



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

**Bid Receiving /**

**Réception des soumissions**

Canada School of Public Service, Bid Receiving  
(Mailroom / Salle de Courrier)  
De La Salle Campus, 373 Sussex Drive  
Ottawa, Ontario (Canada) K1N 6Z2

**REQUEST FOR PROPOSAL  
DEMANDE DE SOUMISSION**

Proposal to: Canada School of Public Service/École de la fonction publique du 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: Canada School of Public Service/École de la fonction publique du 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 - Commentaries**

**THIS DOCUMENT CONTAINS NO SECURITY REQUIREMENT**

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

<b>Title-Sujet</b> Event Technical Director	
<b>Solicitation No. – No. de l'invitation</b> CSPS-RFP-NL17-1887/B	<b>Date</b> June 1, 2016
<b>Client Reference No. - No. De Référence du Client</b> 20151887	
<b>Solicitation Closes - L'invitation prend fin</b> at - à <b>02:00 PM</b> Eastern Daylight Time (EDT) on - le <b>June 17, 2016</b>	
<b>Financial Codes - Codes financiers</b> 0520-C10-1140-53302-C43281-IOCS320	
<b>Address Inquiries to: - Adresser toute demande de renseignements à:</b> <b>Lise Marquis</b> <a href="mailto:lise.marquis@canada.ca">lise.marquis@canada.ca</a>	
<b>Telephone No. - No de téléphone</b> 819-953-3415	<b>Fax No. – No de Fax:</b>
<b>Destination of Goods and Services: Destinations des biens et services:</b>  National Capital Region (NCR)	
<b>Instructions : See Herein</b> <b>Instructions : Voir aux présentes</b>	
<b>Delivery Required – Livraison exigée</b>  See Herein	<b>Delivery Offered – Livraison proposée</b>
<b>Name and title of person authorized to sign on behalf of Vendor/Firm</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	



## TABLE OF CONTENTS

### PART 1 - GENERAL INFORMATION

1. Introduction
2. Summary
3. Debriefings

### PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Former Public Servant
4. Enquiries - Bid Solicitation
5. Applicable Laws
6. Improvement of Requirement During Solicitation Period

### PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

### PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

### PART 5 - CERTIFICATIONS

1. Certifications Required Precedent to Contract Award and Certifications Required with the Bid

### PART 6 – SECURITY REQUIREMENTS

1. There is no Security Requirement

#### List of Attachments:

Attachment 1 to Part 3, Pricing Schedule  
Attachment 1 to Part 4, Technical Criteria  
Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award

### PART 7 - RESULTING CONTRACT CLAUSES

1. Statement of Work
2. Standard Clauses and Conditions
3. Security Requirement
4. Term of Contract
5. Authorities

**Notice to Bidder:** If the selected Bidder provided in accordance with the article 3 of Part 2 information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the resulting Contract as article 6.



6. Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)
7. Payment
8. Invoicing Instructions
9. Certifications
10. Applicable Laws
11. Priority of Documents
12. Foreign Nationals (Canadian Contractor)
13. Insurance
14. Government Site Regulations

**List of Annexes:**

- |           |   |
|-----------|---|
| Annex "A" | Statement of Work   |
| Annex "B" | Basis of Payment  |
| Annex "C" | Task Authorization Form (TA)  |
| Annex "D" | Sample MS Office Excel Spreadsheet for Period Usage Reports – Contracts with TAs. |
| Annex "E" | Bid Submission Form   |



This bid solicitation cancels and supersedes previous bid solicitation number CSPS-RFP-NL17-1887 dated April March 16, 2016 with a closing of April 06, 2016 at 02:00 PM, EDT and CSPS-RFP-NL17-1887/A dated April 11, 2016 with a closing of April 20, 2016 at 02:00 PM, EDT. A debriefing or feedback session will be provided upon request to bidders/ offerors/ suppliers who bid on the previous solicitation.

## **PART 1 - GENERAL INFORMATION**

### **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 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 Attachments include the Pricing Schedule, Technical Criteria, Certification Precedent to Contract Award and Certifications required with the Bid.

The Annexes include the Statement of Work, the Basis of Payment, the Task Authorization Form, sample MS Office Excel Spreadsheet for Periodic Usage Reports, the Bid Submission Form, and any other annexes.

### **2. Summary**

**2.1** This bid solicitation is being issued to satisfy the requirement of the Canada School of Public Service (CSPS) for the provision of a Contractor to provide event technical consulting services, including assessment of needs, event technical design, bidder evaluation and on-site technical direction and support. It is intended to result in the award of one (1) contract for one (1) year, plus two (2) one-year irrevocable options allowing Canada to extend the term of the contract.

**2.2** There is no a security requirement associated with this requirement.

**2.3** The requirement is not subject to the provisions of any trade agreement.



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



## PART 2 - BIDDER INSTRUCTION

### 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](#) (2016-04-04) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation with the following changes:

- a) Wherever Public Works and Government Services Canada (PWGSC) revise to read "Canada School of Public Service (the School)".
- b) At Article 05, Submission of Bids, subparagraph 4, delete "Bids will remain open for acceptance for a period of not less than sixty (60) days from the closing date of the bid solicitation. Insert "Bids will remain open for acceptance for a period of not less than 120 days from the closing date of the bid solicitation."
- c) At Article 08, Transmission by Facsimile is deleted in its entirety.
- d) At Article 20, Further Information, delete the second paragraph in its entirety.

