



**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

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

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

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

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

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

Comments - Commentaires

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 MMIWG Event Planning in Whitehorse	
Solicitation No. - N° de l'invitation 35035-162302/A	Date 2017-04-12
Client Reference No. - N° de référence du client 35035-16-2302	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-025-72814	
File No. - N° de dossier cx025.35035-162302	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2017-04-19	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lamoureux, Jenny	Buyer Id - Id de l'acheteur cx025
Telephone No. - N° de téléphone (613) 993-4355 ()	FAX No. - N° de FAX (613) 949-1281
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PRIVY COUNCIL OFFICE BLACKBURN BLDG RM 300 85 SPARKS ST OTTAWA Ontario K1A0A3 Canada	

Instructions: See Herein

Instructions: Voir aux présentes

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

1.2 Statement of Work

The Work to be performed is detailed under Annex A - Statement of Work.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is subject to the following Comprehensive Land Claims Agreement(s):

- Ta'an Kwach'an Council Final Agreement
- Kwanlin Dun First Nation Final Agreement

1.4 Set-aside under the Federal Government Procurement Strategy for Aboriginal Business (PSAB)

This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#) of the *Supply Manual*.

Further to Article 1802 of the Agreement on Internal Trade (AIT), AIT does not apply to this procurement.

1.5 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

1.6 Canadian Content

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

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

2.2 Submission of Bids

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

2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

Definitions

For the purposes of this clause, "former public servant" is any former member of a department as defined in the [Financial Administration Act](#), R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the [Public Service Superannuation Act](#) (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the [Supplementary Retirement Benefits Act](#), R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the [Canadian Forces Superannuation Act](#), R.S., 1985, c. C-17, the [Defence Services Pension Continuation Act](#), 1970, c. D-3, the [Royal Canadian Mounted Police Pension Continuation Act](#), 1970, c. R-10, and the [Royal Canadian Mounted Police Superannuation Act](#), R.S., 1985, c. R-11, the [Members of Parliament Retiring Allowances Act](#), R.S. 1985, c. M-5, and that portion of pension payable to the [Canada Pension Plan Act](#), R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension? **Yes () No ()**

If so, the Bidder must provide the following information, for all FPSs in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with [Contracting Policy Notice: 2012-2](#) and the [Guidelines on the Proactive Disclosure of Contracts](#).

Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive? **Yes** () **No** ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;
- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

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

2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than 2 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

2.5 Applicable Laws

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

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

- Section I: Technical Bid (1 hard copies)
Section II: Financial Bid (1 hard copies)
Section III: Certifications (1 hard copy)

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

Canada requests that Bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) recycled paper;
- (b) use a numbering system that corresponds to the bid solicitation.

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ecologisation-greening/achats-procurement/politique-policy-eng.html>). To assist Canada in reaching its objectives, Bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.

Section I: Technical Bid

In their technical bid, Bidders should explain and demonstrate how they propose to meet the requirements and how they will carry out the Work.

Section II: Financial Bid

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

3.1.1 Electronic Payment of Invoices – Bid

If you are willing to accept payment of invoices by Electronic Payment Instruments, complete Annex C Electronic Payment Instruments, to identify which ones are accepted.

If Annex C Electronic Payment Instruments is not completed, it will be considered as if Electronic Payment Instruments are not being accepted for payment of invoices.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

3.1.2 SACC Manual Clauses

Section III: Certifications

Bidders must submit the certifications and additional information required under Part 5.

ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

If pricing is not provided, for an element of Table 1, Table 2, Table 3 or Table 4 or a percentage is not indicated for an element in Table 2, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the financial bid will be considered compliant. However if the Bidder disagrees then the bid will be found non-compliant and no further evaluation will be done.

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

Table 1: Firm Hourly Rates - Event Management Services

The Bidder must quote a firm fixed all-inclusive hourly rate for Event Management Services (column A) in accordance with **article 6.7 Payment and Annex B - Basis of Payment**. The Bidder must also indicate the number of hours for the total level of effort (column B).

