direction SPC-Commemoration Division	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Event management service provider for commemorative events overseas between 2016 and 2018.		
5. a) Will the supplier require access to Controlled Goods? / Le fournisseur aura-t-il accès à des marchandises contrôlées? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes / Non <input type="checkbox"/> Oui		
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? / Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes / Non <input type="checkbox"/> Oui		
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? / Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? <input type="checkbox"/> No <input checked="" type="checkbox"/> Yes / Non <input type="checkbox"/> Oui (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)		
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. / Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé. <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes / Non <input type="checkbox"/> Oui		
6. c) Is this a commercial courier or delivery requirement with no overnight storage? / S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes / Non <input type="checkbox"/> Oui		
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	
Foreign / Étranger <input type="checkbox"/>		
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions / Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	
No releasable / À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information		
PROTECTED A / PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO RESTRICTED <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO DIFFUSION RESTREINTE <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET / SECRET <input type="checkbox"/>	NATO CONFIDENTIAL <input type="checkbox"/>	SECRET / SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	TOP SECRET / TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	NATO TOP SECRET <input type="checkbox"/>	TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>
	NATO TRÈS SECRET <input type="checkbox"/>	
	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	



Contract Number / Numéro du contrat 51019-15-6001
Security Classification / Classification de sécurité UNCLASSIFIED

PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :
Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

<input checked="" type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITÉ	<input type="checkbox"/> CONFIDENTIAL CONFIDENTIEL	<input type="checkbox"/> SECRET SECRET	<input type="checkbox"/> TOP SECRET TRÈS SECRET
<input type="checkbox"/> TOP SECRET - SIGINT TRÈS SECRET - SIGINT	<input type="checkbox"/> NATO CONFIDENTIAL NATO CONFIDENTIEL	<input type="checkbox"/> NATO SECRET NATO SECRET	<input type="checkbox"/> COSMIC TOP SECRET COSMIC TRÈS SECRET
<input type="checkbox"/> SITE ACCESS ACCÈS AUX EMPLACEMENTS			

Special comments:
Commentaires spéciaux : _____

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.
REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui

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 cx024
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Security Classification / Classification de sécurité UNCLASSIFIED

PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.
 Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.
 Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category Catégorie	PROTECTED PROTÉGÉ			CLASSIFIED CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL CONFIDENTIEL	SECRET	TOP SECRET TRÈS SECRET	NATO RESTRICTED NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET COSMIC TRÈS SECRET	PROTECTED PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET TRÈS SECRET
											A	B	C			
Information / Assets Renseignements / Biens Production	✓															
IT Media / Support TI	✓															
IT Link / Lien électronique																

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED?
 La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification".
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED?
 La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? No / Non Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments).
 Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).

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51019-15-6001

Processing of Protected Information
Contract Security Requirements

IT Security
Veterans Affairs Canada.

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1. INTRODUCTION

This document outlines the IT Security requirements for the Department's current contract 51019-15-6001 for the processing of protected data up to and including Protected A. In absence of a formal Threat-Risk Assessment (TRA) and due to the IT portion of the Security clearance being contract specific, the intent of this document is to state the minimum safeguards required in order that the processing of protected information be approved by the Department's IT Security Coordinator (ITSC).

Security is based upon layers of protection. In order for the requirements of the IT Security (ITS) to effectively safeguard the information, they must be preceded and supported by other aspects of security and the associated policies. The physical, personnel and information security safeguards in accordance with the Policy on Government Security and ITS related Standards must exist *prior* to the implementation of ITS safeguards.

2. MANDATORY PREREQUISITES

2.1. PWGSC Validation for Physical Security

The application of the security safeguards listed in this document are based on the *mandatory requirement* that the physical premises have been inspected, certified and accredited to process and store Protected A information by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services. The Departmental Security Officer's (DSO) office will validate the certification and notify the ITSC.

A CISD Field Industrial Security Officer (FISO) will perform a bi-annual inspection to ensure that premises PWGSC certification is maintained.

2.2. Personnel Security

All personnel who have access to the material being processed must hold valid Government of Canada security screening at the appropriate level (dictated by the sensitivity of the material) and have the "*need to know*".

2.3. Information Security

All hard copy documents and other media formats must be handled and transported in accordance with Government of Canada guidelines. All hard copy documents and other media will be marked with the appropriate security classification as provided by Veterans Affairs Canada. Any covering letter, transmittal form or circulation slip will be marked to indicate the highest level of classification of the attachments.