### 2. Submission of Bids

Bids must be submitted only to the location and by the date, time and place indicated on page 1 of the bid solicitation. Bids transmitted by electronic mail will not be accepted.

Bidders must indicate the RFP number on the packaging when submitting their bids.

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

### 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 FPS, bidders must provide in writing before contract award for each question below, the answer and, as applicable, the information required.

If the Contracting Authority has not received the answer to the question and, as applicable, the information required by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the answer and, as applicable, the information required. 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 FPS in receipt of a pension, as applicable:

- (a) name of former public servant; and
- (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; and
- g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.



For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

#### **4. Enquiries - Bid Solicitation**

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

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

#### **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.

#### **6. Improvement of Requirement During Solicitation Period**

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least four (4) days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.





## PART 3 - BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

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

- Section I:        Technical Bid (four hard copies)
- Section II:       Financial Bid (one hard copy)
- Section III:      Certifications (one hard copy)
- Section IV:      Additional Information (one hard 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 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.

Part 4, Evaluation Procedures, contains additional instructions that bidders should consider when preparing their technical bid.



## **Section II:      Financial Bid**

**1.1**      Bidders must submit their financial bid in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3. The total amount of Applicable Taxes must be shown separately.

**1.2**      Bidders must submit their rate FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

**1.3**      When preparing their financial bid, bidders should review the basis of payment in Annex B clause 1.2, Financial Evaluation, of Part 4.

**1.4**      Bidders should include the following information in their financial bid:

1. Their legal name;
2. Their Procurement Business Number (PBN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to:
  - their bid; and
  - any contract that may result from their bid.

## **1.5      SACC Manual Clauses**

C3011T (2013-11-06), Exchange Rate Fluctuation

## **Section III:      Certifications**

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

## **Section IV:      Additional Information**

In Section IV of their bid, Bidders should provide:

- For Part 2, article 3, Former Public Servant: the required answer to each question and, as applicable, the required information.



**ATTACHMENT 1 TO PART 3  
PRICING SCHEDULE**

The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted all inclusive daily rate (in Cdn \$) for each of the resource categories identified.

The rates specified below, when quoted by the Bidder, include the total estimated cost of all travel and living expenses that may need to be incurred for:

- a. Work described in Part 7, Resulting Contract Clauses, of this bid solicitation required to be performed within the National Capital Region (NCR). The NCR is defined in the *National Capital Act*, R.S.C. 1985, c. N-4, S.2. *The National Capital Act* is available on the Justice Website: <http://laws.justice.gc.ca/eng/acts/N-4/> ;
- b. travel between the successful bidder's place of business and the NCR; and
- c. the relocation of resources

to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

The inclusion of volumetric data in this document does not represent a commitment by Canada that Canada's future usage of the services described in the bid solicitation will be consistent with this data.

	PERIOD	QUOTED ALL-INCLUSIVE DAILY RATE (in Cdn \$)	Volumetric Data (estimated)	TOTAL (in Cdn \$)
		A	B	C= A x B
<b>1</b>	<b>Initial Contract Period – from Contract Award to July 31, 2017</b>			
<b>1a</b>	<b>Event Technical Director</b>		<b>22 days</b>	<b>\$ _____</b>
	<b>Total Initial Period:</b>			<b>\$ _____</b>
	<b>Optional Services</b>			
<b>2</b>	<b>Option Period 1 (from August 01, 2017 to July 31, 2018)</b>			
<b>2a</b>	<b>Event Technical Director</b>		<b>22 days</b>	<b>\$ _____</b>
	<b>Total Option Period 1:</b>			<b>\$ _____</b>
<b>3</b>	<b>Option Period 2 (from August 01, 2018 to July 31, 2019)</b>			
<b>3a</b>	<b>Event Technical Director</b>		<b>22 days</b>	<b>\$ _____</b>
	<b>Total Option Period 2:</b>			<b>\$ _____</b>
<b>4</b>	<b>EVALUATED PRICE (Applicable Taxes excluded): (i.e. sum of: Total Initial Period + Total Option Periods 1 and 2)</b>			<b>\$ _____</b>
<b>5</b>	<b>Applicable Taxes</b>	Insert the amount, as applicable:		<b>GST: \$ _____</b> <b>HST: \$ _____</b> <b>PST: \$ _____</b>



## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **1. Evaluation Procedures**

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

#### **1.1 Technical Evaluation**

##### **1.1.1. Mandatory Technical Criteria**

Refer to Attachment 1 to Part 4.

##### **1.1.2 Point Rated Technical Criteria**

Refer to Attachment 1 to part 4. Point rated technical criteria not addressed will be given a score of zero.

#### **1.2 Financial Evaluation**

**1.2.1** The volumetric data included in the pricing schedule detailed in Attachment 1 to Part 3 are provided for bid evaluation price determination only. They are not to be considered as a contract guarantee.

