



RETURN BIDS TO:

RETOURNER LES SOUMISSIONS À:

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

11 Laurier St. / 11, rue Laurier

Place du Portage, Phase III

Core 0B2 / Noyau 0B2

Gatineau

Québec

K1A 0S5

Bid Fax: (819) 997-9776

SOLICITATION AMENDMENT

MODIFICATION DE L'INVITATION

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

Comments - Commentaires

Vendor/Firm Name and Address

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

Issuing Office - Bureau de distribution

Communication Procurement Directorate/Direction de
l'approvisionnement en communication
360 Albert St. / 360, rue Albert
12th Floor / 12ième étage
Ottawa
Ontario
K1A 0S5

Title - Sujet Events Planning and Management		
Solicitation No. - N° de l'invitation C1111-160032/A		Amendment No. - N° modif. 008
Client Reference No. - N° de référence du client C1111-16-0032		Date 2016-11-25
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-027-71814		
File No. - N° de dossier cx027.C1111-160032	CCC No./N° CCC - FMS No./N° VME	
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2016-12-05		Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Address Enquiries to: - Adresser toutes questions à: Buck(CX Div.), Daniel		Buyer Id - Id de l'acheteur cx027
Telephone No. - N° de téléphone (613) 998-8582 ()		FAX No. - N° de FAX (613) 991-5870
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:		

Instructions: See Herein

Instructions: Voir aux présentes

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

AMENDMENT 008

The purpose of this amendment is to:

- a) response to bidder's questions; and
- b) make amendments to the Request for Proposal C1111-160032/A.

If your proposal has already been submitted it can be modified by submitting an amendment identified with file no. C1111-160032/A to Public Works and Government Services Canada (PWGSC) Bid Receiving Unit by the date, time and place indicated on page 1 of the current amendment.

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

A) RESPONSE TO BIDDER'S QUESTIONS:

Question 32: For the 150th file, is it possible to present section 1 in French but submit the creative portion in English?

Answer 32: Bidders are permitted to submit their proposals in either English or French. Bidders are also permitted to submit all accompanying elements of their proposal in either English or French.

B) AMENDMENTS TO THE REQUEST FOR PROPOSAL C1111-160032/A

1. On pages 10 to 23 inclusively, remove **PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION** in its entirety and replace with:

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 Evaluation Procedures

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

4.1.1 Technical Evaluation

4.1.1.1 Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submitted this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.

- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

4.1.1.2 Mandatory Technical Criteria

The mandatory technical criteria are included in Annex F.

4.1.1.3 Point Rated Technical Criteria

The point rated technical criteria are included in Annex F.

4.1.2 Financial Evaluation

4.1.2.1 Mandatory Financial Criteria

The Bidder must submit a financial proposal with a firm price at \$3,200,000.00 (Goods and Services Tax or Harmonized Sales Tax extra, as applicable) for the Contract period in accordance with Table B.1 of the Annex B Basis of Payment. The firm price must include travel expenses.

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

4.2 Basis of Selection

4.2.1 Basis of Selection - Highest Rated Within Budget

1. To be declared responsive, a bid must:
 - a. comply with all the requirements of the bid solicitation;
 - b. meet all mandatory technical evaluation criteria; and
 - c. obtain the required minimum of 70 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 100 points.
2. Bids not meeting (a) or (b) or (c) will be declared non responsive. The responsive bid with the highest number of points will be recommended for award of a contract, provided that the total evaluated price does not exceed the budget available for this requirement.

4.2.2 Tiebreaker Determination

In the event, following a successful technical and financial evaluation, if one or more bids have the total number of points, the Contracting Authority will take the following steps to determine a winning proposal:

Step 1: The bid with the highest price found in line 2, Table B.1 of Annex B – Basis of Payment for the following Category of Service (Project Step): Artistic.

Step 2: In the event that a tie still exists after Step 1, the bid with the lowest price found in line 1, Table B.1 of Annex B – Basis of Payment for the following Category of Service (Project Step): Administration.