Category of Service	(A) Firm Hourly Rate (excluding taxes)	(B) Total Level of Effort (in hours)	(A x B) Total Evaluated Price for Event Management Services (excluding taxes)
One Event Coordinator	\$ _____	_____ hours	\$ _____

Table 2: Direct and Subcontracted Expenses

The Bidder must include an all-inclusive mark-up percentage for Direct and Subcontracted Expenses (column A) that does not exceed 5% and in accordance with **article 6.7 Payment and Annex B - Basis of Payment**. The Bidder must also indicate the estimated cost for the Direct and Subcontracted Expenses (column B).

Direct and Subcontracted Expenses	(A) Mark-up percentage	(B) Estimated Cost for Direct and Subcontracted Expenses (excluding taxes)	(B x A) Total Direct and Subcontracted Expenses including Mark-up (excluding taxes)
Direct Expenses Mark-up	_____ % (must not exceed 5%)	\$ _____	\$ _____
Subcontracted Expenses Mark-up	_____ % (must not exceed 5%)	\$ _____	\$ _____

Table 3: Travel and Living Expenses (Contractor)

The Bidder must include an estimated cost for Travel and Living Expenses in accordance with article 6.7 Payment and Annex B - Basis of Payment.

Estimated Cost for Travel and Living Expenses	\$ _____
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Table 4: Hospitality (Contractor)

The Bidder must include an estimated cost for hospitality in accordance with article 6.7 Payment and Annex B - Basis of Payment.

Estimated Cost for Hospitality	\$ _____
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Table 5: Total Evaluated Price

Total Evaluated Price for Event Management Services	\$ _____
Total Direct Expenses including Mark-up	\$ _____
Total Subcontracted Expenses including Mark-up	\$ _____
Estimated Cost for Travel and Living Expenses	\$ _____
Estimated Cost for Hospitality	\$ _____
TOTAL EVALUATED PRICE	\$ _____

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 Mandatory Technical Criteria

Proposals not meeting the mandatory criteria will be given no further consideration.

M.1 Financial Proposal

The Bidder must provide costing information strictly in accordance with the detailed pricing schedule in Attachment 1 to Part 3.

The Bidder must not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive and no further evaluation will be done.

M.2 Proposed Resource

The Bidder must provide the name of one Event Coordinator and must demonstrate how the proposed Event Coordinator has at least two years' experience within the last 5 years in leading the development and execution of events.

M.3 Event Management Projects

To demonstrate the experience of the proposed resource in response to M.2, the Bidder must describe three event management projects where the proposed resource had a lead role in coordinating the event.

Each event management project must have:

- a) occurred after March 31, 2012;
- b) had an overall budget of at least \$30,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- c) included a minimum of thirty (30) delegates; and
- d) provided services that include hospitality, accommodations, travel arrangements, audio visual logistics and reserving the meeting venue.

At least one of the three event management projects must have been an aboriginal event that included aboriginal customs, or included aboriginal delegates or included aboriginal topics.

At a minimum, the Bidder must provide the following information:

- a) name of each project/event;
- b) description of each project/event;
- c) date of each event/project;
- d) the overall budget of each project/event, excluding applicable taxes;
- e) number of delegates for each project/event;
- f) description of services provided by the proposed Event Coordinator for each project/event;
and
- g) identify the event that was an aboriginal event and explain why.

For evaluation purposes, "Delegate" is defined as including, but not restricted to, a potential audience member, participant, speaker/presenter, moderator, session chair, or member of a client group.

4.1.2 Financial Evaluation

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

For bid evaluation and Contractor selection purposes, the calculated price of a bid will be determined in accordance with the detailed pricing schedule in Attachment 1 to Part 3.

4.2 Basis of Selection

4.2.1 Basis of Selection - Mandatory Technical Criteria

SACC Manual Clause [A0031T](#), (2010-08-16) Basis of Selection - Mandatory Technical Criteria

PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

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

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions - Declaration of Convicted Offences

In accordance with the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide with its bid the required documentation, as applicable, to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 Set-aside for Aboriginal Business