**1.2.2** For bid evaluation and contractor (s) selection purpose only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

### **2. Basis of Selection**

#### **2.1 Basis of Selection - Lowest Evaluated Price Per Point**

- 1. To be declared responsive, a bid must:
  - (a) comply with all the requirements of the bid solicitation;
  - (b) meet all the mandatory evaluation criteria; and
  - (c) obtain the required overall passing score specified in Attachment 1 to Part 4 for the point rated technical criteria.
- 2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. Neither the responsive bid obtaining the highest number of points nor the one with the lowest evaluated price will necessarily be accepted.
- 3. The evaluated price per point of a responsive bid will be determined by dividing its evaluated price by the overall score it obtained for all the point rated technical criteria detailed in Attachment 1 to Part 4.
- 4. The responsive bid with the lowest evaluated price per point will be recommended for award of a contract. In the event two or more responsive bids have the same lowest evaluated price per point, the responsive bid that obtained the highest overall score for all the point rated technical criteria detailed in Attachment 1 to Part 4 will be recommended for award of a contract.



**ATTACHEMENT 1 TO PART 4  
TECHNICAL CRITERIA**

**1.1.1 Mandatory Technical Criteria**

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Bids which fail to meet the mandatory technical criteria will be declared non-responsive. Each mandatory technical criterion should be addressed separately.

When addressing Mandatory Technical Criteria in the Bid, they are to be referenced as **M1** and **M2**.

Bidders are advised that only listing experience without providing any supporting data to describe where and how such experience was obtained will not constitute “demonstrated” for the purpose of the evaluation.

Item No.	<b>Mandatory Technical Criteria</b> For the purpose of the mandatory technical criteria specified below, mandatory MT1 and MT2, the experience of the Bidder will be considered.	Proposal Reference page number
<b>Mandatory Technical Criteria and Bid Preparation Instructions</b>		
<b>MT1</b>	<p><b>Experience</b></p> <p>The Bidder must demonstrate that the proposed resource has experience working as an Event Technical Director, on a minimum of five (5) events within the last three (3) years, with a minimum of at least one hundred (100) participants, prior to bid closing, in which the work involved working with each of the following: audiovisual, simultaneous interpretation, videoconferencing and/or webcasting equipment.</p> <p>If more than one (1) resource is proposed, only the first one in order of presentation will be evaluated.</p> <p>To demonstrate this experience, Bidders must provide projects/events, with a short narrative for the experience of the proposed resource, providing the following information:</p> <ul style="list-style-type: none"> <li>a) Project/event description and objectives;</li> <li>b) Project/event start date (mm/yy) and end date (mm/yy);</li> <li>c) Project/event number of participants;</li> <li>d) Project/event roles and responsibilities of the proposed resource; and</li> <li>e) Project/event client reference name, title, telephone number and email address (if available).</li> </ul>	



	References may be contacted for the purposes of validation of information provided.	
<b>MT2</b>	<p>The Bidder must demonstrate that the proposed resource has experience working as an Event Technical Director, on a minimum of five (5) events within the last three (3) years prior to bid closing, in which the work involved working in each of the following areas:</p> <ul style="list-style-type: none"> <li>i. Event technical consulting services, including assessment of needs;</li> <li>ii. Drafting statements of requirements for technical needs;</li> <li>iii. Bidder evaluation;</li> <li>iv. Onsite technical direction and support; and</li> <li>v. Working collaboratively within a team.</li> </ul> <p>If more than one (1) resource is proposed, only the first one in order of presentation will be evaluated.</p> <p>To demonstrate this experience, Bidders must provide projects/events, with a short narrative for the experience of the proposed resource, providing the following information:</p> <ul style="list-style-type: none"> <li>a) Project/event description and objectives;</li> <li>b) Project/event start date (mm/yy) and end date (mm/yy);</li> <li>c) Project/event number of participants;</li> <li>d) Project/event roles and responsibilities of the proposed resource; and</li> <li>e) Project/event client reference name, title, telephone number and email address (if available).</li> </ul> <p>References may be contacted for the purposes of validation of information provided.</p>	

**1.1.2 Point Rated Technical Criteria**

Bids which meet all the mandatory technical criteria will be evaluated and scored as specified in the tables inserted below.

Bids which fail to obtain the required overall passing score identified will be declared non-responsive. Each point rated technical criterion should be addressed separately.

<b>Point Rated Technical Criteria (RT) and Scores</b>		
For the purpose of the point rated technical criteria specified below, point rated technical criteria RT1 and RT2, the experience of the Bidder will be considered.		
<b>Number</b>	<b>Point Rated Technical Criteria and Bid Preparation Instructions</b>	<b>Weighting (Points)</b>
<b>RT1</b>	The Bidder should demonstrate that the proposed resource has experience	<b>20 points</b>