2. **On page 27, under PART 7 – RESULTING CONTRACT CLAUSES, under 7.1 Statement of Work:**

Add:

7.1.1 Optional Goods and/or Services

The Contractor grants to Canada the irrevocable option to acquire the goods, services or both described in the Contractor's bid dated *(date to be inserted upon contract award)* of the Contract under the same conditions stated in the Contract at no cost to Canada. The option may only be exercised by the Contracting Authority and will be evidenced, for administrative purposes only, through a contract amendment.

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

3. On pages 52 and 53, under ANNEX “B” BASIS OF PAYMENT, remove in its entirety and replace with:

ANNEX “B”

BASIS OF PAYMENT

Instructions to Bidders:

- a. Bidders must submit all prices in Canadian dollars, including FOB destination, and custom duties, if applicable. The Goods and services Tax or Harmonized Sales Tax, if applicable, are extra.
- b. The Bidder must provide firm all-inclusive prices for **each** of the Categories of Service (Project Steps) included in Table B.1 below.
- c. The Bidder must submit a financial proposal with a firm price at \$3,200,000.00 (Goods and Services Tax or Harmonized Sales Tax extra, as applicable) for the Contract period in accordance with Table B.1 of the Annex B Basis of Payment. The firm price must include travel expenses.
- d. The firm all-inclusive prices include the cost of labour, fringe benefits, general and administrative expenses, time in transit, overhead, profit and the like, excepting only Applicable Taxes.
- e. Failure to price any of the categories of service included in Table B.1, will result in a bid being declared non-responsive.
- f. The breakdown of the pricing for the categories of service must equal one hundred percent (100%). Failure to remain within the provided percentage ranges for any of the categories of service, for the Contract period, will result in a bid being declared non-responsive.

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

There is no provision for overtime under this Contract.

Direct Expenses

All direct expenses, including all general and administrative expenses, normally incurred in providing the services (i.e. project office space [including Contractor's hardware and software]; word processing; non-project specific reports, photocopying, courier and telephone charges; local travel and the like) must be included in the firm all-inclusive prices in Table B.1. No other charges will be permitted under the Contract.

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

specific photocopies, telephone and facsimile charges, parking costs, and mailing, courier, and shipping fees.

Subcontracting

All subcontracted requirements must be included in the firm all-inclusive prices in Table B.1. No other charges will be permitted under the Contract.

Travel and Living Expenses

All travel and living expenses must be included in the firm all-inclusive prices in Table B.1. No other charges will be permitted under the Contract.

Hospitality

All expenses related to hospitality requirements must be included in the firm all-inclusive prices in Table B.1. No other charges will be permitted under the Contract.

Table B.1 – Event Management Services for Canada Day 2017 - Contract Period

The firm all-inclusive prices must include all activities, materials and costs associated with the provision of the services as specified in the Annex A Statement of Work.

CATEGORIES OF SERVICE (PROJECT STEPS)	FIRM PRICE	Percentage Range of the Total Cost
1) Administration	\$	3% - 7%
2) Artistic (Including but not limited to artistic direction and coordination, talent, staging, décor, costumes/make-up/hair, multimedia, video, rights and clearances)	\$	45% - 65%
3) Technical (Including but not limited to : technical direction and coordination, lighting, sound, rigging, electrical)	\$	30% - 40%
4) Production and Logistics Including but not limited to production direction and coordination, catering, office needs, logistics, transport, hotels)	\$	12% - 20%
5) Broadcast (Including but not limited to: staff, rights and clearances)	\$	3% - 7%
TOTAL ALL INCLUSIVE COST OF THE EVENT (must be \$3,200,000.00 excluding applicable taxes)	\$	100%

4. On pages 60 to 80 inclusively, under ANNEX "F" EVALUATION GRIDS, remove in its entirety and replace with:

ANNEX "F"