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. The Bidder:
 - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
 - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and
 - iii. agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
3. The Bidder must check the applicable box below:
 - i. ☐ The Bidder is an Aboriginal business that is a sole proprietorship, band, limited company, co-operative, partnership or not-for-profit organization.
OR
 - ii. ☐ The Bidder is either a joint venture consisting of two or more Aboriginal businesses or a joint venture between an Aboriginal business and a non-Aboriginal business.
4. The Bidder must check the applicable box below:
 - i. ☐ The Aboriginal business has fewer than six full-time employees.
OR
 - ii. ☐ The Aboriginal business has six or more full-time employees.
5. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.
6. By submitting a bid, the Bidder certifies that the information submitted by the Bidder in response to the above requirements is accurate and complete.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the [Integrity and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969) website (http://www.esdc.gc.ca/en/jobs/workplace/human_rights/employment_equity/federal_contractor_program.page?&_ga=1.229006812.1158694905.1413548969).

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

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

The Bidder certifies that:

() the service offered is a Canadian service as defined in paragraph 2 of clause [A3050T](#).

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

5.2.3.2 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.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to the Contract.

6.2 Statement of Work

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

6.3 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.

6.3.1 General Conditions

[2010B](#) (2016-04-04), General Conditions - Professional Services (Medium Complexity)

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from date of award to June 9th, 2017 inclusive.

6.4.2 Comprehensive Land Claims Agreement(s)

The Contract is subject to the following Comprehensive Land Claims Agreement(s):

- Ta'an Kwach'an Council Final Agreement
- Kwanlin Dun First Nation Final Agreement

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jenny Lamoureux
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Communication Procurement
Address: 360 Albert Street, Ottawa, Ontario K1R 7X7

Telephone: 613-993-4355
Facsimile: 613-991-5870
E-mail address: Jenny.Lamoureux@pwgsc-tpsgc.gc.ca

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

6.5.2 Project Authority

The Project Authority for the Contract is:

(to be inserted upon contract award)

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

6.5.3 Contractor's Representative

(to be inserted upon contract award)

6.6 Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

6.7 Payment

6.7.1 Basis of Payment - Event Management Services

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

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

There is no provision for overtime under this Contract.

6.7.2 Firm Hourly Rates - Event Management Services

For the event management services associated with the Work described in the Statement of Work at Annex A and according to Table 1 in Annex "B" Basis of Payment:

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid firm hourly rates for a cost of \$(*to be inserted upon contract award*). Customs duties are included and Applicable Taxes are extra.

6.7.3 Basis of Payment - Direct and Subcontracted Expenses

6.7.3.1 Direct Expenses

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

6.7.3.2 Subcontracting

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

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

6.7.3.3 Ceiling Price - Direct and Subcontracted Expenses

For the Contractor's Direct and Subcontracted Expenses associated with the Work described in the Statement of Work at Annex A:

The Contractor will be reimbursed for the net costs reasonably and properly incurred in the performance of the Work, to a ceiling price of \$(*to be inserted upon contract award*) for Direct Expenses (including Mark-up) and to a ceiling price of \$(*to be inserted upon contract award*) for Subcontracted Expenses (including Mark-up). Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

6.7.4 Basis of Payment - Travel and Living Expenses

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

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

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

6.7.4.1 Ceiling Price - Travel and Living Expenses (Contractor)

For the Contractor's Travel and Living Expenses associated with the Work described in the Statement of Work at Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of \$(*to be inserted upon contract award*). Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

6.7.5 Hospitality

All hospitality must have the prior written authorization of the Project Authority. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

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

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

6.7.5.1 Ceiling Price - Hospitality (Contractor)

For the Contractor's Hospitality associated with the Work described in the Statement of Work at Annex A:

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, to a ceiling price of \$(*to be inserted upon contract award*). Customs duties are included and Applicable Taxes are extra.

The ceiling price is subject to downward adjustment so as not to exceed the actual costs reasonably incurred in the performance of the Work and computed in accordance with the Basis of Payment.

6.7.6 Multiple Payments

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

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

6.7.7 SACC Manual Clauses

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

6.7.8 Electronic Payment of Invoices – Contract

The Contractor accepts to be paid using any of the following Electronic Payment Instrument(s):

(to be inserted upon contract award)

6.7.9 Time Verification

SACC Manual clause C0711C (2008-05-12) Time Verification

6.8 Invoicing Instructions

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract; and
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

6.9 Certifications and Additional Information

6.9.1 Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

6.9.2 SACC Manual Clauses

SACC Manual clause A3050T (2014-11-27) Canadian Content Definition
SACC Manual clause A3000C (2014-11-27) Aboriginal Business Certification

6.10 Applicable Laws

The Contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in *(to be inserted upon contract award)*.