Transportation of information associated with this contract into or out of the physical premises must adhere to RCMP G1-009 "*Transport and Transmittal of Protected and Classified Information*". Personnel may only transport documents associated with a Veterans Affairs

Canada contract into or out of the operational zones with the approval of the Veterans Affairs Canada DSO.

2.4. Security Policy Compliance Monitoring

On a frequency to be determined by the Safety, Security and Emergency Management Division (SSEMD), Veterans Affairs Canada retains the right to conduct inspections of the contractor's facility to ensure compliance with Government of Canada standards and policies with respect to the handling, storage and processing of protected information.

3. MINIMUM IT SECURITY REQUIREMENTS

3.1. IT Security Policy Compliance and Monitoring

On a frequency to be determined by Information Technology Services Division/Information Technology Security, Veterans Affairs Canada retains the right to conduct inspections of the contractors facility to ensure compliance with Government of Canada standards and policies with respect to prevention, detection, response and recovery requirements as prescribed in the *Operational Security Standard: Management of Information Technology Security*.

3.2 Adherence to Government of Canada Policies

All information technology related operations must adhere to the overall requirements outlined in the *Operational Security Standard: Management of Information Technology Security*. Specifically, sections 16-18 referring to prevention, detection, response and recovery.

3.1.1. Prevention

Prevention safeguards protect the confidentiality, integrity, and availability of information and IT assets.

3.1.1.1. Physical Security within the IT Security Environment

The contractor will, as requested by the Veterans Affairs Canada ITSC, provide a list of physical safeguards which are implemented in the facility which is used to process and store protected information. All equipment processing protected information is to reside in a operation zone as defined by (RCMP – G1-026) *Guide to the Application of Physical Security Zones*".

The equipment within the operations zone, which is used to process the protected information, must be either standalone or on an 'island' network (self-contained, used for the purposes of processing the information related to the contract and have no external connection to the internet or other network, internal or otherwise).

The *island* network must only be used for the processing and storage of information related to contracts with the Veterans Affairs Canada and no other party.

The use of wireless technology for the processing of protected information is prohibited without the express written approval of the VAC DSO.

3.1.1.2. Storage, Disposal and Destruction of IT Media

All material such as CD/DVDs, flash/thumb drives, workstation hard disks, server hard disks, backup tapes and any other devices used to process or store protected information must be identified and itemized by model and serial number for hard disks, and by label for any other media which cannot be identified by model or serial number. These devices or material must be retained and properly stored or disposed of by Veterans Affairs Canada IT Security personnel in the event of failure and replacement of the equipment or termination of the final contract.

As requested, the Veterans Affairs Canada ITSC must be provided with the list of equipment and media being used. In addition, only equipment and media that has been identified, itemized and documented may be used to process protected information associated with the Veterans Affairs Canada contract.

In the event that equipment requires maintenance, support or replacement, no hardware associated with the processing or storage of protected information may be given to an outside vendor without the approval of the ITSC.

All media, when not in use, must be stored in a storage container which is RCMP-approved for the storage of information up to and including the Protected A level (G1-001 "*Security Equipment Guide*"). The storage container must be verified by CISD and validated by the Veterans Affairs Canada DSO's Office.

3.1.1.3. Authorization and Access Control

Within two weeks of contract award the contractor must provide the Veterans Affairs Canada ITSC with a list of all individuals who have access to the protected information being processed for the Department, along with the contractor's policies and procedures for adding individuals to the environment and the process followed when an individual is removed from the environment.

In following the 'principle of least-privilege', the contractor must provide only the minimum access required for individuals to perform their duties.

3.1.1.4. Mobile Computing and Teleworking

Due to the fact that the requirements have stipulated an island-network configuration, mobile computing and teleworking need not be expressly addressed; however, it is important to state that the processing of protected information associated with Veterans Affairs Canada-related contracts *may only* be performed in the facility which has been validated by the Veterans Affairs Canada DSO.

3.1.1.5. Emanations Security

The highest level of information processed under this contract is Protected A, as such, there are no TEMPEST protection requirements at this time.

3.1.1.6. Telecommunications Cabling

In the event an island network is used (rather than standalone equipment), it is important to control and monitor access to telecommunications wiring, spaces and pathways to avoid inadvertent or deliberate connection to any other network.

3.1.1.7. Software Integrity and Security Configuration

The contractor should configure the security their operating systems and application software being used to process protected information in accordance with security best practices (such as the Microsoft Security Compliance Toolkits for servers and clients, Veterans Affairs Canada documentation). The contractor must implement safeguards to "harden" servers and workstations processing protected information, and detail that information in a document to be delivered to the Veterans Affairs Canada ITSC.

