



**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

**LETTER OF INTEREST
LETTRE D'INTÉRÊT**

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 EVENT MANAGEMENT SERVICES	
Solicitation No. - N° de l'invitation EN578-171582/B	Date 2018-02-01
Client Reference No. - N° de référence du client EN578-17-1582	GETS Ref. No. - N° de réf. de SEAG PW-\$\$CX-026-74274
File No. - N° de dossier cx026.EN578-171582	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-02-28	
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: Deen(CX Div.), Raihanna	Buyer Id - Id de l'acheteur cx026
Telephone No. - N° de téléphone (613) 990-4033 ()	FAX No. - N° de FAX (613) 949-1281
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: DEPARTMENT OF PUBLIC WORKS AND GOVERNMENT SERVICES CANADA PORTAGE III 6B1 11 LAURIER ST Gatineau Quebec K1A0S5 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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
2	RFI	EN578	EN578	1	Each	\$	\$	See Herein	

REQUEST FOR INFORMATION (EN578-171582/A)

TITLE: Event Management Services

1. PURPOSE AND NATURE OF THE REQUEST FOR INFORMATION (RFI)

The Communications Procurement Directorate (CPD) part of the Commercial and Alternative Acquisitions Management Sector (CAAMS) of Acquisition Branch at Public Services and Procurement Canada (PSPC) **is requesting Industry feedback** regarding the renewal of Supply Arrangements for Event Management Services.

There are currently Supply Arrangements (SAs) in place for Event Management Services that will end on March 31, 2018. In order to renew these services, PSPC is planning to solicit and issue a new Request for Supply Arrangement (RFSA).

By using a list of specific questions (see Section 7 of the RFI), the objectives of this RFI are to:

- Modernize procurement practices so that they are simpler, less administratively burdensome, deploy modern comptrollership, and include practices that support our economic policy goals, including green and social procurement.
- Solicit industry knowledge and expertise with regard to best practices that would increase the likelihood of a successful outcome
- Determine if industry is capable of e-procurement and e-bidding.
- Gather information to assist in the development of the RFSA.

NATURE OF REQUEST FOR INDUSTRY COMMENTS

This RFI is neither a call for tender nor a Request for Proposal (RFP). No agreement or contract will be entered into based on this RFI. The issuance of this RFI is not to be considered in any way a commitment by the Government of Canada, nor as authority to potential respondents to undertake any work that could be charged to Canada. This RFI is not to be considered as a commitment to issue a subsequent solicitation or award contract(s) for the work described herein.

NATURE AND FORMAT OF RESPONSES REQUESTED

Respondents are encouraged to identify, in the information they share with Canada, any information that they feel is proprietary, third party or personal information. Please note that Canada may be obligated by law (e.g. in response to a request under the Access of Information and Privacy Act) to consider disclosing proprietary or commercially-sensitive information provided by respondent (for more information: <http://laws-lois.justice.gc.ca/eng/acts/a-1/>).

Participation in this RFI is encouraged, but is not mandatory. There will be no supplier list created as a result of this RFI. Similarly, participation in this RFI is not required for the participation in any potential subsequent solicitation.

The RFI closing date is **by 2:00 pm Eastern Daylight Savings time on February 28, 2018**. Information received before that date will be reviewed and considered when developing the Request for Supply Arrangement.

RESPONSE COSTS

Respondents will not be reimbursed for any cost incurred by participating in this RFI.

2. BACKGROUND INFORMATION

Through this Request for Information (RFI), the Government of Canada (GoC) is seeking feedback on the possible establishment of Supply Arrangements for Event Management Services.

Event Management Services is the application of project management to the creation, Administration, coordination and development of events such as conferences, ceremonies, or conventions. It may involve studying the brand, devising the event concept, and coordinating the technical and logistic aspects before the event launch.