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the general conditions 2010B (2016-04-04), General Conditions - Professional Services (Medium Complexity);
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the Contractor's bid dated *(to be inserted upon contract award)*

6.12 Insurance - No Specific Requirement

SACC Manual clause G1005C (2016-01-28) Insurance

6.13 Specific Person(s)

The Contractor must provide the services of the following person(s) to perform the Work as stated in the Contract: _____ *(to be inserted upon contract award)*, Event Coordinator

ANNEX A - STATEMENT OF WORK

Provision of Event Planning including Meeting Space and Services for the National Inquiry into Missing and Murdered Indigenous Women and Girls – Family Hearings

1. Objectives

The purpose of this procurement is to secure an Event planning contractor whom can secure accommodation, meeting space, hospitality, travel coordination other logistical services, and provide audio visual equipment and services for the National Inquiry into Missing and Murdered Indigenous Women and Girls – Family Hearings, held in Whitehorse, Yukon on May 30-31 and June 1.

2. Background

Public Services and Procurement Canada (PSPC) has been requested by the National Inquiry into Missing and Murdered Indigenous Women and Girls and the Privy Council Office to contract on their behalf with an event planning firm.

The National Inquiry into Missing and Murdered Indigenous Women and Girls was established under the Inquiries Act on August 2, 2016 and its work began on September 1, 2016. As part of its Terms of Reference, the National Inquiry is directed to report on the systemic causes of all forms of violence against Indigenous Women and girls.

The Terms of Reference authorizes the Commissioners to adopt any procedures that they consider expedient for the proper conduct of the Inquiry, to sit at the times and in the places, especially in Indigenous communities in Canada, that the Commissioners consider appropriate and to conduct the Inquiry, to the greatest extent possible, by means of informal processes such as the gathering of statements by qualified trauma-informed persons to record the experiences of families of missing and murdered Indigenous women and girls and survivors of violence against Indigenous women and girls participating in the Inquiry. The Terms of Reference also authorizes the Commissioners to rent, in accordance with the applicable Treasury Board policies, any space and facilities that are required for the purposes of the Inquiry.

During the Family Hearings, the Commissioners will hear the stories of families of missing or murdered Indigenous women and girls as well as those who have experienced violence.

The National Inquiry is working toward the inclusion of Indigenous protocols and practices within its hearing process. In addition, each hearing is to be conducted in a trauma-informed and culturally appropriate setting. A trauma-informed process is one that recognizes that testifying about one's traumatic experiences can lead to a re-traumatization. The National Inquiry will be guided by the principle, "Do No Harm". The format of the hearing will be in a way which is respectful of the cultural norms of the women, girls and family members testifying.

3. Scope

The scope of work is to secure accommodation, meeting space, hospitality, travel coordination, other logistical services, and provide audio visual equipment and services for the Family Hearings of the National Inquiry into Missing and Murdered Indigenous Women and Girls in Whitehorse, Yukon. The hearings are expected to be conducted over 3 days (Tuesday to Thursday), reserving Monday and Friday for traveling and set-ups.

Set-up: Monday, May 29, 2017

Hearings: Tuesday May 30, 2017 to Thursday June 1, 2017 between 8:00 am and 5:00 pm

Tear-down: Thursday night to be completed as necessary

4. Meeting Space

4.1 The Contractor must secure a meeting space to facilitate hearings and discussions, support space for the logistical team, media, child care, healing room, and areas for delegates to have meals or refreshments in Whitehorse, Yukon between May 29th and June 2nd inclusively. The delegates are the family members. National Inquiry has begun the inquiry toward reserve a meeting space.

4.2 Where ever possible, meeting space should be in a culturally appropriate venue, such as a cultural center or a friendship center. When engaging with local businesses and suppliers, Indigenous businesses and suppliers are required when available. The Contractor must work with the Project Authority of the National Inquiry to select the meeting space. Before confirming the reservation of the meeting space, the Contractor must receive written approval from the National Inquiry.