	<p>in working on Projects/Events that require simultaneous multi projection requirements, such as videoconference in different regions and a webcast.</p> <p>To demonstrate this experience, for each project, Bidders should submit:</p> <ol style="list-style-type: none"> <li>Project/event description and objectives;</li> <li>Project/event start date (mm/yy) and end date (mm/yy);</li> <li>Project/event completed tasks and responsibilities of the proposed resource;</li> <li>Description on how the resource’s experience is relevant to the criterion; and</li> <li>Project/event client reference name, title, telephone number and email address (if available).</li> </ol> <p>Points will be allocated as per the following:</p> <ul style="list-style-type: none"> <li>1 to 2 projects/events – 10 Points</li> <li>More than 2 projects/events – 20 points</li> </ul>	
<p><b>RT2</b></p>	<p>The Bidder should demonstrate that the proposed resource has experience providing event technical consulting services, including assessment of needs, bidder evaluation and on-site technical direction and support, above Mandatory Technical Criteria M2.</p> <p>To demonstrate this experience, for each project, Bidders should submit:</p> <ol style="list-style-type: none"> <li>Project/event description and objectives;</li> <li>Project/event start date (mm/yy) and end date (mm/yy);</li> <li>Project/event completed tasks and responsibilities of the proposed resource;</li> <li>Description on how the resource’s experience is relevant to the criterion; and</li> <li>Project/event client reference name, title, telephone number and email address (if available).</li> </ol> <p>Points will be allocated as per the following:</p> <ul style="list-style-type: none"> <li>3 to 4 years – 10 Points</li> <li>More than 4 years – 20 Points</li> </ul>	<p><b>20 points</b></p>
<p><b>RT3</b></p>	<p>The Bidder should demonstrate that the proposed resource has experience providing strategic consulting services advising on large scale events on using audiovisual, simultaneous interpretation, videoconferencing and/or webcasting equipment and service delivery.</p> <p>A large scale event is a public or private sector event with over 1,500 participants.</p> <p>To demonstrate this experience, for each project, Bidders should submit:</p> <ol style="list-style-type: none"> <li>Project/event description and objectives;</li> <li>Project/event start date (mm/yy) and end date (mm/yy);</li> <li>Project/event completed tasks and responsibilities of the proposed resource;</li> <li>Description on how the resource’s experience is relevant to the</li> </ol>	<p><b>25 points</b></p>



	<p>criterion; and</p> <p>e. Project/event client reference name, title, telephone number and email address (if available).</p> <p>Points will be allocated as per the following:</p> <ul style="list-style-type: none"><li>• More than 2 projects/events – 25 Points</li><li>• 2 projects/events – 15 Points</li><li>• 1 project/event – 5 Points</li></ul>	
<b>Maximum number of points: 65</b>		<b>Overall Passing mark: 39</b>





## **PART 5 - CERTIFICATIONS**

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) (www.tpsgc-pwgsc.gc.ca/ci-if/formulaire-form-eng.html), to be given further consideration in the procurement process.

#### **5.1.2 Additional Certifications Required with the Bid**

Refer to Attachment 1 to Part 5, Additional Certifications Required with the Bid.

### **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](#)" list



([http://www.labour.gc.ca/eng/standards\\_equity/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml)) available from [Employment and Social Development Canada \(ESDC\)](#) - Labour's website.

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

### **5.2.3 Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award**

Refer to Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award.



## ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS PRECEDENT TO CONTRACT AWARD

### 1. Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability. Failure to comply with the request may result in the bid being declared non-responsive.

### 2. Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.



**3. Integrity Provisions - List of Names**

<b>Dénomination complète de l'entreprise / Complete Legal Name of Company</b>	
<b>Adresse de l'entreprise/Company's address</b>	
<b>NEA de l'entreprise/Company's PBN number</b>	
<b>Numéro de la transaction/ Transaction number</b>	
<b>Liste de pré-qualification/Pre-Qualification List</b>	
<b>Valeur de la transaction (\$) /Transaction Value (\$)</b> <b>PLUS DE 25,000.00\$ (taxes incluses)/ OVER \$25,000.00 (including taxes)</b>	
<input type="checkbox"/> OUI / YES <input type="checkbox"/> NON / NO	
<b>Membres du conseil d'administration (Utilisez le format - Prénom Nom)</b> <b>Board of Directors (Use format - first name last name)</b> <b>Ou mettre la liste en pièce-jointe/Or put the list as an attachment</b>	
<b>1. Membre / Director</b>	
<b>2. Membre / Director</b>	
<b>3. Membre / Director</b>	
<b>4. Membre / Director</b>	
<b>5. Membre / Director</b>	
<b>6. Membre / Director</b>	
<b>7. Membre / Director</b>	
<b>8. Membre / Director</b>	
<b>9. Membre / Director</b>	
<b>10. Membre / Director</b>	
<b>Autres Membres/ Other members:</b>	
<b>Commentaires / Comments:</b>	



## **PART 6 – SECURITY REQUIREMENTS**

### **1. Security Requirement**

There is no security requirement.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

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

#### 1.2 Task Authorization

1.2.1 Work described at Annex A, Statement of Work, will be performed under the Contract on an “as and when requested basis”.

