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**TITLE: Event Management for the Red Seal Program**

**PART 1 - INFORMATION AND INSTRUCTIONS**

**1. Security Requirement**

There is a security requirement associated with the requirement. For additional information, consult Part 1 - Information and Instructions, clause 7.4, Security Requirement, and Part 2 - Resulting Contract Clauses.

**2. Statement of Work**

See Annex "A".

**3. Standard Instructions, Clauses and Conditions**

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the *Standard Acquisition Clauses and Conditions Manual* (<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>) 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 exception of the following:

1. Replace references to 'Public Works and Government Services Canada' with 'Employment and Social Development Canada';
2. Delete Section 02, Procurement Business Number, in its entirety;
3. Revise Subsection 2d. of Section 05, Submission of Bids, to read:  
*"send its bid only to the physical or e-mail address specified on Page 1"*.
4. Subsection 5.4 of Section 05 is amended as follows:  
Delete: sixty (60) days  
Insert: ninety calendar (90) days
5. Delete Subsections 1a. and 1b. of Section 12, Rejection of Bid, in their entirety.
6. Delete Subsection 2. of Section 20, Further Information, in its entirety.

**4. Submission of Bids**

Bids must be received at the email address [nc-solicitations-gd@hrsdc-rhdcc.gc.ca](mailto:nc-solicitations-gd@hrsdc-rhdcc.gc.ca), by the time and date indicated on the cover page of this RFP document.

It is the Bidders responsibility to ensure their proposal and all associated documents are received in full and on time. It is advised that Bidders send the proposal in advance of the closing time to ensure confirmation of receipt. Bidders should ensure e-mails do not exceed 13MB to avoid problems with transmission.

Canada requests that bidders provide their full company name and address, e-mail address, as well as contact name, and telephone number.

Canada requests that bidders provide their bid in separately bound sections, in two separate envelopes, when submitted in hard copy, and in two separate files, when in soft copy, as follows:

Section I: Technical Bid 1 soft copy via e-mail,

Section II: Financial Bid 1 soft copy via e-mail,

Section III: Certifications 1 soft copy via email

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

## **5. Mandatory Certifications Required Precedent to Contract Award**

The certification(s) listed below should be completed and submitted with the bid but may be submitted afterwards. If any of the(se) required certification(s) is not completed and submitted as requested, the Contracting Authority will so inform the Bidder and provide the Bidder with a time frame within which to meet the requirement. Failure to comply with the request of the Contracting Authority and meet the requirement within that time period will render the bid non-responsive.

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 during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with this request will also render the bid non-responsive or will constitute a default under the Contract.

### **5.1 Declaration of Convicted Offences**

If requested by the Contracting Authority, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide 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.

#### **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 Former Public Servant Certification

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 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.
- e. "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.
- f. "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** ( )

\* Bidder (For greater clarity, the "Bidder" means the vendor legal entity [e.g. not a resource of the vendor legal entity]).

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;
- 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.

### **5.3 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.

## 5.4 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.

## 5.5 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_equality/eq/emp/fcp/list/inelig.shtml)" list ([http://www.labour.gc.ca/eng/standards\\_equality/eq/emp/fcp/list/inelig.shtml](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)) available from [Human Resources 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.

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.

## 6. Enquiries - Bid Solicitation

All enquiries must be submitted to the Contracting Authority no later than **seven (7)** calendar days before the bid closing date. Enquiries received after that time may not be answered.

## 7. Evaluation Procedures

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

### 7.1 Technical Evaluation

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation. All mandatory technical criteria are identified specifically with the words "shall", "must", or "will".

Mandatory and point rated technical evaluation criteria are included in Annex "F".

### 7.2 Financial Evaluation

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

The financial bid MUST submit prices as requested in the Pricing Schedule at **ATTACHMENT 1 TO PART 1**. The total amount of Goods and Services Tax (GST) or Harmonized Sales Tax (HST), as applicable, must be shown separately, if applicable.

**7.3 Basis of Selection - Highest Combined Rating of Technical and Price**

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum points overall for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
3. The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **50 %** for each of the technical merit and **50 %** for the price.
4. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **50 %**.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **50%**.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
7. Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.
8. Tie Breaker: When two or more responsive proposals achieve the identical score, the proposal with the highest score in the Rated Criteria will be will be recommended for contract award.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 50/50 ratio of technical merit and price, respectively. The total available points for technical score equal 135 and for price, 45 points, based on the lowest evaluated price of \$45,000.

**Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)**

		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		115/135	89/135	92/135
<b>Bid Evaluated Price</b>		\$55,000.00	\$50,000.00	\$45,000.00
<b>Calculations</b>	<b>Technical Merit Score</b>	115/135 x 50 = 42.59	89/135 x 50 = 32.96	92/135 x 50 =34.07



	<b>Pricing Score</b>	45/55 x 50= 40.91	45/50 x 50= 45.00	45/45 x 50 = 50.00
<b>Combined Rating</b>		83.50	77.96	84.07
<b>Overall Rating</b>		2nd	3rd	1st

**7.4 Security Requirement**

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 2 - 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 requirement as indicated in Part 2 - Resulting Contract Clauses;
  - (c) the Bidder must provide the name of all individuals who will require access to classified or protected information, assets or sensitive work sites;
2. In the case of a joint venture bidder, each member of the joint venture must meet the security requirements.
3. For additional information on security requirements, bidders should refer to the [Canadian Industrial Security Directorate \(CISD\), Industrial Security Program](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.

**8. 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.

**9. Debriefings**

After contract award, 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.

## ATTACHMENT 1 TO PART 1 Pricing Schedule

The bidder must complete this pricing schedule and include it in its Financial Bid.

Any estimated level of services specified in this pricing schedule is provided for bid evaluation price determination purposes only. Levels of efforts are provided as estimates only, and must not be construed as a commitment by ESDC to respect those estimates in any resulting contract.

### Professional fees<sup>1</sup> only – Initial Contract Period (one year starting from date of award)

Name of Workshop or Meeting	Number of Events	Firm Price per Event (\$)	TOTAL
National Standards	5	\$ _____	\$ _____
Item Bank	5	\$ _____	\$ _____
Item Bank Editing	5	\$ _____	\$ _____
Item Bank Translation	7	\$ _____	\$ _____
Professional Development Officers (PDOs) Training	1	\$ _____	\$ _____
CCDA Fall Meeting	1	\$ _____	\$ _____
CCDA National Stakeholder Meeting	1	\$ _____	\$ _____
<b>Total Professional fees</b> (Initial Contract Period)			\$ _____

<sup>1</sup> Professional fees must include any administrative cost related to the event, such as banking fees, photocopies, postal fees and phone calls.

### Professional fees<sup>1</sup> only – Option Period

Name of Workshop or Meeting	Number of Events	Firm Price per Event (\$)	TOTAL
National Standards	5	\$ _____	
Item Bank	6	\$ _____	
Item Bank Editing	5	\$ _____	
Item Bank Translation	5	\$ _____	
Professional Development Officers (PDOs) Training	1	\$ _____	
CCDA Fall Meeting	1	\$ _____	

<b>CCDA National Stakeholder Meeting</b>	1	\$ _____	
<b>Total Professional fees (Option Period)</b>			\$ _____

<sup>1</sup> Professional fees must include any administrative cost related to the event, such as banking fees, photocopies, postal fees and phone calls.

<b>A) TOTAL PROFESSIONAL FEES (Initial Contract Period and Option Period)</b>	\$ _____
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**Mark-up on Direct Expenses<sup>2</sup> associated with the Events – Initial Contract Period**

<b>Direct Expenses Associated with the Events</b>	<b>Fixed Mark-up<sup>3</sup></b>	<b>Total (for evaluation Purposes only)</b>
<b>Travel and Living Expenses: \$332,500 (estimated)</b>  <b>Estimated amount per workshop/meeting</b> National standard: \$27,000 Item Bank: \$28,000 Editing: \$3,100 Translation: \$3,100 PDO Training: \$16,000 CCDA: \$1,500 CCDA National Stakeholder: \$2,800	_____ %	\$ _____
<b>Other Direct Expenses: \$423,500 (estimated)</b>  <b>Estimated amount per workshop/meeting</b> National standard: \$38,000 Item Bank: \$32,000 Editing: \$3,100 Translation: \$4,400 PDO Training: \$6,000 CCDA: \$7,500 CCDA National Stakeholder: \$13,700	_____ %	\$ _____
<b>Total (Initial Contract Period)</b>		\$ _____

<sup>2</sup> The following are considered **Direct Expenses**:

- Travel and living expenses (e.g. airfares, accommodations, meals and incidentals, taxi fares, shuttle fares, vehicle allowance, parking);
- Workshop participants' eligible expenses (see Annex D) pre-approved by the Project Authority supported by appropriate receipts;
- Other direct expenses associated with the events (e.g. flight reservation fees, participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

<sup>3</sup> Not to exceed 5%

**Mark-up on Direct Expenses<sup>2</sup> associated with the Events – Option Period**

Direct Expenses Associated with the Events	Fixed Mark-up <sup>3</sup>	Total (for evaluation Purposes only)
<b>Travel and Living Expenses: \$354,300 (estimated)</b>  <b>Estimated amount per workshop</b> National standard: \$27,000 Item Bank: \$28,000 Editing: \$3,100 Translation: \$3,100 PDO Training: \$16,000 CCDA: \$1,500 CCDA National Stakeholder: \$2,800	_____ %	\$ _____
<b>Other Direct Expenses: \$446,700 (estimated)</b>  <b>Estimated amount per workshop</b> National standard: \$38,000 Item Bank: \$32,000 Editing: \$3,100 Translation: \$4,400 PDO Training: \$6,000 CCDA: \$7,500 CCDA National Stakeholder: \$13,700	_____ %	\$ _____
<b>Total (Option Period)</b>		\$ _____

<sup>2</sup> The following are considered **Direct Expenses**:

- Travel and living expenses (e.g. airfares, accommodations, meals and incidentals, taxi fares, shuttle fares, vehicle allowance, parking);
- Workshop participants' eligible expenses (see Annex D) pre-approved by the Project Authority supported by appropriate receipts;
- Other direct expenses associated with the events (e.g. flight reservation fees, participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

<sup>3</sup> Not to exceed 5%

<b>For evaluation purposes only</b>	
<b>B) TOTAL MARK-UP ON DIRECT EXPENSES ASSOCIATED WITH THE EVENTS</b>	
<b>(Initial Contract Period and Option Period)</b>	\$ _____

	<b>TOTAL BID EVALUATION PRICE</b>
<b>A + B</b>	\$ _____

## PART 2 - RESULTING CONTRACT CLAUSES

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

1. Applicable Laws
2. Priority of Documents
3. Statement of Work
4. Standard Clauses and Conditions
5. Security Requirement
6. Term of Contract
7. Authorities
8. Payment
9. Method of Payment
10. Invoice Submission
11. Foreign Nationals (Canadian Contractor)
12. Proactive Disclosure of Contracts with Former Public Servants (*if applicable*)

### List of Annexes:

Annex "A"	Statement of Work
Annex "B"	Official Red Seal Trade Names
Annex "C"	Tentative Workshop Schedule
Annex "D"	Specific Workshop Requirements
Annex "E"	Eligible Expenses for Workshops
Annex "F"	Evaluation Criteria (Mandatory and Technical)
Annex "G"	Federal Contractors Program for Employment Equity – Certification
Annex "H"	Security Requirements Check List

### 1. Applicable Laws

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

### 2. 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 2029 - Goods or Services (Low Dollar Value (2016-04-04));
- (c) Annex "A" Statement of Work
- (d) Annex "B" Official Red Seal Trade Names
- (e) Annex "C" Tentative Workshop Schedule
- (f) Annex "D" Specific Workshop Requirements
- (g) Annex "E" Eligible Expenses for Workshops
- (h) Annex "F" Evaluation Criteria (Mandatory and Technical)
- (i) Annex "G" Federal Contractors Program for Employment Equity – Certification
- (j) Annex "H" Security Requirements Check List
- (k) the Contractor's bid dated \_\_\_\_\_, (*insert date of bid, if the Contractor has submitted a proposal*)

### 3. Statement of Work

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

### 4. Standard Clauses and Conditions

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

Whenever 'Public Works and Government Services Canada' appears in any of the standard clauses or the General or Supplemental Conditions replace with "Employment and Social Development Canada".

