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## **REQUEST FOR PROPOSAL**

**FOR**

### **2019 CLEAN ENERGY MINISTERIAL (CEM) / MISSION INNOVATION (MI) MINISTERIAL MEETING**

**FOR**

**NATURAL RESOURCES CANADA (NRCAN)**

The Articles contained in this document are mandatory in their entirety, unless otherwise indicated. Acceptance of these Articles, in their entirety, as they appear in this document, is a Mandatory requirement of this RFP. Suppliers submitting a proposal containing statements implying that their proposal is conditional on modification of these clauses or containing terms and conditions that purport to supersede these clauses or derogate from them will be considered non-responsive.

Bidders with concerns regarding the provisions of the Bid Solicitation document (including the Resulting Contract Clauses) should raise such concerns in accordance with the Enquiries provision of this RFP.



## PART 1 – GENERAL INFORMATION

### 1. Introduction

The bid solicitation is divided into seven parts plus attachments and annexes, as follows:

- Part 1 General Information:** provides a general description of the requirement;
- Part 2 Bidder Instructions:** provides the instructions, clauses and conditions applicable to the bid solicitation;
- Part 3 Bid Preparation Instructions:** provides bidders with instructions on how to prepare their bid;
- Part 4 Evaluation Procedures and Basis of Selection:** indicates how the evaluation will be conducted, the evaluation criteria that must be addressed in the bid, and the basis of selection;
- Part 5 Certifications:** includes the certifications to be provided;
- Part 6 Security, Financial and Other Requirements:** includes specific requirements that must be addressed by bidders; and
- Part 7 Resulting Contract Clauses:** includes the clauses and conditions that will apply to any resulting contract.

The Annexes include:

- Annex “A”** - the Statements of Work
- Annex “B”** - the Basis of Payment
- Annex “C”** – the Federal Contractors Program for Employment Equity – Certification

The Appendixes include:

- Appendix “A” to Part 4** – Technical Evaluation Criteria

### 2. Summary

By means of the RFP, NRCan is seeking proposals from suppliers to lead on the logistical requirements and support Natural Resource Canada (NRCan) in strategic planning, design and facilitation of the Clean Energy Ministerial (CEM) / Mission Innovation (MI) Ministerial Meetings in Vancouver in May 2019.

**Note: All branding in relation to this NRCan event must be pre-approved in advance by NRCan to ensure promotion is undertaken under the NRCan banner. For example, invitations, registration, program and websites cannot include promotion of the Contractor.**

#### 2.1 Security Requirement

There are no security requirements associated with this requirement.

#### 2.2 Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the North American Free Trade Agreement (NAFTA), the Canada-Chile Free Trade Agreement, the Canada-Peru Free Trade Agreement, the Canada-Columbia Free Trade Agreement, the Canada-Panama Free Trade Agreement, the Canada-Honduras Free Trade Agreement, and the Canada Free Trade Agreement (CFTA).



### **2.3 Federal Contractors Program (FCP)**

The Federal Contractors Program (FCP) for employment equity applies to this procurement; see Part 5 – Certifications, Part 7 – Resulting Contract Clauses and the Annex “C” titled Federal Contractors Program for Employment Equity – Certification.

### **3. Debriefings**

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



## PART 2 – BIDDER INSTRUCTIONS

### 1. Standard Instructions, Clauses and Conditions

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

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of the bid solicitation and accept the clauses and conditions of the resulting contract.

The **2003 (2017-04-27), Standard Instructions - Goods or Services - Competitive Requirements**, are incorporated by reference into and form part of the bid solicitation with the modifications to the text below. If there is a conflict between the provisions of 2003 and this document, this document prevails.

#### In the complete text content (except Section 1 – Integrity Provisions – Bid):

DELETE: Public Works and Government Services Canada (PWGSC)

INSERT: Natural Resources Canada (NRCan)

#### In Section 2 – Procurement Business Number:

DELETE: “Suppliers are required to”

INSERT: “It is suggested that suppliers”

#### In Section 5.4 – Submission of Bids:

DELETE: sixty (60) days

INSERT: one hundred and twenty (120) days

#### In Section 20.2 – Further Information:

DELETE: in its entirety

### 2. Submission of Bids

It is the Bidders responsibility to ensure that proposals are delivered to the following location, by the time and date indicated on page 1 of this RFP document:

Natural Resources Canada  
Bid Receiving Unit – Loading Dock Access  
588 Booth Street, Room 108  
Ottawa, Ontario K1A 0Y7  
Attention: **Valerie Holmes**

It is requested that the Bidder’s name, return address, Request for Proposal Number, and Bid Closing Date appear legibly on the outside of the envelope containing the Bidder’s proposal. Failure to do so may result in bids being misdirected. **NRCan will not assume responsibility for proposals directed to any other location.**

The onus is on the Bidder to ensure that the proposal is delivered to the location above. Not complying with the above instructions may result in NRCan’s inability to ascertain reception date and/or to consider the bid prior to contract award. Therefore, NRCan reserves the right to reject any proposal not complying with these instructions.

2.1 Due to the nature of the bid solicitation, bids transmitted by facsimile or electronic mail to NRCan will not be accepted.

### 3. Enquiries - Bid Solicitation

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



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.

#### **4. Applicable Laws**

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

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.

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

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favour a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least **five (5)** days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

#### **6. Bidder's Teleconference**

A bidder's teleconference will be held on April 24, 2018. The conference will begin at 12:30 EDT. The scope of the requirement outlined in the bid solicitation will be reviewed during the teleconference and question will be answered. It is recommended that bidders who intend to submit a bid call in for this teleconference.

Local Dial-in number: 613-960-7514  
Toll free number: 1-877-413-4792  
Conference ID: 2968103

Bidders are requested to communicate with the Contracting Authority before the teleconference to confirm attendance. Bidders should provide, in writing, to the Contracting Authority, the name(s) of the person(s) who will be calling in for this teleconference and a list of issues they wish to table no later than April xx, 2018.

Any clarifications or changes to the bid solicitation resulting from the bidder's teleconference will be included as an amendment to the bid solicitation. Bidders who do not call in for this teleconference will not be precluded from submitting a bid.

#### **7. Basis for Canada's Ownership of Intellectual Property**

Natural Resources has determined there will be no Intellectual Property produced under any resulting Contract.



## PART 3 – BID PREPARATION INSTRUCTIONS

### 1. Bid Preparation Instructions

NRCAN will accept your bids in one of the following formats:

#### HARD COPY:

**Section I:** Technical Bid – 1 copy

**Section II:** Financial Bid - 1 copy, **under separate cover**. Prices related to the current solicitation must appear in the financial bid only and are not to be indicated in any other section of the bid; prices referenced in the financial bid should not to be repeated in any other section of the bid.

**Section III:** Certifications – 1 copy

Natural Resources Canada encourages the use of recycled paper and **two-sided printing**. Reduction in the size of documents will contribute to Natural Resources Canada's sustainable development initiatives and reduce waste.

OR:

In support of the Policy on Green Procurement, it is requested that bidders provide their bid as follows:

#### ELECTRONIC STORAGE MEDIA:

Since NRCAN is working towards a greener environment by eliminating all hard copy file folders, we prefer to have all bids on a CD/DVD or USB. If you wish to submit in this format, please provide the following:

**Section I:** Technical Bid – 1

NOTE: 1 CD/DVD/USB will contain: 1 Technical, sole Financial Bid, Certifications and signed first page (Original)

**Section II:** Financial Bid - 1 copy (included with original Technical Bid – **saved separately**).

**Section III:** Certifications – 1 copy (included with original Technical Bid and sole Financial Bid – **saved separately**)

**Note: NRCAN will accept either Hard copy or Electronic Storage Media submitted bids. However, it is NRCAN's preference that you submit using Electronic Storage Media in order to adhere to our green initiative.**

**NOTE: WHEN SUBMITTING A BID TO THIS SOLICITATION AND YOU USE A COURIER SERVICE, YOU ARE ADVISED TO WRITE THE BID SOLICITATION NUMBER, CLOSING DATE AND TIME ON THE FRONT OF THE COURIER PACKAGE; NOT JUST ON THE ENVELOPES WITHIN THE COURIER PACKAGE IN ORDER TO AVOID ANY UNCERTAINTY FROM OUR BID RECEIPT UNIT WHEN RECEIVING BIDS WITHOUT ANY INDICATION WHAT THEY ARE FOR.**

No payment shall be made for costs incurred by the Bidder in the preparation and submission of a proposal in response to this RFP.

To assist Canada in reaching its objectives, bidders are encouraged to:

- i. use paper containing fibre certified as originating from a sustainably-managed forest and/or containing minimum 30% recycled content; and
- ii. 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.