1.2.2 With respect to the Work mentioned under paragraph 1.2.1 of this clause,

1.2.2a) an obligation will come into force only when the Contractor receives a Task Authorization (TA), inclusive of any revisions, authorized and issued in accordance with this clause, and only to the extent designated in the authorized TA;

1.2.2b) the TA Authority and limit will be determined in accordance with paragraph 1.2.3 of this clause;

1.2.2c) the Contractor must not commence work until a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract. The Contractor acknowledges that work performed before a TA, inclusive of any revisions, has been authorized and issued in accordance with the Contract will be done at the Contractor’s own risk and expense;

1.2.2d) the task description, inclusive of any revisions, included in an authorized TA must fall within the scope of the Statement of Work, in Annex A; and

1.2.2e) the TA, inclusive of any revisions, will be authorized under the Contract through the use of Annex C, Task Authorization Form. An authorized TA is a completed Annex C signed by the TA Authority.

#### 1.2.3 TA Authorization Limit and Authorities for Validly Issuing Task Authorizations

1.2.3.1 To be validly issued, a TA must include the following signature(s):

- A. For any TA, a TA must be signed by both the Technical Authority and the Contracting Authority.

Any TA that does not bear the appropriate signature(s) is not validly issued by Canada. Any work performed by the Contractor without receiving a validly issued TA is done at the Contractor’s own risk. If the Contractor receives a TA that is not appropriately signed, the Contractor must notify the Contracting Authority. By providing written notice to the Contractor, the Contracting Authority may suspend the Client’s ability to issue TAs at any time, or reduce the dollar value threshold described in sub-article (A) above; any suspension or reduction notice is effective upon receipt.



## 1.2.4 TA Process

**1.2.4.1** For each task or revision of a previously authorized task, the Project Authority will provide the Contractor with a request to perform a task prepared using Annex C, containing as a minimum:

1. the task or revised task description of the Work required, including:
  - i. the details of the activities or revised activities to be performed;
  - ii. a description of the deliverables or revised deliverables to be submitted; and
  - iii. a schedule or revised schedule indicating completion dates for the major activities or submission dates for the deliverables, or both, as applicable;
2. the Contract security requirements applicable to the task or revised task;
3. the Contract basis (bases) of payment applicable to the task or revised task; and
4. the Contract method(s) of payment applicable to the task or revised task.

**1.2.4.2** Within two (2) calendar days of its receipt of the request, the Contractor must provide the Project Authority with a signed and dated response prepared and submitted using the TA form received from the Project Authority, containing as a minimum:

1. the total estimated cost proposed for performing the task or, as applicable, revised task;
2. a breakdown of that cost in accordance with Annex B.

### 1.2.4.3 TA Authorization

**1.2.4.3.1** The TA Authority will authorize the TA based on:

1. the request submitted to the Contractor pursuant to paragraph 1.2.4.1 above;
2. the Contractor's response received, submitted pursuant to paragraph 1.2.4.2 above; and
3. the agreed total estimated cost for performing the task or, as applicable, revised task.

**1.2.4.3.4** The authorized TA will be issued to the Contractor by email. The original version will follow by email.

## 1.2.5 Minimum Work Guarantee - All the Work - Authorized TAs

### 1.2.5.1

- "Maximum Contract Value" means the sum specified in Contract clause 6.2, Limitation of Expenditure - Cumulative Total of All Authorized TAs; and
- "Minimum Contract Value" means five (5) % of the Maximum Contract Value.

**1.2.5.2** 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 1.2.5.3 of this clause. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work. Canada's maximum liability for Work requested in authorized TAs, performed by the Contractor and accepted by Canada must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.



**1.2.5.3** 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 cost of the Work requested in authorized TAs, performed by the Contractor and accepted by Canada.

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

### **1.2.6 Periodic Usage Reports - Contracts with TAs**

**1.2.6.1** The Contractor must compile and maintain detailed and current data on its performance of Work required and requested under TAs (inclusive of any revisions) authorized and issued under the Contract.

**1.2.6.2** No later than 15 calendar days after the end of each of the reporting periods below, the Contractor must submit to the Contracting Authority and Project Authority a periodic usage report containing, in an electronic spreadsheet (such as MSOffice Excel), the data elements specified in paragraphs 1.2.6.3 and 1.2.6.4 below in the order they are presented. Where at the end of a reporting period, no changes are required to be made to the data contained in the periodic usage report submitted for the previous period; the Contractor must submit a "NIL" report to the Contracting Authority and Project Authority.

The reporting 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.

A sample MSOffice spreadsheet containing the data elements contained in paragraphs 1.2.6.3 and 1.2.6.4 is provided in Annex D.

**1.2.6.3** For each TA authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the TA number appearing on the TA form;
- the date the task was authorized appearing on the TA form;
- the total estimated cost of the task (Applicable Taxes extra) before any revisions appearing on the TA form;
- the following information appearing on the TA form must be included for each authorized revision, starting with revision 1, than 2, etc:
  - the TA revision number;
  - the date the revision to the task was authorized;
  - the authorized increase or decrease (Applicable Taxes extra);
  - the total estimated cost of the task (Applicable Taxes extra) after authorization of the revision;
  - the total cost incurred for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total cost incurred and invoiced for the task (as last revised, as applicable), Applicable Taxes extra;
  - the total amount of Applicable Taxes invoiced;
  - the total amount paid, Applicable Taxes included;
  - the start and completion date of the task (as last revised, as applicable); and
  - the active status (i.e., the percentage of the work completed) of the task (as last revised, as applicable) with an explanation (as applicable).