3.1.1.8. Malicious Code

Due to the isolation of the systems being used to process protected information (standalone or island network) these systems are less exposed to malicious code such as viruses, Trojan horses, and network worms; however, without proper procedures for introducing new equipment or information into the environment, they are still vulnerable. Therefore, the contractor must install, use and regularly update antivirus software and conduct scans on all electronic files from external systems.

3.1.2. Detection

It is important to have the ability to detect security related issues within the operating environment which processes protected information. Even though the systems are isolated, it is still useful to use sources such as system logs (event viewer), virus protection software and other system tools to monitor systems. In order to adequately protect information there must exist the ability to detect activity such as unauthorized access, unplanned disruption of systems or services or unauthorized changes to system hardware, firmware, or software. Detection mechanisms which are used by the contractor must be documented and provided to the Veterans Affairs Canada ITSC upon request.

Response and Recovery

3.1.2.1. Incident Response

The Policy on Government Security requires departments to 'establish mechanisms to respond effectively to IT incidents and exchange incident-related information with designated lead departments in a timely fashion'. Similarly, Veterans Affairs Canada requires the contractor to have a documented incident response process. All documentation pertaining to incident response must be provided to the Veterans Affairs Canada ITSC upon request.

3.1.2.2. Incident Reporting

It is paramount that Veterans Affairs Canada's DSO and ITSC are made aware of any security-related incidents with respect to the facilities and equipment used to process and store protected information associated with Veterans Affairs Canada contracts.

The contractor must report any security-related incidents to the Veterans Affairs Canada DSO and ITSC within *two hours* of an incident being detected or reported.

3.1.2.3. Recovery

The ability to recover systems and information is extremely important in any IT environment. Veterans Affairs Canada requires the contractor to demonstrate the ability to address systems recovery by providing documentation relating to systems and server backup policies (e.g. processes used, tests restores, retention periods and storage of backup media). This documentation shall be forwarded to the Veterans Affairs Canada ITSC, upon request.

3.2.2.4 Location of Work

All data input, processing, storage, accessing, and electronic back-ups are to be domestically processed and stored in Canada.

ANNEX "D" to PART 5 - BID SOLICITATION

FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada 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 Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: _____(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

OR

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

OR

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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ANNEX "E" to PART 5 - BID SOLICITATION

DECLARATION OF CONVICTED OFFENCES

2003 Standard Instructions - Goods or Services - Competitive Requirements

For further information on the Standard Instructions - Goods or Services - Competitive Requirements visit the website:

[HTTPS://BUYANDELL.GC.CA/POLICY-AND-GUIDELINES/STANDARD-ACQUISITION-CLAUSES-AND-CONDITIONS-MANUAL/1/2003/20](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/20)

01 (2015-07-03) Integrity Provisions - Bid
10. Declaration of Convicted Offences

Where a Bidder or its Affiliate is unable to certify that it has not been convicted of any of the offences referenced under the Canadian Offences Resulting in Legal Incapacity, the Canadian Offences and the Foreign Offences subsections, the Bidder must provide with its bid the 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.

Refer to: 2003 Standard Instructions - Goods or Services - Competitive Requirements 01 (2015-07-03) Integrity Provisions - Bid

Subsections:

- 6. Canadian Offences Resulting in Legal Incapacity**
- 7. Canadian Offences**
- 8. Foreign Offences**

ANNEX "F"

INSURANCE REQUIREMENTS

1. 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.
2. 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.
 - 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. Non-Owned Automobile Liability - Coverage for suits against the Contractor resulting from the use of hired or non-owned vehicles.
- n. Advertising Injury: While not limited to, the endorsement must include coverage piracy or misappropriation of ideas, or infringement of copyright, trademark, title or slogan.
- o. All Risks Tenants Legal Liability - to protect the Contractor for liabilities arising out of its occupancy of leased premises.
- p. Amendment to the Watercraft Exclusion to extend to incidental repair operations on board watercraft.
- q. Sudden and Accidental Pollution Liability (minimum 120 hours): To protect the Contractor for liabilities arising from damages caused by accidental pollution incidents.
- r. 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.