- iii. use a numbering system that corresponds to the bid solicitation.

## **1. Section I: Technical Bid**

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and explain how they will meet these requirements. Bidders must demonstrate their capability and describe their approach in a thorough, concise and clear manner for successfully carrying out the work as described in the Annex "A" – Statement of Work".

Bidders must respond to government bid solicitations in an honest, fair and comprehensive manner, accurately reflect their capacity to satisfy the requirements stipulated in the bid or contract documents, and submit bids and enter into contracts only if they will fulfill all obligations of the contract.

The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated. Simply repeating the statement contained in the bid solicitation is not sufficient and may result in a loss of points. In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings. To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

It is the responsibility of the Bidder to obtain clarification of the requirements contained in the RFP, if necessary, prior to submitting a proposal. The Bidder must provide sufficient details in its proposal to substantiate compliance with what is required; all professional experience must be fully documented and substantiated in the proposal(s).

In the event of a proposal submitted through contractual joint venture, the proposal shall either be signed by all members of the joint venture or a statement shall be provided to the effect that the signatory represents all parties of the joint venture. (All members of the joint venture shall be jointly and severally or solidarily liable for the performance of any resulting contract awarded as a result of a joint venture.)

## **2. Page 1 of the RFP Document**

It is mandatory that all bidders sign their submitted proposal. It is requested that all bidders complete, sign and date Page 1 of this RFP (including the name of the submitting organization, the name of the authorized signing person, appropriate addresses, telephone and facsimile numbers and business contact) when submitting their proposal. As the signature indicates a clear acceptance of the terms and conditions set out in the RFP, it is the Bidder's responsibility to ensure that the signatory has the authority within its organization to commit the Bidder by making such a contractual offer.

As per article 1 of Part 2, the Bidder hereby agrees, by submitting his/her proposal in response to this RFP, to all the instructions, terms, conditions and clauses detailed herein.

## **3. Section II: Financial Bid**

Bidders must submit their financial bid in accordance with Annex "B"- Basis of Payment. The total amount of Goods and Services Tax or Harmonized Sales Tax must be shown separately, if applicable.

All bids are evaluated in Canadian currency. Therefore, for evaluation purposes, the noon rate quoted by the Bank of Canada as being in effect on date of bid closing will be applied as the initial conversion factor for the specified currency.

Canada will pay the exchange rate adjustment amount in Canadian currency using the prevailing noon rate on the date of payment by Canada.



**3.1 Exchange Rate Fluctuation**

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

**4. Section III: Certifications**

Bidders must submit the certifications as per Part 5.



## PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

### 1. Evaluation Procedures

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

#### 1.1 Technical Evaluation

Mandatory and Point Rated Technical evaluation criteria included in Appendix "A" to Part 4 – Technical Evaluation Criteria.

### 2. Basis of Selection

Only those bids that are deemed to be responsive (compliant) will be evaluated under the basis of selection:

#### Highest Combined Rating of Technical Merit and Price

The responsive (compliant) Bidder with the highest combined rating of technical merit (**70%**) and price (**30%**) will be recommended for award of a contract. See the following example table below.

Example of 70% Technical Merit and 30% Price Determination			
	Bidder 1	Bidder 2	Bidder 3
Technical Points Achieved by Bidder	88	82	76
Price Quoted by Bidder	\$85,000	\$80,000	\$75,000
CALCULATIONS			
	Technical Points Achieved	Rated Price Points Achieved	Total Points Achieved
Bidder 1	$\frac{88}{88} \times 70 = 70.00$	$\frac{75}{80} \times 30 = 26.47$	96.47
Bidder 2	$\frac{82}{88} \times 70 = 65.23$	$\frac{75}{80} \times 30 = 28.13$	93.36
Bidder 3	$\frac{76}{88} \times 70 = 60.46$	$\frac{75}{75} \times 30 = 30.0$	90.46
*	Represents the highest technical score		
**	Represents the lowest priced proposal		

**Assumption:** Three responsive (compliant) bids have been received. The maximum technical score that can be obtained is 100 points. The highest technical score and lowest bid price receive full rated percentage and other proposals are pro-rated accordingly.

The winner is the Bidder scoring the highest Total Points as a result of applying the Best Value Calculations to the technical bid and the bid price respectively. Based on the above calculations a contract would be awarded to Bidder 1.