**1.2.6.4** For all TAs authorized and issued under the Contract, the data must contain the following data elements in the order presented:

- the sum (Applicable Taxes extra) specified in clause 6.2, Limitation of Expenditure - Cumulative Total of all Authorized TAs;
- the total cost incurred for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total cost incurred and invoiced for all authorized tasks inclusive of any revisions, Applicable Taxes extra;
- the total amount of Applicable Taxes invoiced for all authorized tasks inclusive of any revisions; and
- the total amount paid for all authorized tasks inclusive of any revisions, Applicable Taxes extra.

## **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.

### **2.1 General Conditions**

2035 (2016-04-04), General Conditions - Higher Complexity - Services, apply to and form part of the Contract with the following changes:

- Wherever Public Works and Government Services Canada (PWGSC) revise to read “Canada School of Public Service (the School)” with the exception of article 41 Integrity Provisions – Contract where any reference to PWGSC remains.

### **2.2 Specific Person(s)**

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: \_\_\_\_\_ (*insert name(s) of person(s)*).

## **3. Security Requirement**

**3.1** There is no security requirement. However, the Contractor must be escorted by a CSPS employee at all times while on CSPS premises.

## **4. Term of Contract**

### **4.1 Period of the Contract**

The period of the Contract is from date of Contract to July 31, 2017 inclusive.

### **4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one (1) year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least thirty (30) calendar days before the expiry date of the Contract. The option may only be exercised



by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **4.3 Termination on Thirty Days Notice**

1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

### **5. Authorities**

#### **5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Name: Lise Marquis  
Title: Senior Procurement Specialist  
Canada School of Public Service  
241 Cité des Jeunes Boulevard  
Gatineau, QC K1N 6Z2 Canada  
Asticou Building – Room 924-F  
  
Telephone: 819-953-3415  
E-mail address: [lise.marquis@canada.ca](mailto:lise.marquis@canada.ca)

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

#### **5.2 Project Authority**

*To be inserted at contract award.*

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

#### **5.3 Contractor's Representative**

*To be inserted at contract award.*

**Notice to the Bidder:** *If the selected Bidder provided (in accordance with the article 3 of Part 2) information on its status with respect to being a Former Public Servant in receipt of a Public Service Superannuation Act (PSSA) pension, the full text of SACC Manual clause A3025C (2013-03-21), Proactive Disclosure of Contracts with Former Public Servants, will form part of the Contract as article 6, and the articles below will be renumbered accordingly.*



## **6. Payment**

### **6.1 Basis of Payment for Authorized TA**

The following bases of payment will form part of the authorized TA:

#### **6.1.1 Firm Lot Price TA**

When the applicable basis of payment specified in a TA authorized and issued under the Contract is firm lot price, in consideration of the Contractor satisfactorily completing all of its obligations under the authorized TA, the Contractor will be paid the firm lot price stipulated in the authorized TA, as determined in accordance with the basis of payment cost elements in Annex B. 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 specified in the authorized TA, unless they have been authorized, in writing, by the Contracting Authority before their incorporation into the Work specified in the authorized TA.

#### **6.1.2 TA subject to a Limitation of Expenditure**

When the basis of payment specified in a TA authorized and issued under the Contract is limitation of expenditure, the Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized TA, as determined in accordance with the basis of payment cost elements, in Annex B, to the limitation of expenditure specified in the authorized TA.

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

No increase in the liability of Canada or in the price of the Work specified in the authorized TA resulting from any design changes, modifications or interpretations of the Work specified in the authorized TA will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been authorized, in writing, by the TA Authority before their incorporation into the Work specified in the authorized TA. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written authorization of the TA Authority. The Contractor must notify the TA Authority in writing as to the adequacy of this sum:

- (a) when it is 75 percent committed, or
- (b) four (4) months before the final delivery date specified in the authorized TA, or
- (c) as soon as the Contractor considers that the authorized TA funds are inadequate for the completion of the Work specified in the authorized TA,

whichever comes first.

If the notification is for inadequate authorized TA funds, the Contractor must provide to the TA Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.



## 6.2 Canada's Total Liability

### 6.2.1 Limitation of Expenditure - Cumulative Total of all Authorized TAs

1. Canada's total liability to the Contractor under the Contract for all authorized TAs, inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. (*insert amount at contract award*) Customs duties are included and the 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 and requested in all authorized TAs, inclusive of any revisions, the applicable basis of payment of which is limitation of expenditure (contract clause 6.2, TA subject to a Limitation of Expenditure),  
  
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.