#### 4.1 General Conditions

2029 (2016-04-04) General Conditions - Goods or Services (Low Dollar Value), apply to and form part of the Contract, with the following exceptions:

- 4.1.1 Delete reference to 'Client Reference Number (CRN)' and 'Procurement Business Number (PBN)' from Section 06, sub-section 2.a
- 4.1.2 Delete sub-sections 08
- 4.1.3 Delete sub-sections 09
- 4.1.4 Delete sub-sections 10

### 5. Security Requirement

1. The Contractor/Offeror must, at all times during the performance of the Contract/Standing Offer/Supply Arrangement, hold a valid Designated Organization Screening (DOS), issued by the Canadian Industrial Security Directorate (CISD), Public Works and Government Services Canada (PWGSC).
2. The Contractor/Offeror personnel requiring access to **PROTECTED B** information, assets or sensitive work site(s) must EACH hold a valid **RELIABILITY STATUS**, granted or approved by CISD/PWGSC.
3. 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.
4. Subcontracts which contain security requirements are NOT to be awarded without the prior written permission of CISD/PWGSC.
5. The Contractor/Offeror must comply with the provisions of the:
  - a. Security Requirements Check List and security guide (if applicable), attached at Annex\_\_\_\_\_;
  - b. *Industrial Security Manual* (Latest Edition).

### 6. Period of the Contract

The period of the Contract is from date of contract award for a period of 1 year.

## 6.1 Option to Extend the Contract

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

Canada may exercise this option at any time by sending a written notice to the Contractor at least 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.

## 7. Authorities

### 7.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: *Cynthia Carty*  
Title: Senior Procurement and Contracting Officer  
Employment and Social Development Canada  
Procurement and Contracting  
Address: 140 Promenade du portage, Gatineau, QC K1A-0J9

Telephone: (819) 654-5925  
Facsimile: (819) 953-6859  
E-mail address: [cynthia.carty@hrsdc-rhdcc.gc.ca](mailto:cynthia.carty@hrsdc-rhdcc.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.

### 7.2 Project Authority

The Project Authority for the Contract is: will be provided at time of contract award

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.

**7.3 Contractor's Representative**

The Contractor's Representative for the Contract is:

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

**8. Payment**

**8.1 Basis of Payment – Firm Unit Price(s) and Fixed Mark-up**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid the firm unit price(s) listed in the table below. Customs duties are included, and Applicable Taxes are extra.

**Professional fees<sup>1</sup> only – Initial Contract Period**

Name of Workshop or Meeting	Number of Events	Firm Price per Event (\$)
National Standards	5	\$ _____
Item Bank	5	\$ _____
Item Bank Editing	5	\$ _____
Item Bank Translation	7	\$ _____
Professional Development Officers (PDOs) Training	1	\$ _____
CCDA Fall Meeting	1	\$ _____
CCDA National Stakeholder Meeting	1	\$ _____

<sup>1</sup> Professional fees must include any administrative cost related to the event, such as banking fees, photocopies, postal fees and phone calls.



**Professional fees only – Option Period**

<b>Name of Workshop or Meeting</b>	<b>Number of Events</b>	<b>Firm Price per Event (\$)</b>
<b>National Standards</b>	5	\$ _____
<b>Item Bank</b>	6	\$ _____
<b>Item Bank Editing</b>	5	\$ _____
<b>Item Bank Translation</b>	5	\$ _____
<b>Professional Development Officers (PDOs) Training</b>	1	\$ _____
<b>CCDA Fall Meeting</b>	1	\$ _____
<b>CCDA National Stakeholder Meeting</b>	1	\$ _____

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.

**Mark-up on Direct Expenses associated with the Events - Initial Contract Period**

<b>Direct Expenses Associated with the Events</b>	<b>Fixed Mark-up<sup>2</sup></b>
<p><b>Travel and Living Expenses: \$332,500 (estimated)</b></p> <p><b>Estimated amount per workshop/meeting</b>                      National standard: \$27,000                      Item Bank: \$28,000                      Editing: \$3,100                      Translation: \$3,100                      PDO Training: \$16,000                      CCDA: \$1,500                      CCDA National Stakeholder: \$2,800</p>	<p>_____ %</p>
<p><b>Other Direct Expenses: \$423,500 (estimated)</b></p> <p><b>Estimated amount per workshop/meeting</b>                      National standard: \$38,000                      Item Bank: \$32,000                      Editing: \$3,100                      Translation: \$4,400                      PDO Training: \$6,000                      CCDA: \$7,500                      CCDA National Stakeholder: \$13,700</p>	<p>_____ %</p>

<sup>2</sup> The following are considered **Direct Expenses**:

- Travel and living expenses (e.g. airfares, accommodations, meals and incidentals, taxi fares, shuttle fares, vehicle allowance, parking);
- Workshop participants' eligible expenses (see Annex D) pre-approved by the Project Authority supported by appropriate receipts;
- Other direct expenses associated with the events (e.g. flight reservation fees, participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts.

<sup>3</sup> Not to exceed 5%

**Mark-up on Direct Expenses associated with the Events - Option Year**

Direct Expenses Associated with the Events	Fixed Mark-up <sup>2</sup>
<p><b>Travel and Living Expenses: \$354,300 (estimated)</b></p> <p><b>Estimated amount per workshop</b>            National standard: \$27,000            Item Bank: \$28,000            Editing: \$3,100            Translation: \$3,100            PDO Training: \$16,000            CCDA: \$1,500            CCDA National Stakeholder: \$2,800</p>	<p>_____ %</p>
<p><b>Other Direct Expenses: \$446,700 (estimated)</b></p> <p><b>Estimated amount per workshop</b>            National standard: \$38,000            Item Bank: \$32,000            Editing: \$3,100            Translation: \$4,400            PDO Training: \$6,000            CCDA: \$7,500            CCDA National Stakeholder: \$13,700</p>	<p>_____ %</p>

<sup>2</sup> The following are considered **Direct Expenses**:

- Travel and living expenses (e.g. airfares, accommodations, meals and incidentals, taxi fares, shuttle fares, vehicle allowance, parking); (See 8.1.2 below)
- Workshop participants' eligible expenses (see Annex D) pre-approved by the Project Authority supported by appropriate receipts; (See 8.1.3 below)
- Other direct expenses associated with the events (e.g. flight reservation fees, participants' professional fees, boardroom, catering, audio-visual equipment, printing of National Standards) pre-approved by the Project Authority supported by appropriate receipts. (See 8.1.3 below)

<sup>3</sup> Not to exceed 5%

**8.1.2 Travel and Living Expenses**

The Contractor will be reimbursed for the authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit, in accordance with the Treasury Board directive entitled *Special Travel Authorities*, and the National Joint Council *Travel Directive*.

All travel must have the prior authorization of the Project Authority (as per the Treasury Board Directive on Travel, Hospitality, Conference and Event Expenditures [<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228&section=text#cha6>]). All payments are subject to government audit.

**Estimated Cost** \$ \_\_\_\_\_

### 8.1.3 Other Direct Expenses

The Contractor will be reimbursed for authorized expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for overhead or profit. All reimbursable expenses must have the prior authorization of the Project Authority. All payments are subject to government audit.

**Estimated Cost** \$ \_\_\_\_\_

## 8.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ \_\_\_\_\_. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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.

## 9. Method of Payment

### 9.1 One payment after completion of each event

Canada will pay the Contractor after completion of each event 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.

## **10. Invoice Submission**

1. Invoices must be submitted in the Contractor's name. The Contractor must submit one only invoice for each event.
2. Invoices must show:
  - a. the date, the name and address of the client department, contract number, the name of the event, the expense for each different category of expenses, GST number, Procurement Business Number (PBN), if applicable, and financial code(s);
  - b. details of expenditures (such as item, quantity, unit of issue, unit price, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
  - c. deduction for holdback, if applicable;
  - d. the extension of the totals, if applicable; and
  - e. if applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.
3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

### **10.1. T1204 Information Reporting by Contractor**

1. Pursuant to paragraph 221 (1)(d) of the [Income Tax Act](#), R.S. 1985, c.1 (5<sup>th</sup> Supp.), payments made by departments and agencies to contractors under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T1204 Government Service Contract Payments slip.

## **11. Foreign Nationals (Canadian Contractor)**

The Contractor must comply with Canadian immigration requirements applicable to foreign nationals entering Canada to work temporarily in fulfillment of the Contract. If the Contractor wishes to hire a foreign national to work in Canada to fulfill the Contract, the Contractor should immediately contact the nearest Service Canada regional office to enquire about Citizenship and Immigration Canada's requirements to issue a temporary work permit to a foreign national. The Contractor is responsible for all costs incurred as a result of non-compliance with immigration requirements.

**12. Proactive Disclosure of Contracts with Former Public Servants (if applicable)**

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

**13. Certifications**

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.

## **Annex “A” Statement of Work**

### **1 PROJECT TITLE**

Event Management Services for the Red Seal Program.

### **2 INTRODUCTION**

The Interprovincial Standards Red Seal Program is the Canadian standard of excellence for skilled trades. It sets common standards to assess the skills of tradespersons across Canada. Tradespersons who meet the Red Seal standards receive a Red Seal endorsement on their provincial/territorial trade certificates.

The Program was created following the first National Conference on Apprenticeship in Trades and Industries, which was held Ottawa in 1952. Participants recommended that the provinces and territories ask the federal government to work with their apprenticeship committees and officials to prepare analyses of skilled trades.

Over the years, the program has evolved. Today, it is a forum for interjurisdictional collaboration in support of developing a certified, highly skilled and mobile trade’s workforce in Canada.

The Red Seal Program represents 56 skilled trades (please see Annex A for a list of trades) and a substantial portion of the country’s trades workforce. Each of the provinces and territories in Canada has the legislated authority to develop and deliver their own unique apprenticeship training programs for individuals working in the skilled trades. As such, there are in excess of 300 apprenticeship programs across Canada. As well, the responsibility for associated certification of these workers also lies with the provincial and territorial jurisdictions.

For more information on the Red Seal Program, visit [www.red-seal.ca](http://www.red-seal.ca).

### **3 BACKGROUND**

Employment and Social Development Canada (ESDC) provides a support function to the Red Seal Program which includes organizing and facilitating workshops with Subject Matter Experts (SMEs) and Trade Instructors, and organizing national meetings with stakeholders and partners.