4.3 The meeting space must:

- a) allow outside audio-visual technicians to provide technical equipment, setup, and operation of this equipment, without a penalty being imposed by the venue or their 'in-house'/'preferred' supplier;
- b) have internet availability to enable live webcast streaming (when possible); and
- c) accommodate the cultural opening ceremony that could include smudging.

4.4 The Contractor must ensure the meeting space includes the following rooms/areas:

4.4.1 Main Plenary Room

- i) Must be large enough to accommodate fifteen (15) delegates in a hollow circle and a minimum of fifty (50) delegates in theatre style and a simultaneous interpretation booth (in an adjacent room if possible, or if not, at the back of the room).
- ii) Required from Monday (for set-up) to Thursday evening. Tear down can be done on the Thursday night or Friday morning.
- iii) Area outside of room large enough for coffee/snack service for up to fifty (50) people.
- iv) Space for entertainment for Indigenous feast on the Thursday evening.
- v) Sound system with many microphones to allow recording for future transcripts and allow people auditable sounds for people at the back of the rooms
- vi) Two (2) monitors (or screens) for group viewing hook to a computer and sound system to be able to show video with sound

4.4.2 Registration Desk/Area

- i) Required visible space within main lobby of venue, for delegates to pick-up material/identification.
- ii) Two (2) 6' tables will be sufficient.
- iii) Required Monday to Thursday.

4.4.3 Operations/Staff Room

- i) Estimated minimum size of 10' x 10' sq. ft.
- ii) Required from Monday to Thursday
- iii) Sufficient power for four (4) laptop
- iv) One (1) telephone line.
- v) Hard-wired and Wi-Fi internet access.

4.4.4 Interpreters Area

- i) Estimated minimum size of (8' x 8' sq. ft.).
- ii) Required from Tuesday to Thursday
- iii) Include physical furniture needs of desk and four (4) chairs.

4.4.5 Bilateral Meeting Rooms

- i) Three (3) bilateral meeting rooms are required, including one healing room. Four (4) bilateral meeting rooms are preferred.
- ii) Each room to accommodate ten (10) delegates in theater style
- iii) Required from Monday to Thursday
- iv) Break area either nearby in a hall or separate room the meeting room.
- v) Water for delegates and speakers.

4.4.6 Media Room

- i) Size will vary depending on number of expected media (to be confirmed by National Inquiry).
- ii) Include mix of soft seating and a round table and chairs.
- iii) Requires power for laptops, a copier and a fax machine.
- iv) Preferably on same level as Main Plenary.
- v) Required from Tuesday to Thursday.

5. Food and Beverage

The Food and Beverage requirements listed below are subject to change and must be in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive.

The Contractor must ensure that the food is culturally representative of the area and the Indigenous delegates' communities.

5.1 Tuesday May 30, 2017 to Thursday June 1, 2017

5.1.1 Breaks (assortment of beverages and fresh fruit, muffins, cookies, etc)

- i) Morning break for up to forty-five (45) people, in area outside of Main Plenary Room.
- ii) Afternoon break for up to forty-five (45) people, in area outside of Main Plenary Room.

5.1.2 Lunch

- i) Hot and/or cold buffet for up to forty-five (45) people in plenary room (several menu options must be provided including a minimum of one vegetarian option).
- ii) Must be able to accommodate special needs diets.

5.1.3 Reception

- i) A feast will be organised with the community at the end of the hearings.
- ii) Stand-up reception for fifty (50) people on the Thursday evening (approximately 17:30-19:30).
- iii) Bar to serve non-alcoholic beverages only.

This food and beverage function would be a separate agreement between the Crown and the venue and will be organized by the event planning contractor as required.

The Food and Beverage requirements list above is anticipated and could change throughout the planning process of this event based on availability of funding, hosting provisions provided and confirmation of final number of attendees.

The Contractor must receive a written confirmation from the National Inquiry before finalising the Food and Beverage order.

6. Guest Rooms

The Contractor must block for all delegates for four nights. Check-in is on Monday May 29, 2017 and check-out on Friday June 2, 2017. The rooms must be non-smoking.

6.1 Occupancy

Guest rooms must be in double occupancy for the delegates and single occupancy for the National Inquiry staff.