### 6.3 Methods of Payment - Authorized TA

For the Work specified in an authorized TA subject to a limitation of expenditure, one, several or all of the following methods of payment will form part of the authorized TA:

**SACC Manual clause H1000C (2008-05-12), Single Payment**; or

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

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

**SACC Manual clause H1008C (2008-05-12), Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada.

## 6.4 SACC Manual Clauses

A9117C (2007-11-30), T1204 - Direct Request by Customer Department

## 6.5 Discretionary Audit

C0705C (2010-01-11), Discretionary Audit

## 7. 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 time sheets to support the time claimed.
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; and
    - b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## 8. Certifications

### 8.1 Compliance

The continuous compliance with the certifications provided by the Contractor in its bid and the ongoing cooperation in providing associated information are conditions of the Contract. Certifications are subject to verification by Canada during the entire period of the Contract. If the Contractor does not comply with any certification, fails to provide the associated information, or if it is determined that any certification made by the Contractor in its bid is untrue, whether made knowingly or unknowingly, Canada has the right, pursuant to the default provision of the Contract, to terminate the Contract for default.

## 9. Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in \_\_\_\_\_. (*Insert the name of the province or territory as specified by the bidder in its bid, if applicable.*)



## 10. Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2035 (2016-04-04), General Conditions – Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) Annex C, the signed Task Authorizations (including all of its annexes, if any)
- (f) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid*) (*If the bid was clarified or amended, insert at the time of contract award:* ", as clarified on \_\_\_\_\_ " **or** ", as amended on \_\_\_\_\_ " *and insert date(s) of clarification(s) or amendment(s)*).

## 11. Foreign Nationals (Canadian Contractor)

SACC Manual clause [A2000C](#) (2006-06-16) Foreign Nationals (Canadian Contractor)

## 12. Insurance

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

## 13. Government Site Regulations

SACC Manual clause [A9062C](#) (2010-01-11) Government Site Regulations



## ANNEX "A"

### STATEMENT OF WORK

1. **Title**  
Event Technical Director.
2. **Objective**  
Canada School of Public Services (CSPS) has a requirement for a Contractor to provide provide event technical consulting services, including assessment of needs, event technical design, bidder evaluation and on-site technical direction and support and to provide technical liaison services between CSPS and service providers.
3. **Background**  
The Canada School of Public Service offers learning products and services to help organizations and individual employees meet their professional learning needs. The Conferences and special Events (CASE) Team requires services of an Event Technical Director that will provide pre-event services, on-site services and post-event recommendations.
4. **Scope**  
The Conferences and Special Events (CASE) Team requires services of an Event Technical Director with experience and knowledge of audiovisual, simultaneous interpretation, videoconferencing and webcasting equipment in order to assist CASE in managing the technical requirements for the different events that CASE will be managing on behalf of CSPS and other departments.  
  
The scope of the work is not limited to any particular size of event and can range from small workshops to multi-day conferences involving multi-faceted media presentations and requirement from 100 to 1000 participants. It is anticipated that CASE could be offering up to four annual events.
5. **Tasks and Deliverables**  
For each event, the Contractor must provide, on an as and when required basis. but is not limited to:
  - Advice on equipment requirements such as: audiovisual equipment, simultaneous interpretation, videoconferencing and webcasting ;
  - Assist the Project Authority in drafting the statement of requirements for audiovisual contracts;
  - Meet with CSPS Event Team as needed to determine and provide advice on audiovisual technical and production requirements;
  - Participate in the evaluation of technical proposals;
  - Provide oversight during on-site set-up, operation and teardown;
  - Act as event technical director during delivery of event;
  - Attend post-mortem meetings to evaluate event after the fact; and
  - Liaise and assist with event post-production needs (i.e. conference video duplication and distribution, web requests and other ad hoc requirements).



**6. Client Support**

CSPS will provide to the Contractor with the following:

- access to a staff member who will be available to coordinate activities;
- provide comments on draft Statement of Requirements within five (5) working days; and
- provide other assistance or support.

**7. Meetings**

The Contractor must be available to attend meetings at CSPS, as requested by the Project Authority, including kick-off meetings, progress meetings, acceptance meetings.

**8. Location of Work**

The work will be conducted at the Contractor's work location. However, the Contractor must be available to attend meetings at CSPS at 373 Sussex Drive, Ottawa, Ontario, K1N 6Z2, when requested by the Project Authority, and wherever the selected event locations will occur.

**9. Language of Work**

The Contractor must perform the Work in English.

**10. Travel and Living**

There are no travel and living expenses associated with the performance of the Work in this Contract.





ANNEX "B"

BASIS OF PAYMENT

A- Contract Period (from Contract Award to July 31, 2017)

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

1.0 Professional Fees

The Contractor will be paid all inclusive fixed time rates as follows:

	INITIAL PERIOD	RESOURCE CATEGORY	ALL-INCLUSIVE DAILY RATE (in Cdn \$)
1	Initial Period – from Contract Award to July 31, 2017	Event Technical Director	\$ _____
<b>Total Initial Period</b>			<b>\$ _____</b>

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate must be prorated to reflect the actual time worked.