The workshops develop various products related to the Red Seal Program, such as the following:

#### **3.1 National Standards:**

These are documents which outline all of the tasks performed by a competent journey person in a given Red Seal trade. The outcome of a standards workshop is a draft document, which, after validation by the provinces and territories, becomes the base document for training and examination development for that trade.

### **3.2 Item Banks:**

These are banks of trade-related multiple choice questions written to evaluate a tradesperson's competence in the tasks of the trade. These questions are developed by SMEs and Trade Instructors during a workshop. The makeup of an Item Bank is based on the trade's standards.

### **3.3 Item Bank Editing Workshops:**

Following the Item Bank workshop, an editing workshop is organized to review the questions and to ensure that they are written according to pre-established Red Seal exam development procedures. SMEs from the province where the workshop is held are invited to take part in this activity.

### **3.4 Item Bank Translation workshops:**

The translation workshop is to review and comment on the translation of the Interprovincial Red Seal Exams. Bilingual trade experts review the terminology of the French questions and to ensure that the translation reflects the original questions.

### **3.5 Professional Development Officers (PDOs) Training:**

The PDO training workshop is attended by provincial and territorial PDOs who work on Red Seal activities in their own jurisdiction and at the workshops described above. This session provides them with required training to perform their duties.

Meetings with partners or stakeholder take place during the year:

### **3.6 CCDA Fall Meeting:**

A voluntary partnership between Canada's federal, provincial and territorial governments responsible for the management and delivery of the Interprovincial Red Seal Program and supports the development of skilled trades in Canada.

### **3.7 CCDA National Stakeholder Meeting:**

The CCDA meets with national apprenticeship stakeholders annually to seek input on key initiatives and strategic priorities to ensure ongoing industry buy-in and collaboration.

## **4 SCOPE OF WORK**

The contractor will be required to provide Event Management services for Red Seal workshops and meetings, including services for additional workshops and meetings not specified in this contract. The tentative development workshop schedule for the first year of this contract can be found in Annex B.

Outlined below are the generic requirements for the Red Seal workshops and meetings. Please see Annex C for specific requirements for each type of workshop and meeting. Event management personnel will not be required on-site for any of the workshops or meetings.

**Note:** Workshop and meeting requirements or duration may change, and rescheduling or cancellation in advance of workshop/meeting is possible. Other types of events may also be added to the schedule, with different requirements than the above mentioned workshops and meetings.

#### **4.1 Venues:**

- The contractor will be required to conduct a competitive bidding process for a workshop/meeting venue. At a minimum, three venues must be invited to submit a bid. A list of hotels will be provided by the Project Authority (or delegate) to the contractor.
- For national standard and item bank workshops and other meetings:
  - All venues must quote rates for a boardroom, guest rooms, and hospitality (food and beverage), as well as provide other details/information required in order to select an appropriate venue for the workshop;
  - All venues must offer two complimentary coffee/tea breaks per day;
  - All venues must have high speed internet access, preferably both wireless and hard wire;
  - The venue must be centrally located with accommodations suitable for a week-long stay.
- For editing workshops:
  - Depending on the location of the workshop, some venues must quote rates for a boardroom, guest rooms, and hospitality (food and beverage), others only for guest rooms. Hospitality quotes from external sources may also be required.
- For translation and PDO training workshops:
  - All venues must quote rates for guest rooms. Workshops will be held in ESDC offices (140 Promenade du Portage, Gatineau).
  - The venue must be located within walking distance of the ESDC offices with accommodations suitable for a week-long stay (preferably hotels with suite guestrooms).
- For all selected venues, the contractor will negotiate and enter into contract with the selected venue for guest rooms, meeting room, hospitality (food and beverage requirements), audiovisual equipment and parking, as required.

**NOTE:** The suitability of the facility for each workshop/meeting will need to be confirmed by the Project Authority prior to booking it. A tour of the facilities may be performed by the Project Authority.

#### **4.2 Hospitality:**

- Cost of all hospitality expenses (including meals, breaks, gratuities and taxes) must fall within Treasury Board Travel Directive (<http://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=27228>) and not exceed pre-approved amounts for each event. The Project Authority (or delegate) will provide the contractor the approved amounts prior to each workshop; and
- Typically, workshops and meetings have food and beverages provided at morning and afternoon health breaks.

**NOTE:** No hospitality is offered at translation and PDO training workshops.

#### **4.3 Attendees:**

##### **4.3.1 For product development workshops:**

- Subject Matter Experts from each jurisdiction are invited to participate in workshops; however, as every jurisdiction may not participate in the workshop, the actual number of attendees can vary;
- The final number of participants will be confirmed prior to the workshop - participants' information will be provided to the contractor by the Project Authority or delegate at least three weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop. All participants' information



must be managed according to Article 6 Collection and use of Personal Information in the Government of Canada Privacy Act;

- Trade instructors may be invited to attend certain workshops;
- Other attendees may include: workshop host, facilitators, PDOs, ESDC staff and consultants.
- Approximate number of attendees are as follows:

	National Standards	Item Bank	Editing	Translation	Program Development Officer (PDO) Training
Subject Matter Experts	10 - 15	10 - 11	3-5	3-5	0
Trade Instructors	4-10 <sup>1</sup>	5-6	0	0	0
Employers	3-6 <sup>2</sup>	0	0	0	0
Hosts (P/T)	1	1	1	0	0
PDO (Facilitators)	0	5	0	0	0
PDO (Participants)	0	0	0	0	18-26
ESDC Staff	5	1	1	2	4-6
<b>Total</b>	<b>23-36</b>	<b>22-24</b>	<b>5-7</b>	<b>5-7</b>	<b>22-32</b>

<sup>1</sup> 5 instructors are invited to attend the workshop Sunday to Friday. Additional instructors may join the group Thursday night and all day Friday.

<sup>2</sup> Employers are only invited to take part in the workshop Sunday to Thursday.

#### 4.3.2 For CCDA Fall Meeting and CCDA National Stakeholder meeting

- The number of participants for both meetings will vary. One (1) or two (2) participants may require travel arrangements.
- The final number of participants will be confirmed the week prior to the meeting. Participants' information will be provided to the contractor by the Project Authority or delegate at least three weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop. All participants' information must be managed according to Article 6 Collection and use of Personal Information in the Government of Canada Privacy Act.
- Approximate number of attendees are as follows:

	CCDA Fall Meeting	CCDA National Stakeholder Meeting
CCDA Members	15	4
IPA Members	2-5	3
ISEC Chair	1	0
CCDA Members Guests	4-7	0
Simultaneous Translators	3	3
Note Taker	1	0
ESDC Staff	4	4
Industry stakeholders	0	35-60

<b>Facilitator</b>	0	1
<b>Total</b>	<b>30-36</b>	<b>50-75</b>

**4.4 Participant Professional Fees for workshops:**

- Subject matter experts and employers attending the workshop are eligible to receive participant professional fees for each day of travel and attendance at the workshop;
- Trade instructors attending the workshop are only eligible to receive participant professional fees if they must travel on a Sunday and/or Saturday to attend/return home from the workshop. Trade instructors providing a letter from their employer mentioning that they are not receiving any salary during their participation to the workshop, are also eligible to receive participant professional fees for each day of attendance;
- No participant professional fees applies to the other attendees, workshop host, facilitators, program development officers and ESDC staff;
- The contractor will offer to participants that they may receive the first day of professional fees in advance, by cheque or electronic funds transfer. The whole amount or the balance of professional fees will be paid to them as they submit their expense claim; and
- Discussions between the contractor and the Project Authority will take place to ensure that contractor understands the policy concerning participant professional fees and applies it appropriately (see Annex D for eligible expenses for workshops.)

**4.5 Information Package:**

Once the arrangements have been finalized, the contractor will send an information package (electronically or by mail) to each attendee. See Annexes for a complete list of details.

**4.6 Document Printing:**

The contractor will be required to conduct in a competitive bidding process for a printing company to print 28 copies (22 English and 6 French) of the National Standard prior to Item Bank workshops. These copies must be delivered to the hotel the week prior to the workshop. A list of printing companies will be provided to the contractor by the Project Authority (or delegate).

**5 RESPONSIBILITIES**

The contractor will be responsible for providing event management services for five (5) different types of workshops and two (2) meetings organized by the Trades and Apprenticeship Division of ESDC: National Standards, Item Bank, Editing, Translation and PDO Professional Development workshops, and the CCDA Fall and CCDA National Stakeholder meetings. The contractor may also be tasked to organize other events. The Bidder should identify three resources as follows:

- Senior Event Manager: acts as a team lead and manages event budgets;
- Financial Manager: manages payments to suppliers and attendees, and prepares invoices to ESDC; and
- Event Coordinator: serves as the primary contact person with attendees and venues, and coordinates travel arrangements as well as travel claims.

**NOTE:** A single resource may perform a maximum of two of the above-mentioned roles. Refer to the evaluation grid at Annex F for more experience criteria for each of these resources.

For workshops, the contractor will be responsible for:

- Verifying, amending and paying invoices such as participant claims, hotel invoices, hospitality and air fares;
- Consulting the Project Authority (or delegate) and the contact person for the workshop (electronically) with the food and beverage order no less than one week prior to workshop;
- Making travel arrangements for participants within two weeks of receipt of participant names, unless otherwise instructed by the Project Authority (or delegate);
- Ensuring that the most economical option for travel is booked for each participant;
- Providing the Project Authority (or delegate) and the contact person (electronically) with the arrival/departure times and accommodation arrangements of the attendees no less than one week prior to workshops, and with the update before the workshop, if required;
- Informing and consulting with the Project Authority (or delegate) for any participant requirements exceeding pre-determined requirements;
- Providing a 24-hour point-of-contact service with a toll-free number during meeting and travel periods for travel emergencies;
- Paying participant claims (by cheque or by electronic funds transfer) to the attendees within 14 calendar days of receipt of their expense claim;
- Ensuring meals and incidentals of the attendees, as well as driving expenses are paid to them as per National Joint Council Guidelines for travel expenses;
- Ensuring that taxis and shuttles for attendees travelling to and from airports, as well as parking fees at the hotel or the airport, are reimbursed; and
- Providing, at the end of ESDC's financial year, a financial update on current projects, as requested by the Project Authority.

For meetings, the contractor will be responsible for:

- Verifying, amending and paying invoices such as hotel invoices, hospitality and air fares, if required;
- Consulting the Project Authority and the contact person for the workshop (electronically) with the food and beverage order no less than prior one week to meeting;
- Making travel arrangements for participants within two (2) weeks of receipt of participant names, unless otherwise instructed by the Project Authority (or delegate);
- Ensuring that the most economical option for travel is booked for each participants;
- Informing and consulting with the Project Authority for any participant requirements exceeding pre-determined requirements;
- Providing a 24-hour point-of-contact service with a toll-free number during meeting and travel periods for travel emergencies;
- Paying participant claims (by cheque or by electronic funds transfer) to the attendees within 14 calendar days of receipt of their expense claim;
- Ensuring meals and incidentals of the attendees, as well as driving expenses are paid to them as per National Joint Council Guidelines for travel expenses;
- Ensuring that taxis and shuttles for attendees travelling to and from airports, as well as parking fees at the hotel or the airport, are reimbursed; and
- Providing, at the end of ESDC's financial year, a financial update on current projects, as requested by the Project Authority.