EVALUATION GRIDS

EVALUATION SUMMARY	
MANDATORY REQUIREMENTS: <input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
Mandatories Checked by:	Date:
RATED REQUIREMENTS	SCORE ACHIEVED
R.1 PROPOSED APPROACH AND METHODOLOGY	
R.1.1 Preliminary Project Management Approach – Overall Management Procedures and Controls	____ / 20 points (Minimum points required: 14 points)
R.1.2 Project Management Approach – Development and Implementation of the Canada Day 150 Event	
R.1.2.1	____ / 35 points (Minimum points required: 24.5 points)
R.1.2.2	____ / 15 points (Minimum points required: 10.5 points)
R.1.2.3	____ / 15 points (Minimum points required: 10.5 points)
R.1.2.4	____ / 15 points (Minimum points required: 10.5 points)
OVERALL TOTAL	____ / 100 points (Minimum points required: 70 points)
Overall Comments:	

MANDATORY TECHNICAL CRITERIA

Evaluation Criteria	Met	Not met
M.1 FINANCIAL PROPOSAL		
The Bidder must submit a financial proposal with a firm price at \$3,200,000.00 (Goods and Services Tax or Harmonized Sales Tax extra, as applicable) for the Contract period in accordance with Table B.1 of the Annex B Basis of Payment. The firm price must include travel expenses.		
Comments:		

Evaluation Criteria	Met	Not met
M.2 EXPERIENCE OF THE FIRM		
The Bidder must have:		
<ul style="list-style-type: none"> • Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services; and • A physical place of business within Canada 		
The Bidder must provide:		
a. The number of years the firm has been in business;		
b. The number of years the firm has specialized in the provision of event management services; and		
c. The physical address (es) of the firm's places of business within Canada (including street address, city/town and province/territory for each).		
Comments:		

Evaluation Criteria	Met	Not Met
M.3 EVENT MANAGEMENT PROJECTS		
The Bidder must provide descriptions for three (3) event management projects. The event management projects described must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidders resources on behalf of another firm will not be accepted.		
<p>Event Management Project #1:</p> <ol style="list-style-type: none"> The event start date must have been after January 1, 2009; The Bidder's assigned portion of the overall budget must have been at least \$1,000,000.00 (Canadian) (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); A minimum audience of 14,000 people must have been in attendance at one (1) time and in a single location at least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows); The Bidder must have been responsible for the hiring, coordination and management of artistic talent/performers to provide entertainment during the event; The Bidder must have been responsible for the adherence to all applicable laws and regulations as well obtaining all applicable rights and releases to provide all aspects of the event; and The Bidder must have been responsible for the coordination and management of scheduled speakers/presenters. <p>For at least two (2) of the three (3) event management projects:</p> <ol style="list-style-type: none"> The event location – at least two (2) of the three (3) event management projects must have been in North America and one (1) of these two (2) events in North America must have been in the province of Ontario; and At least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows). <p>The Bidder must provide:</p> <ul style="list-style-type: none"> Name of the project/event; Client (Department/firm, etc); Client contact information; Description and purpose of the event; Event start date (month and year); Event location (Country and province/state and city); The total value of the Bidder's assigned portion of the overall budget (including professional fees, direct expenses, Sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); Number of people in attendance at the identified location; Description of the Bidder's responsibilities for the hiring, coordination, and management of artistic talent/performers; Description of the Bidder's responsibilities for the coordination and management of scheduled speakers/presenters; Description of the responsibilities of the Bidder for the adherence to all applicable laws and regulations as well as obtaining all applicable rights and releases; and 		

<ul style="list-style-type: none"> List of the event management services provided by the Bidder. 		
Evaluation Criteria	Met	Not Met
<p>Event Management Project #2:</p> <ul style="list-style-type: none"> a. The event start date must have been after January 1, 2009; b. The Bidder's assigned portion of the overall budget must have been at least \$1,000,000.00 (Canadian) (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); c. A minimum audience of 14,000 people must have been in attendance at one (1) time and in a single location d. at least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows); e. The Bidder must have been responsible for the hiring, coordination and management of artistic talent/performers to provide entertainment during the event; f. The Bidder must have been responsible for the adherence to all applicable laws and regulations as well obtaining all applicable rights and releases to provide all aspects of the event; and g. The Bidder must have been responsible for the coordination and management of scheduled speakers/presenters; <p>For at least two (2) of the three (3) event management projects:</p> <ul style="list-style-type: none"> a. The event location – at least two (2) of the three (3) event management projects must have been in North America and one (1) of these two (2) events in North America must have been in the province of Ontario; and b. At least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows). <p>The Bidder must provide:</p> <ul style="list-style-type: none"> • Name of the project/event; • Client (Department/firm, etc); • Client contact information; • Description and purpose of the event; • Event start date (month and year); • Event location (Country and province/state and city); • The total value of the Bidder's assigned portion of the overall budget (including professional fees, direct expenses, Sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); • Number of people in attendance at the identified location; • Description of the Bidder's responsibilities for the hiring, coordination, and management of artistic talent/performers; • Description of the Bidder's responsibilities for the coordination and management of scheduled speakers/presenters; • Description of the responsibilities of the Bidder for the adherence to all applicable laws and regulations as well as obtaining all applicable rights and releases; and • List of the event management services provided by the Bidder. 		