## APPENDIX “A” TO PART 4 – TECHNICAL EVALUATION CRITERIA

### 1. Mandatory Technical Criteria

The Mandatory Criteria listed below will be evaluated on a simple pass/fail basis. Proposals which fail to meet the mandatory criteria will be deemed non-responsive.

Bidders are advised to address each criterion in sufficient depth to permit a complete requisite analysis and assessment by the evaluation team. Proposals failing to adequately respond to the mandatory criteria may be excluded from further considerations. The technical proposal should address each of the criteria in the order in which they appear.

Bidders are advised that only listing experience without providing any supporting data to describe responsibilities, duties and relevance to the criteria will not be considered demonstrated for the purpose of this evaluation.

The Bidder should provide complete details as to where, when (month and year) and how (through which activities/ responsibilities) the stated qualifications/experience were obtained. Experience gained during formal education shall not be considered work experience. All criteria for work experience shall be obtained in a legitimate work environment as opposed to an educational setting. Co-op terms are considered work experience provided they are related to the required services.

Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder’s Proposal
M1	The Bidder <b>MUST</b> identify the Project Manager to be assigned to this requirement. The Bidder should also identify the back-up project manager.	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M2	<p>The proposal <b>MUST</b> demonstrate that the Project Manager has five (5) years of experience in the planning and implementation of large (attendance of at least 300 persons), high-profile (involving parties from different countries and media coverage) events within the last twelve (12) years by providing project examples carried out within the last twelve (12) years. At least two (2) of the project examples should be an <b>international energy-related event</b>.</p> <p><b>Within each project example provided, Bidders should indicate:</b></p> <ol style="list-style-type: none"> <li>the name of the client organization and the name of a contact that may be used as a reference;</li> <li>a brief description of the event and scope of services provided;</li> <li>a strategic event plan or summary;</li> <li>the dates and duration of the project; and,</li> <li>the dollar value of the project.</li> </ol> <p><b><i>NRCan reserves the right to contact the named client project authorities to verify the accuracy this information.</i></b></p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
M3	<p>The Bidder <b>MUST</b> provide a <b>detailed event outline</b> identifying how they will achieve the objectives and meet the <b>requirements of the project</b>, as indicated in Annex “A” - Statement of Work.</p> <p><b>Work Plan and Schedule:</b></p> <p>The Bidder’s proposed event outline should include a clear, logical and feasible <b>work plan and schedule</b> for punctual delivery of the</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No	



Item	Mandatory Requirement	Compliant (Yes/No)	Reference to Bidder's Proposal
	<p>identified tasks and deliverables under the Statement of Work. This work plan should include the following information:</p> <ul style="list-style-type: none"> <li>a. Schedule of deliverables and milestones.</li> <li>b. Task breakdown and assignment of experienced personnel to each task.</li> <li>c. Level of effort.</li> <li>d. Reporting and debriefing arrangements.</li> <li>e. Identification of potential risks and problem areas, with a realistic plan for mitigating risks.</li> </ul>		

## 2. Point Rated Technical Criteria

The criteria contained herein will be used by NRCan to evaluate each proposal that has met all of the mandatory criteria.

Proposals must achieve the stated minimum points required overall for the technical rated criteria to be assessed as responsive under the point rated technical criteria section; proposals not meeting the minimum required points will be deemed non-responsive.

Proposals will be evaluated based on the following criteria:

Point Rated Requirements:				
Item	Requirement	Points Breakdown for each requirement:	Max Points	Illustrated Compliance
R1	<p><b>Project Team Experience</b></p> <p>The Bidder's proposal should demonstrate that the proposed team, excluding the Project Manager have a mix of knowledge and experience required to accomplish specific project-related tasks by <b>citing previously completed projects</b> that show a strong background in the planning and implementation of international events. The examples provided in M2 will be evaluated based on the following elements:</p> <ul style="list-style-type: none"> <li>a) The project team has significant experience in planning and implementing large, high-profile events that include multiple, simultaneous components, such as Ministerial discussions, public-private roundtables, and public tradeshows.</li> <li>b) At least two examples demonstrate experience specific to the planning and implementation of international energy-related even</li> <li>c) The project team has experience liaising with high profile delegates, such as</li> </ul>	<p>a) Up to <b>10 points</b> to be attributed based upon the Evaluation Grid where:</p> <ul style="list-style-type: none"> <li>Excellent: 9-10</li> <li>Good: 7-8</li> <li>Satisfactory: 5-6</li> <li>Weak: 3-4</li> <li>No response/unsatisfactory: 0</li> </ul> <p>b) Up to <b>10 points</b> to be attributed based upon the Evaluation Grid where:</p> <ul style="list-style-type: none"> <li>Excellent: 9-10</li> <li>Good: 7-8</li> <li>Satisfactory: 5-6</li> <li>Weak: 3-4</li> <li>No response/unsatisfactory: 0</li> </ul> <p>c) Up to <b>10 points</b> to be attributed based upon the Evaluation Grid where:</p>	<b>40</b>	