**NOTE:** The contractor's personnel are not required on-site during any of the workshops.

## **6 COLLECTION AND USE OF PERSONAL INFORMATION**

**6.1** For the purpose of allowing the contractor to perform the work under the contract, ESDC shall make available to the contractor, in accordance with the Department of Employment and Social Development Act and other applicable laws governing the protection of information under its control, the following information:

- Names of participants;
- Home addresses and telephone numbers of participants;
- Work addresses and telephone numbers of participants; and
- Email addresses of participants.

The contractor may collect other personal information directly from individuals only if it is required to perform the work described in the contract.

**6.2** Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, the contractor shall not use or disclose the information referred to in this section, except for the purpose of performing the work under the contract.

**6.3** The contractor shall maintain all information referred to in this section, and make sure it is only accessible in Canada.

**6.4** The contractor shall segregate all records containing information referred to in this section (whether in electronic format or in hard copy) from its other records, and keep all databases in which such records are to be maintained physically independent from all other databases, directly or indirectly, which are located inside and outside Canada.

**6.5** The contractor shall ensure that all aspects of the processing of information referred to in this section are conducted and only accessible in Canada.

**6.6** The contractor shall take all necessary measures to ensure that every person it hires, or the services of whom it retains to fulfill its obligations under this contract, knows and complies with all the terms and conditions of this contract with respect to the protection of information referred to in this section.

**6.7** Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, the contractor will ensure that no information referred to in this section, is disclosed to a third party for a purpose authorized herein, unless there is a written agreement between the contractor and the third party, imposing upon the third party obligations that are the same as those that are imposed upon the contractor under this contract with respect to the protection of this information.

**6.8** The information referred to in this section remains at all times under the control of ESDC.

**6.9** The information referred to in this section is protected by the Privacy Act and any other applicable federal laws governing the protection of personal information held by federal institutions. That information shall be treated as such by the contractor in accordance with the

ESDC Security Policy and Procedures Manual, the Government of Canada Security Policy or other instructions that ESDC may issue.

**6.10** Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, the contractor shall not make any copies of the information referred to in this section except with the written consent of ESDC.

**6.11** Unless otherwise required by law or authorized in writing by the individuals to whom that information relates, upon expiry or termination of the contract, whichever is earlier, the contractor shall destroy the information referred to in this section and copies thereof, if any.

**6.12** All information shall be destroyed in accordance with the ESDC Security Policy and Procedures Manual or other instructions that ESDC may issue.

**6.13** The contractor's premises shall be open for inspection by authorized representatives of ESDC at reasonable times to ensure compliance with the provisions of this contract governing the protection of personal information.

**6.14** The contractor shall notify ESDC immediately after he/she becomes aware that a breach of any provision of this contract governing the protection of personal information has occurred.

**6.15** Any intentional breach by the contractor of any provision of this contract governing the protection of personal information constitutes a fundamental breach of contract such that the contract may be terminated.

## **7 CONSTRAINTS**

### **7.1 Security Requirement**

Please see Part 6 – Security.

### **7.2 Language requirements:**

The contractor must provide personnel who are capable of providing services in both official languages to the participants, ESDC personnel and any other, if requested by the Project Authority.

**ANNEX B  
OFFICIAL RED SEAL TRADE NAMES**

Agricultural Equipment Technician	Ironworker (Generalist)
Appliance Service Technician	Ironworker (Reinforcing)
Automotive Painter	Ironworker (Structural/Ornamental)
Automotive Service Technician	Landscape Horticulturist
Baker	Lather (Interior Systems Mechanic)
Boilermaker	Machinist
Bricklayer	Metal Fabricator (Fitter)
Cabinetmaker	Mobile Crane Operator
Carpenter	Motorcycle Mechanic
Concrete Finisher	Motor Vehicle Body Repairer (Metal and Paint)
Construction Craft Worker	Oil Heat Systems Technician
Construction Electrician	Painter and Decorator
Cook	Partsperson
Drywall Finisher	Plumber
Electric Motor System Technician	Powerline Technician
Floorcovering Installer	Recreation Vehicle Service Technician
Gasfitter – Class A	Refrigeration and Air Conditioning Mechanic
Gasfitter – Class B	Rig Technician
Glazier	Roofer
Hairstylist	Sheet Metal Worker
Heavy Duty Equipment Technician	Sprinkler System Installer
Heavy Equipment Operator (Dozer)	Steamfitter/Pipefitter
Heavy Equipment Operator (Excavator)	Tilesetter
Heavy Equipment Operator (Tractor-Loader-Backhoe)	Tool and Die Maker
Industrial Electrician	Tower Crane Operator
Industrial Mechanic (Millwright)	Transport Trailer Technician
Instrumentation and Control Technician	Truck and Transport Mechanic
Insulator (Heat and Frost)	Welder

**ANNEX C  
TENTATIVE WORKSHOP SCHEDULE**

**INITIAL CONTRACT PERIOD**

Please note that this schedule is tentative and all events are subject to change or cancellation.

**WORKSHOPS**

**National Standards**

Trade	Host	Month	Location
Landscape Horticulturist	ON	January 15-20, 2017	Ottawa
Sheet Metal Worker	ON	February 26-March 2, 2017	Ottawa
To be determined (TBD)	TBD	May 2017	Ottawa
TBD	TBD	October 2017	Ottawa
TBD	TBD	November 2017	Ottawa

**Item Banks**

Trade	Host	Month	Location
Industrial Electrician	ON	January 23-27, 2017	Ottawa
Automotive Service Technician	ON	February 13-17, 2017	Ottawa
TBD	TBD	June 2017	Ottawa
TBD	TBD	September 2017	Ottawa
TBD	TBD	November 2017	Ottawa

**Editing**

Trade	Host	Month	Location
Industrial Electrician	ON	February 2017	Toronto
Automotive Service Technician	ON	March 2017	Toronto
TBD	TBD	June 2017	TBD
TBD	TBD	October 2017	TBD
TBD	TBD	November 2017	TBD

**Translation**

Trade	Host	Month	Location
Hairstylist	SK	January 31-February 2, 2017	Gatineau
Cook	NB	February 27-March 2, 2017	Gatineau
Truck and Transport Mechanic	BC	March 2017	Gatineau
Plumber	AB	March 2017	Gatineau
Industrial Electrician	ON	May 2017	Gatineau
Automotive Service Technician	ON	June 2017	Gatineau
TBD	TBD	September 2017	Ottawa

### Professional Development for PDOs

Activity	Month	Location
PDO Training	February / March 2017	Ottawa

### MEETINGS

#### CCDA

Activity	Month	Location
CCDA Fall Meeting	November 2016	Ottawa

#### Stakeholder

Activity	Month	Location
CCDA National Stakeholder Meeting	April 2017	Ottawa

### OPTION PERIOD

Please note that this schedule is tentative and all events are subject to change or cancellation.

### WORKSHOPS

#### National Standards

Trade	Host	Month	Location
TBD	TBD	January 2018	Ottawa
TBD	TBD	February 2018	Ottawa
TBD	TBD	May 2018	Ottawa
TBD	TBD	October 2018	Ottawa
TBD	TBD	November 2018	Ottawa

#### Item Banks

Trade	Host	Month	Location
TBD	TBD	January 2018	Ottawa
TBD	TBD	February 2018	Ottawa
TBD	TBD	March 2018	Ottawa
TBD	TBD	TBD	Ottawa
TBD	TBD	TBD	Ottawa
TBD	TBD	TBD	Ottawa

#### Editing

Trade	Host	Month	Location
TBD	TBD	February 2018	TBD
TBD	TBD	March 2018	TBD
TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD
TBD	TBD	TBD	TBD



**Translation**

Trade	Host	Month	Location
TBD	TBD	January 2018	Gatineau
TBD	TBD	February 2019	Gatineau
TBD	TBD	May 2018	Gatineau
TBD	TBD	June 2018	Gatineau
TBD	TBD	TBD	Gatineau

**Professional Development for PDOs**

Activity	Month	Location
PDO Training	February / March 2018	Ottawa

**MEETINGS****CCDA**

Activity	Month	Location
CCDA Fall Meeting	November 2017	Ottawa

**CCDA National Stakeholder**

Activity	Month	Location
CCDA National Stakeholder Meeting	April 2018	Ottawa

**ANNEX D**  
**SPECIFIC WORKSHOP REQUIREMENTS**  
**NATIONAL STANDARDS WORKSHOPS**

Any of these conditions and requirements is subject to change. The Project Authority (or delegate) will advise the contractor of any changes, if or when required.

**1 DURATION**

- Most Standards workshops will start on Sunday, around 4:00 pm and end on Friday; around 4:00 pm. Full-day meetings will be held on Monday to Friday, usually between 8:30 am and 4:30 pm.
- Some attendees may be required to travel a day in advance (Saturday) to ensure their presence on the first day at the required time.
- All attendees (including the Host) are expected to travel either Friday evening, if convenient, or on Saturday to return to their home destination.
- No return flights before 6:00 pm on Friday.

**2 LOCATION**

All workshops will be held in Ottawa. The hotel should be at least a 3-star hotel in a central downtown location with accommodations suitable for a week-long stay (preferably hotels with suite guestrooms).

**3 VENUE**

- Meeting room must be at least 66 ft. x 36 ft. (approximately 2375 sq. ft.).
- Meeting room must have one wall of unbroken wall space of at least 30 ft. This wall will be used to attach cards and flip chart sheets with mounting putty or tape as the document is being developed; preference will be giving to meeting rooms with a 14-ft. ceiling or higher.
- A combination of one large room and one or two smaller adjoining spaces may also be suitable.
- Meeting room must be securable and rented on a 24-hour basis, Sunday at 2:00 pm through Friday 5:00 pm.
- Ensure accessibility to a power supply for 6 laptops, 6 monitors and two projectors.

**4 ATTENDEES**

A typical workshop will have between 20 to 32 participants. Staff members (5) from ESDC will be facilitating the workshops. Invited to attend the workshop are:

- 15 subject matter experts, representing each province and territory, and national industry groups;
- 5 employers representing provinces and territories (attending Sunday to Thursday only);
- 5 instructors representing provinces and territories for the duration of the workshop;
- 5 additional instructors representing provinces and territories attending Thursday night information session and Friday only.
- 1 representative from the host province. This member, the Host, will assist the facilitating team in the development process of the standard at the workshop. (**Note:** the Host is not a participant and while travel expenses are paid, the professional fees are not.); and
- 5 ESDC facilitators (local).

**NOTE:** Because not every jurisdiction participates in the workshop, the actual number of attendees can vary from one workshop to another and total for each will be confirmed just before the workshop. Attendees' information will be provided at least three weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop.

## **5 HOSPITALITY**

Food and beverages are to be provided Sunday afternoon:

- Approx. 4:00 pm: coffee, tea and soft drinks and light snack.

Food and beverages are to be provided Monday to Friday:

- Approx. 10:00 am: coffee, tea, juices, assorted pastries and sliced fruits; and
- Approx. 2:15 pm: coffee, tea, soft drinks, assorted snacks and sliced fruits.

**NOTE: Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within National Joint Council Guidelines (and not exceed pre-approved amounts per event – see Annex E).**

## **6 AUDIOVISUAL EQUIPMENT**

A screen (at least 8 ft. x 8 ft.) will be required for the duration of the workshop. ESDC will supply all other audiovisual equipment.