Solicitation No. - N° de l'invitation
 51019-156001/A
 Client Ref. No. - N° de réf. du client
 51019-156001

Amd. No. - N° de la modif.
 File No. - N° du dossier
 cx024.51019-156001

Buyer ID - Id de l'acheteur
 cx024
 CCC No./N° CCC - FMS No./N° VME

ANNEX "G"

TASK AUTHORIZATION FORM PWGSC-TPSGC 572

 Public Works and Government Services Canada / Travaux publics et Services gouvernementaux Canada		Annex Annexe
Task Authorization Autorisation de tâche		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat		
For Revision only - Aux fins de révision seulement		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract. Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.		
1. Required Work: - Travaux requis :		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Solicitation No. - N° de l'invitation
51019-156001/A
Client Ref. No. - N° de réf. du client
51019-156001

Amd. No. - N° de la modif.
File No. - N° du dossier
cx024.51019-156001

Buyer ID - Id de l'acheteur
cx024
CCC No./N° CCC - FMS No./N° VME

Annex
Annexe _____

Contract Number - Numéro du contrat

2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

Name and title of authorized client - Nom et titre du client autorisé à signer

Signature

Date

PWGSC Contracting Authority - Autorité contractante de TPSGC

Signature

Date

3. Contractor's Signature - Signature de l'entrepreneur

Name and title of individual authorized - to sign for the Contractor
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

Signature

Date

**APPENDIX 1
 EVALUATION GRIDS**

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS: <input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
Mandatories Checked by:	Date:

NOTE TO EVALUATORS: These evaluation grids contain the basic criteria. These grids must be used in conjunction with the RFSO document to ensure the evaluation is being conducted strictly in accordance with the published criteria.

Evaluation Criteria	Met	Not met
The Offer is signed and offer submission requirements of Standard Instructions 2006 are met.		
The certifications in Part 5 – Certifications Required with the Bid have been provided		
Comments:		

Evaluation Criteria	Met	Not met
M.1 FINANCIAL PROPOSAL		
The Bidder must provide costing information strictly in accordance with Annex "B" Basis of Payment.		
Comments:		

Evaluation Criteria	Met	Not met
M.2 EXPERIENCE OF THE FIRM		
The Bidder must have: <ul style="list-style-type: none"> • Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing 		

<p>in the provision of event management services, and</p> <ul style="list-style-type: none"> • A physical place of business within Canada. 		
<p>The Bidder must provide:</p> <ul style="list-style-type: none"> • The number of years the firm has been in business; and • The number of years the firm has specialized in the provision of event management services; and • The physical address(es) of the firm's place(s) of business within Canada (including street address, city/town, and province/territory for each). 		
Comments:		

Evaluation Criteria	Met	Not met
M.3 EVENT MANAGEMENT PROJECTS		
<p>M.3.1 The Bidder must provide a detailed description of three (3) event management projects.</p> <p>The event management projects described must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidder's resources on behalf of another firm will not be accepted.</p> <p>For <u>each</u> event:</p> <ol style="list-style-type: none"> The event start date must have been after January 1, 2010; The event location must have been outside of North America; The firm's assigned portion of the overall budget must have been at least \$200,000 (including any professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); A minimum of 40 participants with varied profiles must have attended the event. A "Participant" is defined as including, but not restricted to, a potential audience, actual delegate, speaker/presenter/entertainer, moderator, session chair, or member of a client group. "Varied" is defined as including <u>three (3) or more</u> of the following profiles – general public, senior citizens, veterans, senior executives, parliamentary officials, VIPs (defined as potentially being a head of state (ie. Prime Minister) or representative of another level of government, royal family member, mayor 		

<p>or other representative of local government), military officials, etc. (within one event).</p> <p>e. One (1) or more of the firm's resources must have been on-site for three (3) days or more. "Resources" for the purposes of this RFP are defined as a Senior Event Manager and/or Event Coordinator. "On-site" is defined as at the event location(s) and/or travelling with the event participants; and</p> <p>f. All of the following event management services must have been provided: accommodations, logistics, hospitality and transportation.</p>		
<p>M.3.1.1 The Bidder must provide the following information for each of the three (3) event management project samples submitted:</p> <ul style="list-style-type: none"> • Name of the project/event; • Client contact information; • Description of the event; • Event start date (month and year) • Event location • The dollar value of the Bidder's assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes) • Number of participants in attendance • Profile of participants in attendance; • Firm(s) resource(s) who was/were on-site; • List of event management services provided. The list must clearly demonstrate that the Bidder provided <u>all</u> of the following services: <ul style="list-style-type: none"> ○ Accommodation ○ Logistics ○ Hospitality ○ Transportation 		
<p>M.3.1.2 The Bidder must provide a letter of reference for each event management project sample submitted. Each letter of reference must be from the client for the event management project sample and must be addressed to the Bidder. The letter of reference must indicate the client's satisfaction with the performance of the Bidder.</p>		
<p>Comments:</p>		