Point Rated Requirements:				
Item	Requirement	Points Breakdown for each requirement:	Max Points	Illustrated Compliance
	<p>Ministers and international business executives.</p> <p>d) Examples provided were completed within the last twelve years</p>	<p>Excellent: 9-10            Good: 7-8            Satisfactory: 5-6            Weak: 3-4            No response/unsatisfactory: 0</p> <p>d) Up to <b>10 points</b> to be attributed based upon the Evaluation Grid where:            Excellent: 9-10            Good: 7-8            Satisfactory: 5-6            Weak: 3-4            No response/unsatisfactory: 0</p>		
R2	<p><b>Proposed Event Outline</b>            The detailed event outline provided in M3 will be evaluated based on the following elements:</p> <p>a) The event outline demonstrates an understanding of the <b>objectives and project requirements</b>, without repeating from the Statement of Work (SOW), notably an understanding of the:</p> <ul style="list-style-type: none"> <li>o overall context (up to 10 points)</li> <li>o international clean energy sector and key stakeholders (up to 10 points)</li> </ul> <p>b) The event outline clearly identifies, especially with respect to the Technology Showcase (Requirement 4 under SOW):</p> <ul style="list-style-type: none"> <li>o potential risks (up to 10 points)</li> <li>o mitigation strategies to address the risks (up to 10 points)</li> </ul> <p>c) The event outline includes a clear, logical and feasible work plan and schedule for punctual delivery of the identified tasks and deliverables under the Statement of Work. It includes:</p> <ul style="list-style-type: none"> <li>o A schedule of deliverables and milestones. (up to 5 points)</li> <li>o A task breakdown and assignment of experienced personnel to each task. (up to 5 points)</li> </ul>	<p>a) Up to <b>20 points</b> to be attributed based upon the Evaluation Grid where:            Excellent: 9-10            Good: 7-8            Satisfactory: 5-6            Weak: 3-4            No response/unsatisfactory: 0</p> <p>b) Up to <b>20 points</b> to be attributed based upon the Evaluation Grid where:            Excellent: 9-10            Good: 7-8            Satisfactory: 5-6            Weak: 3-4            No response/unsatisfactory: 0</p> <p>c) Up to <b>15 points</b> to be attributed based upon the Evaluation Grid where:            Excellent: 5            Good: 4            Satisfactory: 3            Weak: 2            No response/unsatisfactory: 0</p>	55	



<b>Point Rated Requirements:</b>				
<b>Item</b>	<b>Requirement</b>	<b>Points Breakdown for each requirement:</b>	<b>Max Points</b>	<b>Illustrated Compliance</b>
	Reporting and debriefing arrangements. (up to 5 points)			
<b>R3</b>	<p><b>Quality of Proposal:</b></p> <p>The Bidder's Technical Proposal is well written, well organized, easily understood and concise</p>	<p>Up to <b>5 points</b> to be attributed based upon the Evaluation Grid where:</p> <p>Excellent: 5            Good: 4            Satisfactory: 3            Weak: 2            No response/unsatisfactory: 0</p>	<b>5</b>	
<b>Total Points Available</b>			<b>100</b>	
<b>Total Points Needed to be Considered Compliant (60%)</b>			<b>60</b>	

The evaluation grid described below will be used to evaluate the Bidders' proposals based on each rated criterion.

<b>EVALUATION GRID</b>	
<b>Excellent</b>	The Bidder's response to this criterion is in depth and the requirement is exceeded. The knowledge, experience or approach demonstrated should ensure highly effective performance on this aspect of the work.
<b>Good</b>	The Bidder's response to this criterion addresses the requirement well. The knowledge, experience or approach demonstrated should ensure more than adequate performance on this aspect of the work.
<b>Satisfactory</b>	The Bidder's response satisfactorily addresses this criterion. The knowledge, experience or approach demonstrated should meet the minimum needed for adequate performance on this aspect of the work.
<b>Weak</b>	The Bidder's response minimally addresses the criterion. The knowledge, experience or approach demonstrated is insufficient for the effective performance of the work.
<b>No Response/unsatisfactory</b>	The Bidder does not address the criterion.