## **7 INFORMATION PACKAGE**

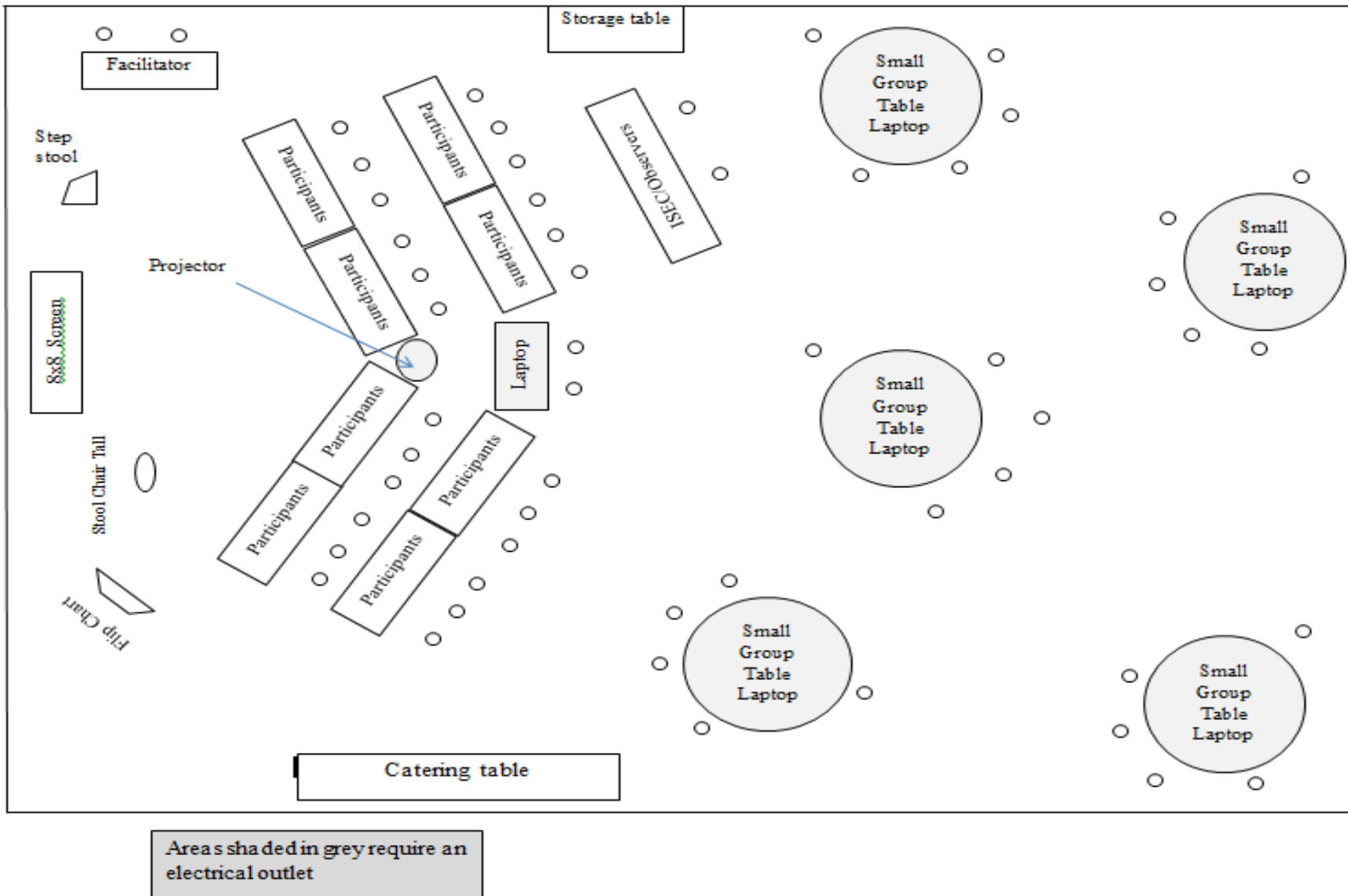
The contractor will be responsible for providing an information package to workshop participants, either electronically or by mail. It should include the following:

- Travel ticket;
- Hotel reservation confirmation;
- Payment (cheque or electronic funds transfer) for professional fees (for one day), if applicable;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding hotel;
- A 24-hour point-of-contact service toll-free phone number for travel emergencies; and
- Other documents provided by ESDC giving the attendees more information on the Standard workshop (for example, introductory letter and workshop agenda).

## **8 MEETING ROOM SET-UP**

See Diagram 1.

ANNEX D – DIAGRAM 1



**NOTE:** Set-up may vary depending on the chosen location. Exact requirements will be confirmed prior to the workshop.

## SPECIFIC WORKSHOP REQUIREMENTS ITEM BANK WORKSHOPS

Any of these conditions and requirements is subject to change.

### 1 DURATION

- Most item bank workshops will start on Monday at 6:00 pm and end on Friday around 4:00 pm. Full-day meetings will be held on Tuesday to Friday, usually between 8:30 am and 4:30 pm.
- Facilitators, the Host and the ESDC representative will be required to be in the meeting room by 3:00 pm on Monday.
- All other attendees (i.e., subject matter experts and instructors) will be expected to arrive at the hotel on Monday before 6:00 pm to attend the group meeting.
- Some attendees may be required to travel a day in advance (Sunday) to ensure their presence on the first day at the required time.
- All attendees (including the Host) are expected to travel either Friday evening, if convenient, or on Saturday to return to their home destination.
- No return flights before 6:00 pm on Friday.

### 2 LOCATION

All item bank workshops will be held in Ottawa. The hotel should be at least a 3-star hotel in a central downtown location with accommodations suitable for a week-long stay (preferably hotels with suite guestrooms).

### 3 VENUE

- Meeting room must be securable and rented on a 24-hour basis, Monday at 3:00 pm through Friday 5:00 pm;
- Meeting room must be at least 54 ft. x 34 ft. (approximately 1800 sq. ft.). Preference will be given to meeting rooms with a 14-ft. ceiling or higher;
- Meeting room must be large enough for 5 round tables (sitting 4 persons and holding a laptop, a monitor and material) with plenty of space between tables, plus one head table (rectangle) for 2 persons and 2 laptops, and a projector table;
- Meeting room must have an adequate number of power outlets to accommodate up to 8 laptops, 5 monitors and a projector; and
- Meeting room must have high speed internet access, preferably both wireless and hard wire, which can accommodate up to 8 laptops.

### 4 ATTENDEES

Invited to attend the workshop are:

- 10 subject matter experts from different provinces and territories;
- 5 instructors from different provinces and territories;
- 5 facilitators from different provinces and territories;
- 1 representative from the host province; and
- 1 ESDC representative (local).

**NOTE:** Because not every jurisdiction participates in the workshop, the actual number of attendees can vary from one workshop to another and total for each will be confirmed just before the workshop. Attendees' information will be provided at least three weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop.

## **5 HOSPITALITY**

Food and beverages are to be provided Monday afternoon:

- Approx. 5:00 pm: coffee, tea and light snack.

From Tuesday to Friday, food and beverage are to be provided as follows:

- Approx. 10:00 am: coffee, tea, juices, assorted pastry and sliced fruits; and
- Approx. 2:15 pm: coffee, tea, soft drinks, assorted snacks and sliced fruits.

**NOTE: Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within National Joint Council Guidelines (and not exceed pre-approved amount per event).**

## **6 AUDIOVISUAL EQUIPMENT**

A screen (8 ft. x 8 ft.) will be required for the duration of the workshop. ESDC will supply all other audiovisual equipment.

## **7 INFORMATION PACKAGE**

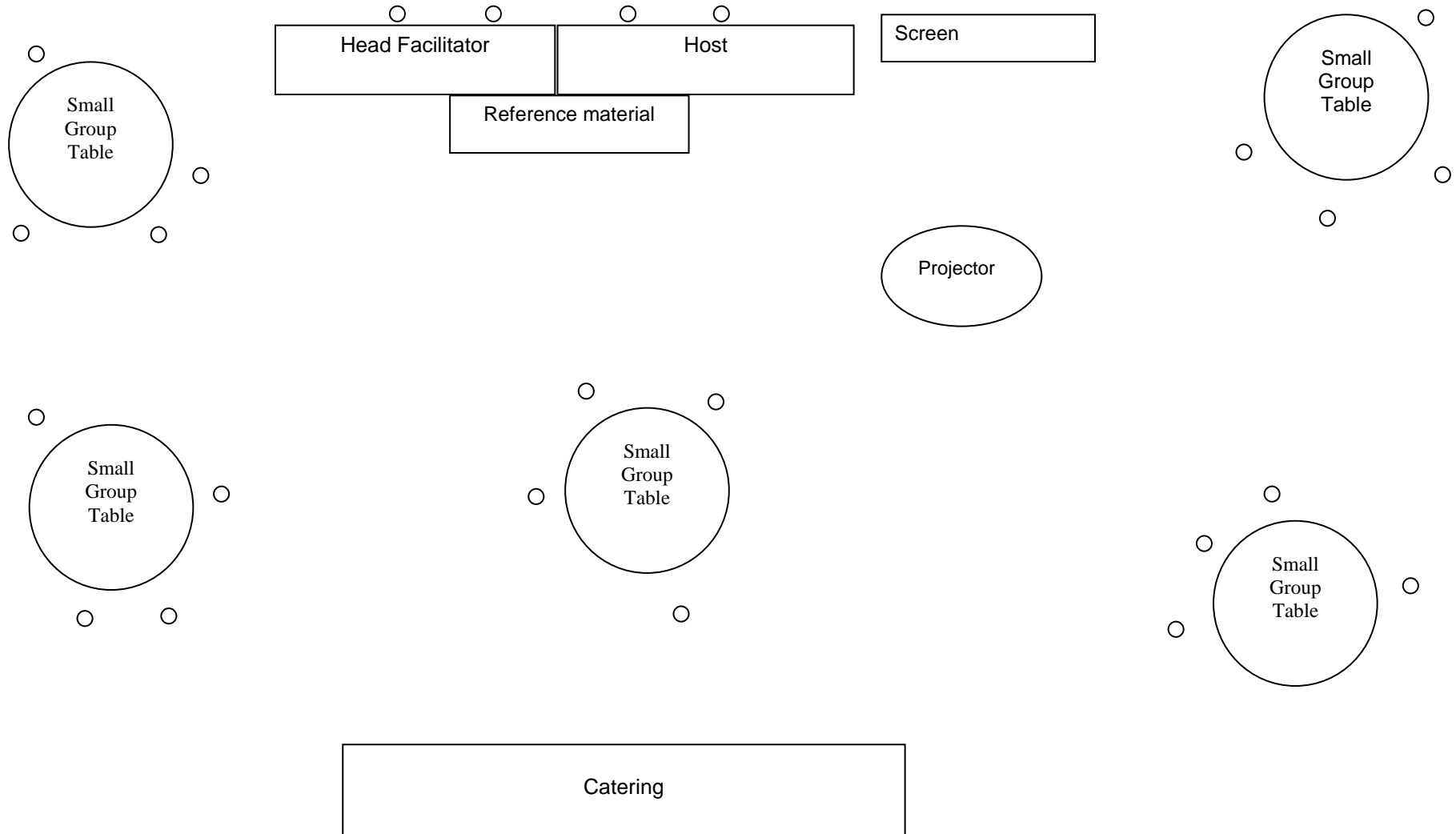
The contractor will be responsible for providing an information package to workshop participants, either electronically or by mail. It should include the following:

- Travel ticket;
- Hotel reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Payment (cheque or electronic funds transfer) for professional fees (for one day), if applicable;
- Information regarding hotel;
- A 24-hour point-of-contact service toll-free phone number for travel emergencies; and
- Other documents provided by ESDC or the Item Bank coordinator (for example, introductory letter and workshop agenda).