Event Management Services include:

- General Pre-Event Planning
- Specific Pre-Event Planning
- Transportation (Ground, Air, Marine) planning
- Accommodation planning
- Venue and Related Services planning
- On-Site Event Coordination Services
- Contractor Travel
- Event Financial Management
- Event Risk Management
- Post-Event Reporting and Debriefing

3. POTENTIAL WORK SCOPE AND CONSTRAINTS

If a follow-on solicitation occurs, it would be posted on BuyandSell.gc.ca in the form of a Request for Supply Arrangement (RFSA).

4. LEGISLATION, TRADE AGREEMENTS AND GOVERNMENT POLICIES

The following is some of the legislation, trade agreements and government policies that could impact any follow-on solicitation(s):

- a) [Comprehensive Land Claim Agreements \(CLCAs\)](#)
- b) [Procurement Strategy for Aboriginal Businesses \(PSABs\)](#)
- c) [Contract Security Program](#)
- d) [Policy on Government Security](#)
- e) [The Privacy Act](#)
- f) [Directive on Official Languages for Communications and Services](#)
- g) [Directive on Travel, Hospitality, Conference and Event Expenditures](#)
- h) [Directive on Information Management](#)

5. ENQUIRIES

Respondents with questions regarding this RFI may direct their enquiries to:

Name: Raihanna Deen
Title: Supply Specialist
Communication Procurement Directorate
Acquisitions Branch
Public Services and Procurement Canada
Address: 360 Albert Street, 12th Floor
Ottawa, Ontario K1A 0S5
Telephone: (613) 990-4033
Fax: 613-991-5870
E-mail: TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca

Because this is not a bid solicitation, Canada may publish additional questions for the purposes of gaining additional information. Canada asks Respondents to visit Buyandsell.gc.ca regularly to check for changes, if any.

6. SUBMISSION OF RESPONSES

Time and Place for Submission of Responses: Suppliers interested in providing information to the specific questions listed in Section 7 should send the responses directly to the contact identified in Section 5 Enquiries, by the time and date indicated on page 1 of this RFI. Responses can be submitted by mail, or by email.

7. QUESTIONS

- a) Are there any limitations or issues of capacity in opening the utilization of Event Management Services Supply Arrangement to other levels of government such as provinces, territories and/or municipalities? Please explain any limitations that are identified.
- b) Could you please provide recommendations which would result in Supply Arrangements being more efficient?
- c) PSPC is considering raising the ceiling limit of the future supply arrangement. To assist in establishing the limit, what is the average value for a government order?
- d) Communication Procurement Directorate (CPD) who issues the supply arrangements is a cost recovery service. Clients are invoiced 3% on the value of the contract. What would be the impact if suppliers collected an acquisition fee of 3% on the total value of the contract to remit to CPD when sending in the quarterly order report?
- e) Which environmental initiatives have been implemented by your organization, and which ones are you planning to implement in the near future (recycling/reusing initiatives, green travel, etc.?) Please explain and specify.
- f) In regards to environmental standards, what would you suggest we include as a rated criteria in the solicitation process?
- g) Does your organization conform to recognize to environmental standards such as ENERGY STAR, or others? Please explain and specify.
- h) PSPC is interested in forming a separate stream for aboriginally owned companies, to utilize when a requirement is deemed to have the [Procurement Strategy for Aboriginal Business](#) applied. Please advise us if you would interested in this.
- i) What other socio economic groupings or identifiers could be considered for additional streams or evaluation criteria under a future Request for Supply Arrangement?
- j) Are there restrictions or system issues that would prevent your firm from accepting Requests for Proposals electronically? If yes, please explain thoroughly.
- k) Are there restrictions or system issues that would prevent your firm from submitting bids electronically or for example through systems such as e-post? If yes, please explain thoroughly.
- l) CPD is interested in forming an industry collaboration network for communication commodities. Is there a need, and what would be some topics of interest and best forum to solicit the feedback?
- m) Is there any other information or recommendations that should be considered?

8. REFERENCES

- [Procurement Strategy for Aboriginal Business - Booklet](#) (from Indigenous and Northern Affairs Canada)
- [Eligibility for Aboriginal Procurement Set Aside](#)
- [Aboriginal Business Directory](#)