Evaluation Criteria	Met	Not Met
<p><u>Event Management Project #3:</u></p> <ol style="list-style-type: none"> The event start date must have been after January 1, 2009; The Bidder's assigned portion of the overall budget must have been at least \$1,000,000.00 (Canadian) (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); A minimum audience of 14,000 people must have been in attendance at one (1) time and in a single location at least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows); The Bidder must have been responsible for the hiring, coordination and management of artistic talent/performers to provide entertainment during the event; The Bidder must have been responsible for the adherence to all applicable laws and regulations as well obtaining all applicable rights and releases to provide all aspects of the event; and The Bidder must have been responsible for the coordination and management of scheduled speakers/presenters. <p>For at least two (2) of the three (3) event management projects:</p> <ol style="list-style-type: none"> The event location – at least two (2) of the three (3) event management projects must have been in North America and one (1) of these two (2) events in North America must have been in the province of Ontario; and At least two (2) of the three (3) event management projects must have been outdoor, cultural events (e.g. concerts, festivals, variety shows). <p>The Bidder must provide:</p> <ul style="list-style-type: none"> Name of the project/event; Client (Department/firm, etc); Client contact information; Description and purpose of the event; Event start date (month and year); Event location (Country and province/state and city); The total value of the Bidder's assigned portion of the overall budget (including professional fees, direct expenses, Sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); Number of people in attendance at the identified location; Description of the Bidder's responsibilities for the hiring, coordination, and management of artistic talent/performers; Description of the Bidder's responsibilities for the coordination and management of scheduled speakers/presenters; Description of the responsibilities of the Bidder for the adherence to all applicable laws and regulations as well as obtaining all applicable rights and releases; and List of the event management services provided by the Bidder. 		

Solicitation No. - N° de l'invitation
C1111-160032/A
Client Ref. No. - N° de réf. du client
C1111-160032

Amd. No. - N° de la modif.
008
File No. - N° du dossier
cx027.C1111-160032

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Evaluation Criteria	Met	Not Met
<p>M.3.1.2The Bidder must have arranged for a host broadcaster for at least one (1) of the event management projects (outdoor or using a temporary broadcast infrastructure), for which the Bidder was also responsible for the stage concept; the resulting broadcast must have been live with an intended national or international audience.</p> <p>To demonstrate their experience, the Bidder must provide a description of the Bidder's responsibilities related to the arrangement of the host broadcaster, the development of the stage concept, and the resulting broadcast. The description must also identify the intended audience for the resulting broadcast.</p>		
Comments:		

Evaluation Criteria	Met	Not Met
<p>M.3.1.3The Bidder must provide a letter of reference for each event management project sample submitted. Each letter of reference must be from the Client for the event management project and must be addressed to the Bidder. The letter of reference must indicate the Client's satisfaction with the performance of the Bidder.</p>		
Comments:		

Evaluation Criteria	Met	Not met
M.4 PROJECT PLAN & REPORTING STRUCTURE		
<p>M.4.1 The Bidder must provide a document outlining the roles and responsibilities of the following key team members proposed for the provision of all the services and deliverables specified in the Annex A Statement of Work;</p> <p><u>Event Production Company</u></p> <ul style="list-style-type: none"> • Producer • Artistic Producer • Project Manager • Rights Clearance / Artist Union Liaison <p><u>Artistic Management Team</u></p> <ul style="list-style-type: none"> • Artistic/Stage Director • Stage Management Team • Choreographer <p><u>Creative Team</u></p> <ul style="list-style-type: none"> • Set Designer • Lighting Designer • Video Designer • Sound Designer <p><u>Technical Team</u></p> <ul style="list-style-type: none"> • Production Manager • Technical Director • Floor Manager 		
M.4.2 The Bidder must identify a clear reporting structure of the key team members described in M.4.1 in the form of a tree diagram and an indication of which roles will play key communication roles in interactions with PCH.		
Comments:		