6.2 Establishment Capacity

The establishment must be able to meet a minimum of forty (40) rooms per night. Fifteen (15) for the delegates and twenty-five (25) for the National Inquiry staff.

6.3 Accessibility for Persons with Disabilities

Level 2 – Basic Accessibility is required. A person with a disability must be able to access and use the facility without assistance in dealing with steps, curbs, doors, elevators, guest rooms, washrooms, telephones, and hotel services.

6.4 Parking

Parking must be included with the room at no additional cost.

6.5 Food and Beverages

If food and/or beverages are required by the individuals attending, it will be a separate agreement between the individual and the establishment.

6.6 Rooms to be blocked

It is expected that, at a minimum, the Contractor must block reserve an estimated amount of fifteen (15) rooms for delegates and twenty-five (25) rooms for the National Inquiry staff for a total of forty (40) rooms per night. The required quantity of rooms will be confirmed by the National Inquiry after contract award. Rooms reserved by the Government of Canada and delegates must first go against the block of rooms reserved for the National Inquiry.

6.7 Room Cancellation Policy

The Contractor must ensure that the room reservations will allow delegates to cancel rooms up to 48 hours in advance without any cancellation fees. Canada will not be responsible to pay for any cancelled rooms.

6.8 Room Rates

Guestroom rates must not exceed the standard Federal Government rate on guestrooms. Rates are published in the Accommodation and car rental directory and updated annually: <http://rehelv-acrd.tpsgc-pwgsc.gc.ca>

7. Travel Requirements

The Contractor must facilitate the booking of travel arrangements for approximately 30 to 35 delegates. The delegates will come from the regions where the hearings will be held such as the Yukon, Northern British Columbia and the west part of the Northwest Territories.

The Contractor is not required to organize the travel of the National Inquiry staff.

The Contractor must provide aid for the transportation of the delegates, including, but not limited to:

- i) researching and coordinating commercial or chartered air transportation including group check-ins and boarding assistance;
- ii) researching and coordinating ground transportation (rental cars, vans, buses, trains, shuttles, taxis, etc.) for travellers;
- iii) providing information on security requirements and procedures at commercial airports; and
- iv) arranging for transportation of event materials.

The Contractor must assist the National Inquiry in organizing the reimbursement of the delegates travel fees. The charges for delegates will be paid for by the National Inquiry into Missing and Murdered Indigenous Women and Girls under a separate budget.

Travel planning must comply with the standard Federal Government guidelines available at National Joint Council website: <http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>

8. Audio visual equipment and services

8.1 Live streaming and recoding

The Contractor must record and live stream on the National Inquiry website or another website to be determined. The live streaming and recoding will occur during the hearings between 8:00 am and 5:00 pm (Pacific Daylight Time), Tuesday to Thursday.

The National Inquiry will obtain consent forms from attendees whom will be filmed and recorded. The National Inquiry will advise if there are constraints such as persons, places, angles or items, not to be recorded.

The hearing recording must be saved in formats that are suitable for live streaming on the web and to be posted on a website.

Fifteen working days after the event, the Contractor must provide the Project Authority with two copies of each hearing recording on DVD or USB flash drive.

8.2 Audio visual equipment

The Contractor could be requested to provide audio visual equipment such as microphones on the tables, handheld microphones, screens and projectors, laptop; speakers; videotape, cabling/network, simultaneous interpretation equipment, and other related equipment to ensure delegates can be clearly heard throughout the hearings, to capture and stream the hearing on the web, and to view personal recordings that could be prepared by the delegates. The Contractor may choose to sub-contract the Audio Visual requirement.

The Contractor must:

- a) Provide and transport the required equipment personnel to the meeting space;
- b) Set up of the audio visual equipment to ensure it is fully functional before Tuesday, May 30th at 8 am (PDT);
- c) Provide audio visual support during the live streaming and recording and ensure full function of microphones and any other equipment required for the hearing between Tuesday, May 30th at 8 am (PDT) and Thursday, June 1st at 5 pm (PDT);
- d) Tear down audio visual equipment at completion of the hearing estimates to be Thursday at 5 p.m.;
- e) Provide two copies of each hearing recording on DVD or USB stick for the National Inquiry's records;
- f) Collaborate extensively with the National Inquiry regarding changes; and
- g) Work in collaboration with the Registrar of the National Inquiry;

9. Administrative Requirements

9.1 Kick-off Planning session with Project Authority

Within one week of the contract award date, the Contractor must organize a mutually agreeable date and time for a kick-off planning meeting via teleconference or videoconference.