## 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. 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.

### 1. Certifications Required with the Bid

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

#### 1.1 Declaration of Convicted Offences

In accordance with the Ineligibility and Suspension Policy (<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.

**Note: Bidders are only required to fill out this form if they have been convicted of a criminal offence.**

### 2. Certifications Precedent to Contract Award and Additional Information

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

#### 2.1 Integrity Provisions – List of Names

In accordance with the Ineligibility and Suspension Policy (<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.

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder or, in the case of a private company, the owners of the company.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).
- Bidders bidding as partnerships do not need to provide lists of names.  
Name of Bidder: \_\_\_\_\_

OR

Name of each member of the joint venture:

Member 1: \_\_\_\_\_

Member 2: \_\_\_\_\_



Member 3: \_\_\_\_\_

Member 4: \_\_\_\_\_

Identification of the administrators/owners:

SURNAME	NAME	TITLE

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

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

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex [Federal Contractors Program for Employment Equity - Certification](#), before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

**3. Additional Certifications Precedent to Contract Award**

**3.1 Status and Availability of Resources**

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to



Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

**3.2 Rate or Price Certification**

The Bidder certifies that the price proposed is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both.

**3.3 Education and Experience**

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

**3.4 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**" means a 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 and includes:

- (a) An individual;
- (b) An individual who has incorporated;
- (c) A partnership made up of former public servants; or
- (d) 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 Public Service.

"**Pension**" means, in the context of the fee abatement formula, 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 (FPS) in Receipt of a Pension**

Is the Bidder a FPS in receipt of a pension as defined above? YES ( ) NO ( )



If so, the Bidder must provide the following information:

- (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 Reduction Program**

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program?  
**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: \_\_\_\_\_  
 Number of weeks: \_\_\_\_\_
- (g) Number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

Contract Number:	Contract Amount:
_____	_____
_____	_____

For all contracts awarded during the lump sum payment period, the total amount of fee that may be paid to a FPS who received a lump sum payment is \$5,000, including the Goods and Services Tax or Harmonized Sales Tax.

**3.5 Aboriginal Designation**

Who is eligible?

- a) An Aboriginal business, which can be:
  - i. a band as defined by the Indian Act
  - ii. a sole proprietorship
  - iii. a limited company
  - iv. a co-operative
  - v. a partnership
  - vi. a not-for-profit organization

in which Aboriginal persons have at least 51 percent ownership and control,

OR



- b. A joint venture consisting of two or more Aboriginal businesses or an Aboriginal business and a non-Aboriginal business(es), provided that the Aboriginal business(es) has at least 51 percent ownership and control of the joint venture.

When an Aboriginal business has six or more full-time employees at the date of submitting the bid, at least thirty-three percent of them must be Aboriginal persons, and this ratio must be maintained throughout the duration of the contract.

The bidder must certify in its submitted bid that it is an Aboriginal business or a joint venture constituted as described above.

- Our Company is NOT an Aboriginal Firm, as identified above.
- Our Company is an Aboriginal Firm, as identified above. The supplier must complete the certificate in the appropriate clause below.

SACC Manual clauses [A3000T](#), [A3001T](#), [M3030T](#), [M9030T](#), [S3035T](#) and [S3036T](#) contain a certification that suppliers must complete and submit with their bid/offer/arrangement. Failure by suppliers to submit this completed certification form with their bids/offers/arrangements may render the bid/offer/arrangement non-responsive.

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date



## **PART 6 - SECURITY, FINANCIAL AND OTHER REQUIREMENTS**

### **1. Security Requirements**

There is no security requirement associated with this requirement or any resulting contract.



## PART 7 - RESULTING CONTRACT CLAUSES

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

### 1. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work at Annex "A" and the Contractor's technical bid dated \_\_\_\_\_. (*to be completed at contract award*)

### 2. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](#) issued by Public Works and Government Services Canada.

#### 2.1 General Conditions

**2035 (2016-04-04), General Conditions - Higher Complexity - Services**, apply to and form part of the Contract.

As applicable, replace references to Public Works and Government Services Canada (PWGSC) with Natural Resources Canada (NRCan).