Evaluation Criteria	Met	Not met
M.5 PROJECT MANAGEMENT APPROACH		
<i>*The project management approach provided under this criterion will be evaluated under the point-rated criterion R.1 Project Management Approach</i>		
The Bidder must provide a proposed project management approach and methodology, which identifies how the Bidder will perform the tasks required to facilitate the Canada Day 2017 event. The proposed approach and methodology must adhere to the event parameters identified in sections 1-6 in Annex A Statement of Work.		
Comments:		

Solicitation No. - N° de l'invitation
C1111-160032/A
Client Ref. No. - N° de réf. du client
C1111-160032

Amd. No. - N° de la modif.
008
File No. - N° du dossier
cx027.C1111-160032

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

Evaluation Criteria	Met	Not met
M.6 OPTIONAL GOODS AND/OR SERVICES		
The Bidder must identify if they want to propose optional goods and/or services, not already identified in the Annex "A" Statement of Work, at no cost to Canada. Should the Bidder identify that they want to propose optional goods and/or services at no cost to Canada, the Bidder must provide a description that includes: a) How it is appropriate for the Canada Day 150 Event; b) How it is interactive, modern or innovative; and c) How it applies and incorporates the themes and vision as represented in the Annex "A" Statement of Work article 2.1. See the clause 7.1.1 Optional Goods and/or Services found under PART 7 – RESULTING CONTRACT CLAUSES , under 7.1 Statement of Work.		
Comments:		

POINT RATED TECHNICAL CRITERIA

INSTRUCTIONS TO EVALUATORS

PLEASE READ THE FOLLOWING CAREFULLY AND IN ITS ENTIRETY PRIOR TO COMMENCING THE EVALUATION OF THE RATED REQUIREMENTS.

1. The following scoring grid will be used for the evaluation of the rated criteria.
2. Evaluators **MUST** choose from **ONLY** the following percentages: 100%, 90%, 80%, 70%, 50%, and 0%. Other percentages such as 65%, 85%, etc. **MUST NOT** be used.
3. The "Points" and "Total Points" boxes in the grids will be calculated based on the Percentage assigned. Evaluators **MUST NOT** select a number for "Points" which does not correspond to a Percentage. For example, 3/10 is not an acceptable score as 30% is not an available number.
4. Proposals must obtain a minimum of 70 percent overall for the R.1 point rated criterion and a minimum of 70 percent for each sub-criterion (R.1.1, R.1.2.1, R.1.2.2, R.1.2.3, and R.1.2.4). Proposals that do not obtain a minimum of 70 percent overall for the R.1 point rated criterion and for each sub-criterion (R.1.1, R.1.2.1, R.1.2.2, R.1.2.3, and R.1.2.4) will not be given further consideration.

NOTE: Percentage factors will be the basis used to allocate points for all rated requirements. The number of points will be calculated depending on the total value given for each criterion. For example, if evaluators give 0.7 as a score for R.1 (60 points X 0.7 = 42 points), this is equal to 70% of the total value given for that criterion. Evaluators cannot deviate from the established scoring grid. For example, evaluators cannot give a score of 0.75 (75%). Evaluators would have to choose between a 0.7 or a 0.8 (70% or 80%).

R.1 PROPOSED APPROACH AND METHODOLOGY (Total Maximum 100 points – Total Minimum 70 points)

The Bidder will be assessed against the Proposed Approach and Methodology provided in accordance with M.5.

R.1.1 Preliminary Project Management Approach – Overall Management Procedures and Controls (Maximum 20 points - Minimum 14 points)

The Bidder should propose a general preliminary project management approach for the Canada Day 2017 event that provides flexibility and considers client needs as specified in Sections 1 to 6 of the Annex "A" Statement of Work.