9.2 Logistic Audio Visual plan

The Contractor must develop and submit a Logistic Audio Visual plan for approval from the Project Authority one week before the start date of the hearing. The plan must include a list of equipment required for the hearings, the sub-contractor or resources that will provide set-up, support and tear down; the infrastructure set-up arrangements (internet, electrical plugs); risks and mitigation strategies, and the name of an emergency contact to assist with the audio visual requirements.

9.3 Weekly Status Reports and Updates

The Contractor must provide weekly status reports and updates to the Project Authority.

The weekly status updates must occur on Fridays before 4:00pm local time in Ottawa, either in person, or via a conference call organized by the Contractor.

The status reports must be sent by email on Fridays before the weekly status update and must include:

- a) Update on progress to date of AV, Menu, Food, Facilities, Rooms, and Travel Arrangements, and Registration; and
- b) Timelines and projected completion dates for each logistic.

Cost review must be submitted monthly with the invoices for Labour and expenses to date.

ANNEX B – BASIS OF PAYMENT

B.1 Firm Hourly Rates - Event Management Services

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

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

There is no provision for overtime under this Contract.

Table 1: B.1 - Firm Hourly Rates - Event Management Services

Category of Service	Firm Hourly Rate
One Event Coordinator	\$(to be inserted upon contract award)

B.2 Direct and Subcontracted Expenses

B.2.1 Direct Expenses

Direct expenses include any expenses directly incurred by the Contractor during the performance of the Work or for the purpose of the project, relating to the purchase or rental of materials, equipment, supplies, or other required items. Direct expenses may include, but are not limited to, the following: badges; lanyards; tent cards; flip charts; on-site printing; signage; audio/video equipment rental; audio visual equipment and services; 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.

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

Direct expenses will be charged at net cost with a mark-up as per Table 2 found below to cover carrying charges.

B.2.2 Subcontracting

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

All subcontracted requirements will be provided at net cost with a mark-up as per Table 2 found below. Invoices from the Contractor to Canada must be accompanied by copies of invoices from the subcontractors. Invoices from second-tier subcontractors (the subcontractors of the Contractor's subcontractors) are not required under the Contract.

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

Table 2: B.2 - Direct and Subcontracted Expenses

Direct and Subcontracted Expenses	Mark-up
Direct Expenses Mark-up	<i>(to be inserted upon contract award) %</i>
Subcontracted Expenses Mark-up	<i>(to be inserted upon contract award) %</i>

B.3 Travel and Living Expenses

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

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

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

Table 3: B.3 - Travel and Living Expenses (Contractor)

Estimated Travel and Living Expenses	<i>\$ (to be inserted upon contract award)</i>
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B.4 Hospitality

All hospitality must have the prior written authorization of the Project Authority. It is the Contractor's and the Project Authority's combined responsibility to ensure that Hospitality is secured and provided in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. It is the Project Authority's responsibility to adhere to all applicable internal approval procedures as they pertain to Hospitality.

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

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

Table 4: B.4 - Hospitality (Contractor)

Estimated Cost for Hospitality	\$ <i>(to be inserted upon contract award)</i>
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Solicitation No. - N° de l'invitation
35035-162302/A
Client Ref. No. - N° de réf. du client
35035-162302

Amd. No. - N° de la modif.
File No. - N° du dossier
CX025. 35035-162302

Buyer ID - Id de l'acheteur
CX025
CCC No./N° CCC - FMS No./N° VME

ANNEX C to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

The Bidder accepts any of the following Electronic Payment Instrument(s):

- () VISA Acquisition Card;
- () MasterCard Acquisition Card;
- () Direct Deposit (Domestic and International);
- () Electronic Data Interchange (EDI);
- () Wire Transfer (International Only);
- () Large Value Transfer System (LVTS) (Over \$25M)