## **8 MEETING ROOM SET-UP**

See Diagram 2.

ANNEX D – DIAGRAM 2



## **SPECIFIC WORKSHOP REQUIREMENTS EDITING WORKSHOPS**

Any of these conditions and requirements is subject to change.

### **1 DURATION**

- Depending on the size of the bank of questions, editing workshops will last between 3 to 4 days. Three-day (3) workshops will usually start on Tuesday at 8:30 am and end on Thursday around 4:30 pm. Four-day (4) workshops will usually start on Tuesday and end on Friday, usually between 8:30 am and 4:30 pm.
- All attendees (i.e., subject matter experts) will be expected to arrive at the hotel the day before the workshop.
- All attendees are expected to travel on the evening of the last day of the workshop, if convenient, or the following day to return to their home destination.
- No return flights before 6:00 pm on the last day of the workshop.

### **2 LOCATION**

Most editing workshops will be held in the Host jurisdictions facilities. The hotel should be a quality hotel (at least 3-stars) in a central downtown location near the provincial apprenticeship office when the meeting is held in the apprenticeship office.

### **3 VENUE**

Most workshops will be held in the provincial apprenticeship office unless there are no boardrooms available. For workshop held in a hotel:

- Meeting room must be securable and rented on a 24-hour basis, the first day of the workshop at 8:00 am through the last day of the workshop 5:00 pm;
- Meeting room must be able to accommodate 7 people, one laptop and a projector. Preference will be given to meeting rooms with a 14-ft. ceiling or higher;
- Meeting room must have wireless high speed internet access.

### **4 ATTENDEES**

Invited to attend the workshop are:

- 5 subject matter experts from the host province;
- 1 representative from the host province (local); and
- 1 ESDC representative.

**NOTE:** The actual number of attendees can vary from one workshop to another and total for each will be confirmed just before the workshop. Attendees' information will be provided as soon as possible.

### **5 HOSPITALITY**

Food and beverages are to be provided each day of the workshop as follows:

- Approx. 10:00 am: coffee, tea, juices, assorted pastry and sliced fruits; and
- Approx. 2:15 pm: coffee, tea, soft drinks, assorted snacks and sliced fruits.

**NOTE: Cost of all hospitality expenses (including breaks, gratuities and taxes) must fall within National Joint Council Guidelines (and not exceed pre-approved amount per event).**



## **6 AUDIOVISUAL EQUIPMENT**

If the workshop is held in a hotel, a screen (8 ft. x 8 ft.) will be required for the duration of the workshop. ESDC will supply all other audiovisual equipment.

## **7 INFORMATION PACKAGE**

The contractor will be responsible for providing an information package to workshop participants, either electronically or by mail. It should include the following:

- Travel ticket;
- Hotel reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding hotel;
- A 24-hour point-of-contact service toll-free phone number for travel emergencies; and
- Other documents provided by ESDC or the editing workshop coordinator (for example, introductory letter and workshop agenda).

## **SPECIFIC WORKSHOP REQUIREMENTS TRANSLATION WORKSHOPS**

Any of these conditions and requirements is subject to change.

### **1 DURATION**

- Depending on the size of the bank of questions, translation workshops will last between 3 to 4 days. Three-day (3) workshops will usually start on Tuesday at 8:30 am and end on Thursday around 4:30 pm. Four-day (4) workshops will usually start on Tuesday and end on Friday, usually between 8:30 am and 4:30 pm.
- All attendees (i.e. subject matter experts) will be expected to arrive at the hotel the day before the workshop.
- All attendees are expected to travel on the evening of the last day of the workshop, if convenient, or the following day to return to their home destination.
- No return flights before 6:00 pm on the last day of the workshop.

### **2 LOCATION**

The workshop will be held in ESDC offices (140 Promenade du Portage) in Gatineau. The hotel should be at least a 3-star hotel within walking distance of the ESDC offices with accommodations suitable for a week-long stay (preferably hotels with suite guestrooms).

### **3 ATTENDEES**

Invited to attend the workshop are:

- 5 subject matter experts from different provinces and territories; and
- 1 ESDC representative (local).

**NOTE:** The actual number of attendees can vary from one workshop to another and total for each will be confirmed just before the workshop. Attendees' information will be provided as soon as possible.

### **4 HOSPITALITY**

No hospitality will be offered.

### **5 INFORMATION PACKAGE**

The contractor will be responsible for providing an information package to workshop participants, either electronically or by mail. It should include the following:

- Travel ticket;
- Hotel reservation confirmation;
- Expense claim form and pre-addressed envelope, if applicable;
- Guidelines for workshop expenses;
- Information regarding hotel;
- A 24-hour point-of-contact service phone number for travel emergencies; and
- Other documents provided by ESDC or the translation workshop coordinator (for example, introductory letter and workshop agenda).

**SPECIFIC WORKSHOP REQUIREMENTS  
PROFESSIONAL DEVELOPMENT OFFICERS (PDO) TRAINING WORKSHOP**

Any of these conditions and requirements is subject to change.

**1 DURATION**

- Most PDO training workshops will last up to 2 days, from 8:30 am to 4:30 pm daily.
- All attendees are expected to travel either in the evening of the second day, if convenient, or the following day to return to their home destination.

**2 LOCATION**

The workshop will be held in ESDC offices (140 Promenade du Portage) in Gatineau. Participants will be accommodated in a quality hotel (at least a 3-star hotel) close to the workshop location.

**3 ATTENDEES**

An average workshop will have between 22 and 32 attendees. Invited to attend the workshop are:

- up to 26 PDOs, 2 from each province and territory;
- the Chair of the Professional Development Committee; and
- up to 6 ESDC staff members (local).

**NOTES:** Because some jurisdictions may send less or more than two participants to the workshop, the actual number of attendees can vary. The total number of participants will be confirmed just before the workshop. Attendees' information will be provided at least three weeks prior to the workshop. In some cases, information for last minute participants can be sent to the contractor the week prior to the workshop.

**4 INFORMATION PACKAGE**

The Contractor will be responsible for sending an information package by email to workshop participants. It will include the following:

- Travel ticket;
- Hotel reservation confirmation;
- Expense claim form;
- Guidelines for workshop expenses;
- A 24-hour point-of-contact service toll-free phone number for travel emergencies; and
- Other documents, as requested by ESDC.

## **SPECIFIC REQUIREMENTS CCDA FALL MEETING**

Any of these conditions and requirements is subject to change.

### **1 DURATION**

- The Canadian Council of Directors of Apprenticeships (CCDA) Fall meeting usually starts on a Wednesday around 8:30 am and ends on a Thursday between 3:00 and 4:00 pm (so that members can travel home on a Friday). It's a 2 full-day meeting.
- Attendees may arrive a day in advance (Tuesday) and leave on the last day of the meeting or the day after (Friday).

### **2 LOCATION**

- The CCDA Fall meeting will be held in the Gatineau/Ottawa region. The hotel should be at least a 3-star hotel in a central downtown location.
- A block of room should be reserved for the participants at the same hotel.

### **3 VENUE**

- The room dimensions must be a minimum of 39 ft x 47 ft (1778 sq.f.), but 41 ft x 51 ft (2091 sq.f.) would be ideal.
- "U" table set-up for 30 people.
- Only 2 people per 6' table because each participant will bring its own laptop and materials.
- 4-7 side tables around perimeter of room are required for observers.
- Must have wireless internet included in the room for each participant (normally max of around 30 people) since the documents being used are on the internet.
- Meeting room must have space to accommodate a translation booth (8x8).
- Room should be able to accommodate catering services (or an adjacent room/space with catering services).
- Meeting room must be securable and rented on a 24-hour basis, Wednesday at 7:00 am through Thursday at 5:00 pm.
- Ensure accessibility to a power supply for laptops, monitors and projectors.

### **4 ATTENDEES**

The CCDA Fall meeting will have approximately 30 attendees. Invited to attend the meeting are:

- 15 CCDA members, IPA representatives (typically one-two attend) and 1 ISEC chair.
- Some members may bring a guest (approximately 7 in total).
- 3 Simultaneous Translators (to be booked by ESDC).
- 1 note taker (TBC) – If a note taker is to attend, the event planner will be responsible for negotiating and booking the note taker services and also making the travel arrangements.
- 4 ESDC representatives.

**NOTE:** The actual number of attendees can vary depending on the items of discussion on the agenda. Attendees' information will be provided as soon as possible.

**NOTE:** Booking travel for at least 1 participant (ISEC Chair or delegate) will be required. More participants, approximately 2, may also require booking.

## **5 HOSPITALITY**

Food and beverages are to be provided Wednesday for two (2) breaks and one (1) lunch:

- Break – Approx. 10:30 am and 2:45 pm: coffee, tea, juices and assorted muffins; and
- Lunch – Approx. 12:00 pm make your-own sandwich.

Food and beverages are to be provided Thursday for one (1) break:

- Break Approx. 10:30 am: coffee, tea, juices and assorted muffins.

**NOTE: Cost of all hospitality expenses (including meals, breaks, gratuities and taxes) must fall within National Joint Council Guidelines (and not exceed pre-approved amounts per event).**

## **6 AUDIOVISUAL EQUIPMENT**

- AV requirement may include :
  - 2 screens
  - 15 table microphones
  - 30 receivers with headset
  - Speakers
  - Simultaneous Interpretation System
  - Dial in phone capacity
- ESDC will provide 2 laptops and 2 LCD projectors