The Bidder should provide a detailed description of the proposed project management approach and the procedures, schedule controls, as well as the tools and techniques that will be used to plan, organize, produce and control the Canada Day 2017 event management project as specified in Sections 1 to 6 of the Annex A Statement of Work.

Solicitation No. - N° de l'invitation
C1111-160032/A
Client Ref. No. - N° de réf. du client
C1111-160032

Amd. No. - N° de la modif.
008
File No. - N° du dossier
cx027.C1111-160032

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

The description should outline the key areas of the Canada Day 2017 event as specified in Section 3 to 4 the Annex "A" Statement of Work that require input from the Client.

R.1 will be evaluated on the following rated criteria:

R.1.1 Preliminary Project Management Approach – Overall Management Procedures and Controls - Up to a maximum of 20 points			
Assessment of Criteria		Percentage	Points
R.1.1 Criterion for an established minimum acceptable response (70%):			/ 20

Percentage factors utilized for the evaluation of R.1.1:

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Acceptable (0.7): This is the established minimum.

- Details provided to describe the Bidder's process; schedule controls, planning tools and techniques. Demonstrates good techniques to be put in place and used to plan, organize, direct and control the Canada Day 2017 event.
- The approach outlines key areas of the Canada Day 2017 event.
- Demonstrates client involvement in the approach.

Good (0.8):

- Details provided to describe the Bidder's process; detailed schedule controls, planning tools and techniques are complete. Demonstrates good techniques to be put in place and used to plan, organize, direct and control the Canada Day 2017 event.
- The approach outlines key areas of the Canada Day 2017 event.
- Demonstrates client involvement in the approach and outlines the key areas that require input from clients.

Very Good (0.9):

- Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are clear and complete. Demonstrates very efficient techniques to be put in place and used to plan, organize, direct and control the Canada Day 2017 event.
- The approach outlines key areas of the Canada Day 2017 event.
- Demonstrates on-going client involvement in the approach and outlines key areas that require input from clients. Approach for working with Project Authorities is very good.

Outstanding (1):

- Details provided to describe the Bidder's process; schedule controls and planning tools and techniques are clear and complete. Very efficient and effective techniques to be put in place and used to plan, organize, direct and control the Canada Day 2017 event.
- The approach outlines key areas of the Canada Day 2017 event.
- Demonstrates on-going client involvement in the approach and outlines key areas that require input from clients. The approach for working with the Project Authorities is excellent. Demonstrates on-going interaction between the Bidder and the Project Authorities during all stages of the event from the planning stage to the final event production.
- The approach demonstrates flexibility and how the approach takes client needs into consideration.

Comments:

Total
Points
/ 20

R.1.2 Project Management Approach – Development and Implementation of the Canada Day 150 Event

(Total Maximum 80 points – Total Minimum 56 points)

For each of the listed elements (R.1.2.1 – R.1.2.4) of the Canada Day 2017 event, the description of the project management approach should:

- a. Reflect how the Bidder proposes to work in collaboration with the PCH Project Authorities for the development of the listed element for the Canada Day 2017 event.
- b. Provide a detailed description of the risks associated with the listed element for the Canada Day 2017 event and the corresponding risk mitigation strategies.
- c. illustrate how the proposed preliminary approach will ensure that performance and quality for the listed element of the Canada Day 2017 event will meet the requirements as described in the Annex "A" Statement of Work

The description of the project management approach should demonstrate and describe the following:

R.1.2.1 The Bidder's proposed methodology in regards to the elaboration of the artistic concept of the shows as well as the main guiding lines reflecting the creative intentions proposed **(Minimum 24.5 points - Maximum 35 points)**

R.1.2.2 The Bidder's proposed methodology to select and attract Canadian headliners for the shows and all other preliminary performances according to the requirements set out in Annex A of the Statement of Work **(Minimum 10.5 point - Maximum 15 points)**

R.1.2.3 The Bidder's proposed methodology to foster collaborations between artists and to showcase diverse stage artistic disciplines. **(Minimum 10.5 point - Maximum 15 points)**