2.0 Total Estimated Cost - Contract Period: \$ \_\_\_\_\_ [insert amount at contract award]

B. Optional Services

	OPTION PERIOD 1	RESOURCE CATEGORY	ALL-INCLUSIVE DAILY RATE (in Cdn \$)
1	Period 1 –July 01, 2017 to July 31, 2018	Event Technical Director	\$ _____
<b>Total Option Period 1</b>			<b>\$ _____</b>

	OPTION PERIOD 2	RESOURCE CATEGORY	ALL-INCLUSIVE DAILY RATE (in Cdn \$)
1	Period 2 – July 01, 2018 to July 31, 2019	Event Technical Director	\$ _____
<b>Total Option Period 2</b>			<b>\$ _____</b>



ANNEX "C"

TASK AUTHORIZATION FORM

<b>TASK AUTHORIZATION FORM -</b>		
<b>Contract Number</b>		
<b>Task Authorization (TA) No.</b>		
<b>Contractor's Name and Address</b>		
<b>Original Authorization</b>		
Total Estimated Cost of Task (GST/HST/PST extra) before any revisions:		\$
<b>TA Revisions Previously Authorized (as applicable) - Révisions de l'AT autorisées précédemment (s'il y a lieu)</b>		
<i>{Instructions to the TA Authority: the information for the previously authorized revisions must be presented in ascending order of assigned revision numbers (the first revision must be identified as No. 1, the second as No. 2, etc.). If no increase or decrease was authorized, enter \$0.00. Add rows, as needed. }</i>		
TA Revision No.		Authorized Increase or Decrease (GST/HST extra): \$
TA Revision No.		Authorized Increase or Decrease (GST/HST extra): \$
TA Revision No.		Authorized Increase or Decrease (GST/HST extra): \$
<b>New TA Revision (as applicable)</b>		
<i>{Instructions to the TA Authority: the first revision must be identified as No. 1, the second as No. 2, etc. If no increase or decrease is authorized, enter \$0.00. }</i>		
TA Revision No.		Authorized Increase or Decrease (GST/HST extra): \$
Total Estimated Cost of Task (GST/HST/PSTextra) after this revision:		\$
<b>Contract Security Requirements (as applicable)</b>		
This task includes security requirements.		
<input type="checkbox"/> No. There is no security requirement.		
Remarks (as applicable)		



**Required Work**  
*{The content of sections A, B, C and D below must be in accordance with the Contract.*

**SECTION A - Task Description of the Work required**

**SECTION B - Applicable Basis of Payment**

- Firm Lot Price
- TA Subject to Limitation of Expenditure

**SECTION C - Cost Breakdown of Task**

PERIOD	QUOTED ALL-INCLUSIVE HOURLY RATE (in Cdn \$)	Volumetric Data (estimated)	TOTAL (in Cdn \$)
	A	B	C= A x B
Event Technical Director		___ hours	\$ _____
<b>Applicable Taxes</b> Insert the amount, as applicable:			GST: \$ _____
			HST: \$ _____
			PST: \$ _____

**SECTION D - Applicable Method of Payment**

- Monthly Payment
- Single Payment

**Authorization**

**By signing this TA, the Project Authority or the Contracting Authority of CSPS, certify that the content of this TA is in accordance with the Contract.**

Name of Project Authority

Signature \_\_\_\_\_ Date \_\_\_\_\_

Name of Contracting Authority -

Signature \_\_\_\_\_ Date \_\_\_\_\_



**Contractor's Signature**

Name and title of individual authorized to sign for the Contractor

\_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_



### ANNEX D

#### Sample MS Office Excel Spreadsheet for Periodic Usage Reports - Contracts with TAs

Contract Number / Numéro du contrat:

Quarter / Trimestres: [year-month-day] to [year-month day] / [année-mois-jour] à [année-mois-jour]

Contractor's Legal Name / Appellation  
légale de  
l'entrepreneur:

Project Authority / Autorité de projet	TA no. / Num. d'AT	TA Revision no. / Num. de révision d'AT	Start date / Date de début	End date / Date de fin	Original Cost \$ / Coût original	Revised Cost / Coût révisé	Total Cost / Coût estimatif total



**ANNEX E  
BID SUBMISSION FORM**

**REQUEST FOR PROPOSAL (RFP)**  
Solicitation No. CSPS-RFP-17NL-1887/B

BID SUBMISSION FORM		
Bidder's full legal name		
Bidder's Authorized Representative for evaluation purposes (e.g. clarifications)	Name	
	Title	
	Address	
	Telephone No.	
	Fax No.	
	email	
Bidder's Procurement Business Number (PBN) (see the <i>Standard Instructions 2003</i> )		
Provincial Legal Jurisdiction of Contract: Province or Territory in Canada the Bidder wishes to be the legal jurisdiction applicable to any resulting Contract (if other than as specified in the solicitation).		
Security Clearance Level of the Bidder (include both the level and the expiry date)	Level	
	Expiry Date	
<p>On behalf of the Bidder, by signing below, I certify that I have read the entire bid solicitation including the documents incorporated by reference and I certify that:</p> <ol style="list-style-type: none"> <li>1. The Bidder considers itself and its proposed resources capable to meet all the mandatory requirements described in the bid solicitation;</li> <li>2. This bid is valid for the period requested in the bid solicitation;</li> <li>3. All the information provided in response to the bid solicitation is complete, true and accurate; and</li> <li>4. If the Bidder is awarded a Contract, it will accept all the terms and conditions as set out in the Resulting Contract Clauses that apply and form part of any contract included the bid solicitation.</li> </ol>		
Signature of Bidder's Authorized Representative		
Date		