## **7 INFORMATION PACKAGE**

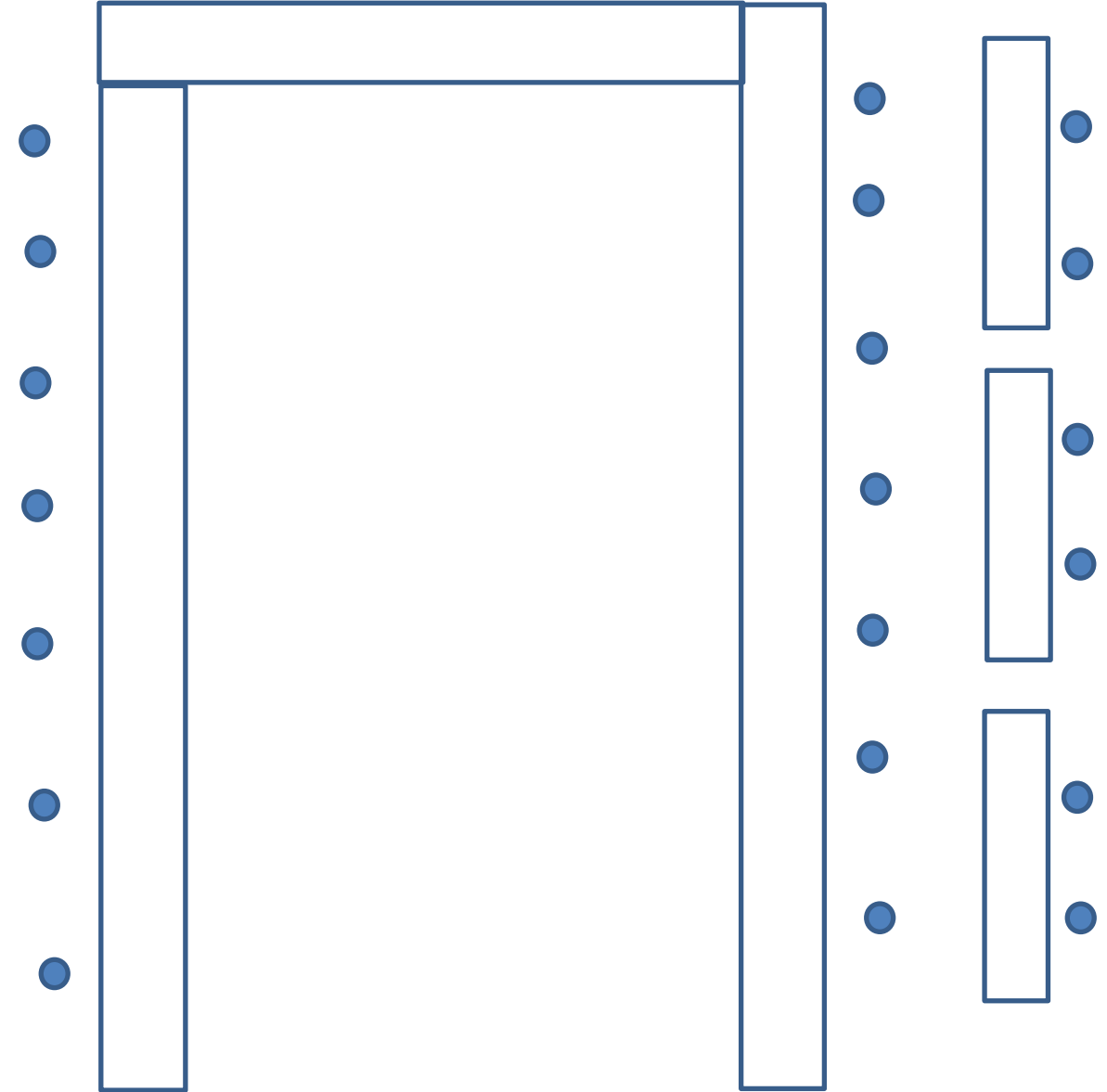
The contractor will be responsible for providing an information package to meeting participants electronically (only those whose expenses are being covered by ESDC). It should include the following:

- Travel ticket, if applicable;
- Hotel reservation confirmation, if applicable;
- Expense claim form and pre-addressed envelope, if applicable;
- Information regarding hotel; and
- A 24-hour point-of-contact service toll-free phone number for travel emergencies.

Catering

Translation Booth

Guests



Screen

Screen

## **SPECIFIC REQUIREMENTS CCDA NATIONAL STAKEHOLDER MEETING**

Any of these conditions and requirements is subject to change.

### **1 DURATION**

- The CCDA National Stakeholder is a one-day meeting that usually starts at 8:30 am and ends between 3:30 pm and 4:30 pm.
- Attendees may arrive a day in advance and leave the day after the meeting.

### **2 LOCATION**

- The CCDA National Stakeholder meeting will be held in the Gatineau/Ottawa region. The hotel should be a quality hotel (a least a 3-star hotel) in a central downtown location.
- A block of rooms should be reserved for the participants at the same hotel.

### **3 VENUE**

- Meeting room should be large enough to accommodate round tables that seat up to 8 people to accommodate 50-75 participants. Also required:
  - 3 rectangular tables around perimeter of room for products, observers and laptops;
  - 3 small square tables for projectors and a facilitator's table;
  - A podium and head table; and
  - Wireless internet.
- Meeting room must have space to accommodate a translation booth (approx. 6 x10) with sufficient room to allow for space between the booth and the round tables to avoid the sound of the simultaneous translation distracting meeting participants.
- Room should be able to accommodate catering services (or an adjacent room/space with catering services).
- Ensure accessibility to a power supply for laptops, monitors and projectors.

### **4 ATTENDEES**

- The CCDA National Stakeholder meeting will have between 50 to 75 attendees.
- In addition, 3 simultaneous translators will be booked by ESDC.
- ESDC will reimburse travel for 2-4 attendees which includes airfare, ground transportation, up to two nights hotel stay (based on travel requirements) and per diems for up to two days (based on travel requirements).
- Stakeholders are responsible for their own travel bookings and expenses.
- CCDA and IPA members are welcome to participate at their jurisdiction's expense.

**NOTE: The actual number of attendees can vary depending on RSVPs. Attendees' information will be provided as soon as possible.**

### **5 HOSPITALITY**

Food and beverages are to be provided the day of the meeting as follows:

- Morning tea/coffee to be served at 8:00 am;
- Break – Approx. 10:30 am: coffee, tea, juices and assorted muffins; and
- Lunch – Approx. 12:00 pm.

**NOTE: Cost of all hospitality expenses (including meals, breaks, gratuities and taxes) must fall within National Joint Council Guidelines and not exceed pre-approved amounts.**

**6 AUDIOVISUAL EQUIPMENT**

- AV requirements may include:
  - 2 projector screens
  - 3 table microphones per table
  - 2 hands-free microphones
  - 1 lapel microphone
  - Speakers as required depending on the room
  - Power bars for every round table
  - Simultaneous Interpretation System with receivers and headsets
  - Dial in phone capacity
- ESDC will provide 2 laptops and 2 LCD projectors

**7 INFORMATION PACKAGE**

- The contractor will be responsible for providing an information package to meeting participants electronically (only those whose expenses are being covered by ESDC). It should include the following:
  - Travel ticket, if applicable;
  - Hotel reservation confirmation, if applicable;
  - Expense claim form and pre-addressed envelope, if applicable;
  - Information regarding hotel; and
  - A 24-hour point-of-contact service toll-free phone number for travel emergencies.



**ANNEX E**  
**ELIGIBLE EXPENSES FOR WORKSHOPS AND MEETINGS (WHEN APPLICABLE)**

<b>ROLE</b>	<b>PROFESSIONAL FEES</b>	<b>MEALS<sup>3</sup></b>	<b>INCIDENTALS</b>	<b>HOTEL</b>	<b>GROUND TRANSPORTATION *</b>	<b>OTHER EXPENSES</b>
<b>In-town SMEs</b>	\$200/day for each day of workshop	Lunch only	None	None	Provincial rate times number of km for each day of workshop	Parking with receipts if applicable
<b>Out-of-town SMEs</b>	\$200/day for each day of workshop and each day of travel	All meals	\$17.30 for each day of travel and each day of workshop	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
<b>In-town instructors</b>	None <sup>4</sup>	Lunch only	None	None	Provincial rate times number of km for each day of workshop	Parking with receipts if applicable
<b>Out-of-town instructors</b>	\$200/day for Saturday or Sunday travel days only <sup>4</sup>	All meals	\$17.30 for each day of travel and each day of workshop	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
<b>In-town facilitators</b>	None	None	None	None	None	None
<b>Out-of-town facilitators</b>	None	All meals	\$17.30 for each day of travel and each day of workshop	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
<b>In-town Host</b>	None	None	None	None	None	None
<b>Out-of-town Host</b>	None	All meals	\$17.30 for each day of travel and each day of workshop	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts
<b>PDOs</b>	None	None	None	Room expenses on master account	Provincial rate times number of km	Taxis, parking and baggage fees with receipts

<sup>3</sup> As per National Joint Council Travel Guidelines

<sup>4</sup> Instructors claiming \$200 Professional fees Monday to Friday must provide an official letter from their employer confirming that they will not be receiving their regular wages.

## **CLAIMS**

- i) If participants do not claim an expense they are entitled to, the contractor will not add it to the reimbursement, unless otherwise instructed by ESDC.
- ii) If participants have claimed an expense they are NOT entitled to, the contractor will NOT reimburse it.
- iii) If a continental breakfast is provided by the hotel, participants are eligible to claim breakfast allowance. However, if a hot breakfast is provided, participants cannot claim the breakfast allowance.

## **FLIGHTS**

- i) If a participant chooses to fly home on a "red eye" flight and gets to his/her home province after midnight, he/she will not be entitled to the professional fees for the day (\$200) or the meals, but may be entitled to the incidentals.
- ii) The Project Authority or the workshop contact person may authorize changes to flight schedules according to the merits of the case.
- iii) Eligible meal expenses will be determined by the Project Authority or the workshop contact person on a case by case basis (while considering the time participant lands and how long they have to drive to get home).

## **DRIVING**

If a participant chooses to drive instead of flying to the workshop, the contractor will have to compare the cost of each travel (from door to door) to determine the maximum cost to be reimbursed for the trip.

## **HOTEL**

- i) Eligibility of participants who are "in-town" to stay in hotel will be determined on a case by case basis.
- ii) Participants are not permitted to book hotel room for the day if workshop ends early or if they have a late flight.

## **EXTENDED STAYS**

Participants are permitted to build in a vacation or "extended stays" before or after the workshop if there are no extra costs to ESDC. Participants can only claim for expenses based on normal travel to attend the workshop.

**ANNEX “F”**  
**EVALUATION CRITERIA - MANDATORY AND TECHNICAL**

**MANDATORY TECHNICAL (MT) REQUIREMENTS**

The mandatory technical requirements listed will be evaluated on a pass/fail (i.e. compliant / non-compliant) basis. Proposals that fail to meet the mandatory technical requirements will be discarded at this stage without further consideration.

Proposals must demonstrate compliance with all of the following specifications and requirements and must provide the necessary documentation to support compliance in order to be considered.

**BASIS OF SELECTION:**

To be considered responsive, a bid must:

- meet all the mandatory technical requirement of this solicitation; and,
- obtain the required minimum of 80 points **(80%)** for each rated requirement.

**Statement of Compliance**

Requirement Number	Description(s)	Page No. / Paragraph no.	Compliant / Non compliant
MT1	<p><b>EXPERIENCE OF THE BIDDER</b></p> <p>The Bidder must prior to date of bid closing:</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• have a physical place of business within Canada.</li> </ul> <p>The bidder must provide, in writing:</p> <ol style="list-style-type: none"> <li>1. the number of years the firm has been in business; and</li> <li>2. the number of years the firm has specialized in the provision of event management services; and</li> <li>3. the physical address(es) of the firm’s place(s) of business within Canada (including street address, city/town and province/territory for each).</li> </ol>		
MT2	<b>PROPOSED RESOURCES</b>		