### 3. Dispute Resolution

#### *Mediation*

If a dispute arising from this contract cannot be settled amicably through negotiation, then the parties agree in good faith to submit the dispute to mediation as administered by the Arbitration and Mediation Institute of Canada Inc. (AMIC). The parties acknowledge receipt of the rules of AMIC. The cost of mediation shall be borne equally by the parties.

#### *Arbitration*

If the parties cannot resolve the dispute through mediation within sixty (60) days, the parties agree to submit the dispute to arbitration pursuant to the Commercial Arbitration Act (Canada). The party requesting such arbitration shall do so by written notice to the other party/parties. The cost of the arbitration and fees of the arbitrator shall be borne equally by the parties. The arbitration shall take place in the city where the contractor carries on business before a single arbitrator to be chosen jointly by the parties. If the parties cannot agree on the choice of arbitrator within thirty (30) days of written notice to submit the dispute to arbitration, each party will choose a representative who will select the arbitrator.

The parties may determine the procedure to be followed by the arbitrator in conducting the proceedings, or may ask the arbitrator to do so. The arbitrator shall issue a written award within thirty (30) days of hearing the parties. The award may be entered in any court having jurisdiction and enforced as a judgment of that court.

#### *Meaning of "Dispute"*

The parties agree that the word "dispute" in this clause refers to a dispute of fact or of law, other than a dispute of public law.

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will, on request or consent of the parties to participate in an alternative dispute resolution process to resolve any dispute between the parties respecting the interpretation or application of a term and condition of this contract and their consent to bear the cost of such process, provide to the parties a proposal for an



alternative dispute resolution process to resolve their dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).

#### 4. Security Requirements

There is no security requirement associated with this contract.

#### 5. Term of Contract

##### 5.1 Period of the Contract

The period of the contract shall be from date of award to June 30, 2019

#### 6. Authorities

##### 6.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: **Valerie Holmes**  
Title: Procurement Specialist  
Organization: Natural Resources Canada  
Address: 580 Booth Street, 5<sup>th</sup> Floor, Room 5-D4-2  
Ottawa, Ontario, K1A 0E4  
Telephone: (343) 292-8371  
Facsimile: (613) 947-5477  
E-mail address: [Valerie.holmes@canada.ca](mailto:Valerie.holmes@canada.ca)

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

##### 6.2 Project Authority (to be provided at contract award)

The Project Authority for the Contract is:

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

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



**6.3 Contractor's Representative**

Name:  
Title:  
Tel:  
Fax:  
Email:

**7. 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.

**8. Payment**

**8.1 Basis of Payment – Firm Price, Firm Unit Price(s) or Firm Lot Price(s)**

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, in Annex "B" for a cost of \$\_\_\_\_\_ (*inserted at time of contract award*). Customs duties are included and applicable taxes are extra.

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

**8.2 Method of Payment**

**Milestone Payment**

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

**9. Invoicing Instructions**

Invoices shall be submitted using **one of the following methods:**

<p>E-mail:</p> <p><a href="mailto:NRCAN.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca">NRCAN.invoice_imaging-service_dimagerie_des_factures.RNCan@canada.ca</a></p>
<p><b>Note:</b> Attach "PDF" file. No other formats will be accepted</p>
<b>OR</b>
<p>Fax:</p>



Local NCR region: **613-947-0987**

Toll-free: **1-877-947-0987**

**Note:**

Use highest quality settings available.

Please do not submit invoices using more than one method as this will not expedite payment.

Invoices and all documents relating to a contract must be submitted on the Contractor's own form and shall bear the following reference numbers: Contract number: \_\_\_\_\_

**Invoicing Instructions to suppliers:** <http://www.nrcan.gc.ca/procurement/3485>

## **10. Certifications**

### **10.1 Compliance**

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

## **11. Federal Contractors Program for Employment Equity – Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

## **12. Applicable Laws**

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

## **13. Priority of Documents**

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

- a) the Articles of Agreement;
- b) the general conditions **2035 (2016-04-04), Higher Complexity – Services**
- c) Annex "A", Statement of Work;
- d) Annex "B", Basis of Payment;
- e) the Contractor's bid dated \_\_\_\_\_

## **14. Foreign Nationals (Canadian Contractor OR Foreign Contractor)**

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



## 15. Insurance

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

## 16. Contract Administration

The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public Works and Government Services Act* will review a complaint filed by [*the supplier or the contractor or the name of the entity awarded this contract*] respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public Works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at [boa.opo@boa.opo.gc.ca](mailto:boa.opo@boa.opo.gc.ca).