R.1.2.4 How the Bidder will manage the hiring and coordination of the proposed headliners, all technical and production personnel and artistic management staff (i.e. stage director, choreographer, stage managers, technicians); **(Minimum 10.5 points - Maximum 15 points)**

Solicitation No. - N° de l'invitation
C1111-160032/A
Client Ref. No. - N° de réf. du client
C1111-160032

Amd. No. - N° de la modif.
008
File No. - N° du dossier
cx027.C1111-160032

Buyer ID - Id de l'acheteur
cx027
CCC No./N° CCC - FMS No./N° VME

R.1.2 Project Management Approach – Development and Implementation of the Canada Day 150 Event - Up to a maximum of 80 points			
Assessment of Criteria		Percentage	Points
R.1.2.1 Criterion for an established minimum acceptable response (70%):			/ 35
R.1.2.2 Criterion for an established minimum acceptable response (70%):			/ 15
R.1.2.3 Criterion for an established minimum acceptable response (70%):			/ 15
R.1.2.4 Criterion for an established minimum acceptable response (70%):			/ 15

Percentage factors utilized for the evaluation of each of the listed Canada Day 2017 event requirement elements (R.1.2.1 - R.1.2.4):

Not acceptable (0): The information provided was unsuitable or insufficient.

Limited (0.5): Criterion addressed, but not enough information provided and/or technically not acceptable. Less than established minimum.

Acceptable (0.7): This is the established minimum.

- Details provided to describe how the Bidder proposes to work in collaboration with Project Authorities for the development of the approach for the listed element of the Canada Day 2017 event.
- Details provided to illustrate how the approach will ensure the performance and quality for the listed element of the Canada Day 2017 event.
- Details provided to describe the risks relevant to the listed element of the Canada Day 2017 event and to provide some risk mitigation strategies.
- Minimal weaknesses and/or deficiencies could exist but would not pose any risk to the Canada Day 2017 event.

Good (0.8):

- Details provided to describe how the Bidder proposes to work in collaboration with Project Authorities for the development of the approach for the listed element of the Canada Day 2017 event. Demonstrates that client input will be taken into consideration.
- Clear details provided to illustrate how the approach will ensure that performance and quality for the listed element of the Canada Day 2017 event will meet the requirements of the Annex "A" Statement of Work.
- Details provided to describe the risks relevant to the listed element of the Canada Day 2017 event and the corresponding risk mitigation strategies.
- No evident weaknesses and/or deficiencies that would pose any risk to the Canada Day 2017 event.

Very Good (0.9):

- Clear details provided to describe how the Bidder proposes to work in close collaboration with Project Authorities for the development of the approach for the listed element of the Canada Day 2017 event. Demonstrates that client input will be taken into consideration and how it will be incorporated into the approach as appropriate.
- Clear details provided to illustrate how the approach will ensure that performance and quality for the listed element of the Canada Day 2017 event will meet the requirements of the Annex "A" Statement of Work.
- Details provided to describe the risks relevant to the listed element of the Canada Day 2017 event including possible time delays related to approval processes and the corresponding risk mitigation strategies.
- No evident weaknesses and/or deficiencies that would pose any risk to the Canada Day 2017 event.

Outstanding (1):

- All details provided to describe how the Bidder proposes to work in close collaboration with Project Authorities for the development of the approach for the listed element of the Canada Day 2017 event. Demonstrates how the client input will be considered and incorporated into the approach as appropriate.
- Details provided to describe the risks relevant to the listed element of the Canada Day 2017 event including possible time delays related to approval processes and the corresponding risk mitigation strategies. Details provided describe how the mitigation strategies will ensure minimal or no disruption to the Canada Day 2017 event.
- All details provided to illustrate how the approach will ensure that performance and quality for the listed element of the Canada Day 2017 event will meet the requirements of the Annex "A" Statement of Work.
- No weaknesses and/or deficiencies that would pose any risk to the Canada Day 2017 event

Comments:

Total
Points
/ 80

**ALL OTHER TERMS AND CONDITIONS OF THE REQUEST FOR PROPOSAL REMAIN
UNCHANGED.**