	<p>The Bidder must identify one (1) resource as the Senior Event Manager, one (1) resource as the Financial Manager and one (1) resource as the Event Coordinator. The resource proposed must meet all of the criteria (see definitions below) for the respective category of personnel (Senior Event Manager, Financial Manager or Event Coordinator) for which they have been proposed. All of the resource proposed must be employees of the Bidder.</p> <p>The same resource may be proposed for two categories of personnel (e.g. Senior Event Manager and Event Coordinator); however the resource must meet all of the criteria for each category.</p> <p>The Bidder must provide the curriculum vitae of each proposed resource outlining their qualifications, training, education, language capability, related work experience and expertise in planning and organizing events and which demonstrates their capability to provide event management services as described in the Statement of Work (Annexe A).</p> <p>The <b>Senior Event Manager</b> is a resource who meets all of the following prior to date of bid closing:</p> <ul style="list-style-type: none"> <li>• at least five (5) years' experience in the past eight (8) years leading the development and execution of events, involving travel coordination and hospitality;</li> <li>• has managed events with a total cost of \$45,000 or more;</li> <li>• has managed events with delegates from more than two (2) provinces or territories;</li> <li>• has managed events with a duration of three (3) days or more;</li> <li>• has managed events with a minimum of twelve (12) delegates; and</li> <li>• has provided or overseen the provision of all of the following: accommodations, hospitality and transportation.</li> </ul> <p>The <b>Financial Manager</b> is a resource who meets all of the following prior to date of bid closing:</p> <ul style="list-style-type: none"> <li>• at least three (3) years' experience in the past</li> </ul>		
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	<p>five (5) years providing financial management in special events, hospitality management, hotel management or tourism fields;</p> <ul style="list-style-type: none"> <li>• was responsible for the receipt, management and disbursement of funds for events with a total cost of \$45,000 or more.</li> </ul> <p>The <b>Event Coordinator</b> is a resource who meets all of the following, prior to date of bid closing:</p> <ul style="list-style-type: none"> <li>• at least two (2) years of experience in the past five (5) years coordinating the execution of events;</li> <li>• has coordinated events with a total cost of \$45,000 or more;</li> <li>• has coordinated events with delegates from more than two (2) provinces or territories;</li> <li>• has coordinated events with a duration of three (3) days or more;</li> <li>• has coordinated events with a minimum of twelve (12) delegates;</li> <li>• has coordinated the provision of two (2) or more of the following: accommodations, hospitality and transportation.</li> <li>• has coordinated more than two (2) events simultaneously.</li> </ul>		
<p><b>MT3</b></p>	<p><b>EVENTS MANAGEMENT PROJECTS</b></p> <p>The Bidder must provide information on three (3) events management projects, where the event dates were after January 1, 2008. Each of the Senior Event Manager, Financial Manager and the Event Coordinator identified in MT2 must have been involved in the planning of at least one (1) event. An event may be used to demonstrate the experience of more than one resource, however no more than three (3) projects are to be submitted. If more than 3 projects are submitted only the first 3 in order of presentation will be accepted. At a minimum, one (1) of the three (3) projects must demonstrate an ability of the Bidder to provide event planning services where the profile of participants is varied. "Participant" is defined as including, but not restricted to, a potential audience, actual delegate, speaker/presenter, moderator, facilitator, session chair, or member of a client group. "Varied" is defined as including three (3) or more of the following profiles within one event: general</p>		

	<p>public, tradespersons, government representatives, senior executives, VIPs, etc.</p> <p>Provide the following information for each of the three (3) projects:</p> <ul style="list-style-type: none"> <li>a) Name of the project;</li> <li>b) Description of the project;</li> <li>c) Event location;</li> <li>d) Duration of the event, including start and end dates;</li> <li>e) Proposed resource(s) role in project;</li> <li>f) Number of participants; and</li> <li>g) Profile of participants (as defined above) at the event.</li> </ul>		
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**POINT RATED TECHNICAL CRITERIA**

The criteria contained herein will be used by ESDC to evaluate each Proposal. Bidders are advised to address these requirements in the order presented, where possible, and in sufficient depth in their proposals to enable a thorough assessment. ESDC’s assessment will be based solely on the information contained within the Proposal. ESDC may seek further information or clarification from Bidders.

An item not addressed in the proposal will be deemed as either not meeting the criteria or given zero points under the point rated system.

Proposals will be evaluated and scored in accordance with specific evaluation criteria as detailed in this section. To be considered compliant, bidders must obtain the required minimum of 80 percent. Proposals scoring less than 80 percent in any one (1) of these criteria will not be given further consideration. The rating is performed on a scale of 100 points.

<b>RATING SCALES AND CATEGORIES</b>	
<b>Bidders will be rated on the combined total score for the following non-mandatory criteria.</b>	
<b>Category</b>	<b>Definition</b>
<b>EXCELLENT 100%</b>	<ul style="list-style-type: none"> <li>• All elements are present</li> <li>• All elements are well described</li> <li>• Substantial details provide evaluators with a clear understanding of the methodology that the Bidder will use to plan, organize and manage a National Standard workshop for the target audience and how to effectively communicate with it.</li> </ul> <p>The description provides clear details to outline the challenges in meeting ESDC’s workshop objectives with well thought-out solutions.</p>
<b>VERY GOOD 90%</b>	<ul style="list-style-type: none"> <li>• All elements are present</li> <li>• Most elements are well described</li> <li>• Substantial details provide evaluators with an understanding of the methodology that the Bidder will use to plan, organize and manage a National Standard workshop for the target audience and how to effectively communicate with it.</li> </ul> <p>The description provides details to outline the challenges in meeting ESDC’s workshop objectives with solutions.</p>
<b>GOOD 80%</b>	<ul style="list-style-type: none"> <li>• Most elements are present</li> <li>• Most elements are well described</li> <li>• Details provide evaluators with an understanding of the methodology that the Bidder will use to plan, organize and manage a National Standard workshop for the target audience and how to effectively communicate.</li> </ul> <p>The description provides details to outline the challenges in meeting ESDC’s workshop objectives with some solutions.</p>
<b>UNACCEPTABLE 0%</b>	<ul style="list-style-type: none"> <li>• Information was not provided</li> <li>• Few elements present</li> <li>• Not enough details are described or are poorly described</li> <li>• Not enough details are provided to assess how the bidder’s approach and methodology will be used to meet to the requirements as described in the Statement of Work (Annexes A-E).</li> </ul> <p>OR</p>

	<p>Details do not provide evaluators with an understanding of the methodology that the Bidder will use to plan, organize and manage a National Standard workshop for the target audiences and/or how to effectively communicate with it.</p> <p>OR</p> <p>The description does not outline any challenges in meeting ESDC’s workshop objectives or does not provide any solutions.</p>
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**R.1 APPROACH, METHODOLOGY and PROJECT MANAGEMENT PLAN**

The Bidder should submit a detailed work plan to describe the methodology that it will use to plan, organize and manage the execution of one National Standard workshop, as described in Annexes A-E.

The Bidder should also provide details to describe the most effective methods to communicate with the target audiences.

The description should outline any challenges in meeting ESDC’s overall National Standard workshop objectives and ensure that Treasury Board Travel and Hospitality guidelines are met.

<b>R.1.1 Project Approach and Methodology (Maximum 50 points, Minimum of 40 points)</b>		
	<b>Maximum Points</b>	
	<b>50</b>	
<p>The Bidder must provide a detailed approach and methodology based on the requirements within the Statement of Work regarding a National Standard workshop.</p> <p>The Bidder must supply an outline of their recommended approach and methodology for a National Standard workshop.</p> <p>At a minimum, the following criteria will be evaluated: your approach, your understanding of the National Standard workshop’s scope and challenges and the quality and effectiveness of the proposed plan.</p>		
<b>Comments:</b>		<b>Total Points: /50</b>
<b>R.1.2 Project Management Plan (Maximum 50 points, Minimum of 40 points)</b>		
	<b>Maximum Points</b>	
	<b>50</b>	
<p>The Bidder should provide a detailed description of the proposed project and risk mitigation plan and the procedures, schedule controls, as well as the tools and techniques that will be used to plan, organize and manage a</p>		



<p>National Standard workshop. The plan must provide flexibility and take into account client needs.</p> <p>The Bidder should provide a detailed description of the Bidder’s procedures to identify risk associated with each elements of a National Standard workshop as outlined in the Statement of Work.</p> <p>The description of the project management approach should demonstrate how the Bidder will ensure that performance, quality and the scheduled goals for a National Standard workshop are achieved.</p> <p>The description of the project management approach should demonstrate how the Bidder proposes to work in collaboration with the Project Authority (or delegate) for the development of a National Standard workshop.</p> <p>The description should outline the key areas of a National Standard workshop that require input from ESDC.</p>		
<p><b>Comments:</b></p>		<p><b>Total Points:</b> <b>/50</b></p>

**Annex "G"**  
**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 such request by Canada will also render the bid non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [HRSDC-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 HRSDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to HRSDC-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 HRSDC-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)

# Annex "H"

## Security Requirements Checklist



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

### SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine		2. Branch or Directorate / Direction générale ou Direction	
3. a) Subcontract Number / Numéro du contrat de sous-traitance		b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Event Management Services for the Red Seal Workshops and Meetings			
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 / Non	<input type="checkbox"/> Yes / 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 / Non	<input type="checkbox"/> Yes / 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? (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)		<input type="checkbox"/> No / Non	<input checked="" type="checkbox"/> Yes / Oui
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 / Non	<input type="checkbox"/> Yes / 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 / Non	<input type="checkbox"/> Yes / 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 type="checkbox"/>	All NATO countries / Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions / Aucune restriction relative à la diffusion <input type="checkbox"/>	
Not releasable / À ne pas diffuser <input checked="" type="checkbox"/>			
Restricted to: / Limité à: <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:	Specify country(ies): / Préciser le(s) pays:	
7. c) Level of information / Niveau d'information			
PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>	
PROTECTED B / PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED / NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B / PROTÉGÉ B <input type="checkbox"/>	
PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL / NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C / PROTÉGÉ C <input type="checkbox"/>	
CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	NATO SECRET / NATO SECRET <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>	
SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>	
TOP SECRET / TRÈS SECRET <input type="checkbox"/>		TOP SECRET / TRÈS SECRET <input type="checkbox"/>	
TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) / TRÈS SECRET (SIGINT) <input type="checkbox"/>	

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Security Classification / Classification de sécurité





**PART A - PERSONNEL / PARTIE A - PERSONNEL**

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?  
If Yes, indicate the level of sensitivity:  
Dans l'affirmative, indiquer le niveau de sensibilité:  No / Non  Yes / Oui

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 / Non  Yes / Oui

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

**PART B - PERSONNEL (SUPPLIERS) / 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 unscrubbed personnel be used for portions of the work?  
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail?  No / Non  Yes / Oui  
If Yes, will unscrubbed personnel be escorted?  
Dans l'affirmative, le personnel en question sera-t-il escorté?  No / Non  Yes / Oui

**PART C - GATEGUARDS (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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / 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 / Non  Yes / Oui

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

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**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 CONFIDENTIAL	NATO SECRET	COMSEC TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL	SECRET	TOP SECRET / TRÈS SECRET	
							NATO DIFFUSION RESTRICTED	NATO CONFIDENTIAL			A	B	C				
Information / Azores																	
Personnel / Azores																	
IT Media / Support IT																	
IT Link / Lien Informatique																	

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 de 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).



Contract Number / Numéro du contrat
Security Classification / Classification de sécurité

**PART 9 - AUTHORIZATION / PARTIE 9 - AUTORISATION**

<b>13. Organization Project Authority / Chargé de projet de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Christopher Bates		Title - Titre Director	Signature <i>Chris Bates</i>
Telephone No. - N° de téléphone 619-654-3296	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel chris.bates@hrsdcc-rhdcc.gc.ca	Date 08 Aout 2016
<b>14. Organization Security Authority / Responsable de la sécurité de l'organisme</b>			
Name (print) - Nom (en lettres moulées) Marc Pever DAVID ZORZU		Title - Titre Director, IT Security RSO	Signature <i>Marc Pever</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached? Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?			<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui
<b>16. Procurement Officer / Agent d'approvisionnement</b>			
Name (print) - Nom (en lettres moulées) Cynthia Carby		Title - Titre Senior Procurement officer	Signature <i>Cynthia Carby</i>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel cynthia.carby@hrsdcc-rhdcc.gc.ca	Date 16 Sept 2016
<b>17. Contracting Security Authority / Autorité contractante en matière de sécurité</b>			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date