## ANNEX “A” – STATEMENT OF WORK

### SW1 Title

#### 2019 Clean Energy Ministerial (CEM)/Mission Innovation (MI) Ministerial Meeting May 2019

### SW2 Background

Mission Innovation (MI) is a global partnership that aims to double government investment in clean energy innovation (research, development and demonstration) over five years, increase international collaboration, and encourage private sector leadership. Canada demonstrates significant leadership as one of the 22 member countries, and the European Commission. In addition to its role on the Steering Committee (which will extend to chairing the committee in June 2018), Canada provides direct support to the Secretariat, co-leads the Analysis and Joint Research sub-group, supports the Business and Investor Engagement sub-group and Ministerial Planning sub-group, and participates in all seven Innovation Challenges, co-leading the Sustainable Biofuels and Advanced Materials Innovation Challenges.

The Clean Energy Ministerial (CEM) is a global forum that facilitates international collaboration to promote policies and best practices that accelerate technology deployment in support of the transition to a global clean energy economy. CEM members account for approximately 90% of global clean energy investments and 75% of global greenhouse gas emissions. Canada currently participates in 12 of the CEM’s 17 initiatives and campaigns, including leading the Energy Management Working Group and co-leading the C3E Women in Clean Energy initiative and the Electric Vehicles Initiative. The CEM Secretariat is located at the International Energy Agency (IEA) in Paris.

In hosting this event, Canada will be welcoming Ministerial-level delegates from over 25 countries, along with their delegations, to participate in open and closed-door meetings to discuss key issues related to clean energy policy and research, development and deployment (RD&D), as well as progress on collective goals and future directions of work under both fora. There will be various components to the event, which may include closed-door Ministerial discussions, public-private roundtable sessions, a public technology showcase, and a number of other side events.

In general, events will be targeted along three tracks:

- High-level, international engagement and Ministerial meetings
- Stakeholder engagement (e.g. industry, Indigenous leaders, NGOs)
- Broader engagement of Canadians

The themes and objectives of this event will align with, and be informed by, the outcomes of other key events, including the 2017 Generation Energy dialogue, the GLOBE 2018 conference, and Canada’s 2018 G7 presidency. As well, engagement of key international and domestic partners will be undertaken to inform the strategic design and development of the event.

While NRCan has existing staff working on CEM and MI, there is a need to secure significant additional capacity for logistical and planning support to ensure the successful delivery of the 2019 CEM/MI Ministerial. Hosting this meeting will require a significant degree of planning and implementation in terms of acting as the key liaison to secure venue arrangements and coordinate the delivery of various services; and leading and providing strategic advice on the logistical design and implementation of the event’s various components.

Successful delivery of the objectives within the timelines required (see milestones below) require significant previous experience in planning and delivering major events of this nature. Specific experience with energy-related events, as well as with engaging private sector and non-government stakeholders, would be considered a significant asset.



### SW3 Objectives

This Statement of Work (SOW) defines the requirements for a logistical support contract to assist Natural Resources Canada (NRCan) in leading Canada's hosting of the Clean Energy Ministerial (CEM)/Mission Innovation (MI) Ministerial Meetings in Vancouver in May 2019.

The successful contractor would lead on the logistical requirements and support NRCan in strategic planning, design and facilitation of the CEM/MI 2019 event, in order to deliver a successful event that:

- Demonstrates progress on key issues, and results in the achievement of CEM and MI objectives as set out by Canada as the host and collectively by the member countries;
- Facilitates engaging and productive meetings for CEM/MI Ministers and delegates and relevant side events for all CEM/MI registrants; and
- Incorporates the engagement of private sector/energy industry, and non-government participants (e.g. Indigenous leaders, women, youth, academia), in innovative and meaningful ways.

### SW4 Project Requirements

The successful contractor will possess significant experience in planning and implementing international energy-related events of a similar nature, and will have established relationships with private sector and other non-government stakeholders in the clean energy and environmental sectors.

Specific work requirements under this contract are outlined below. All strategic and logistical work plans for fulfilling these requirements must be developed in collaboration with, and approved by, NRCan.

#### SW4.1 Tasks, Deliverables, Milestones and Schedule

##### Phase 1 – Planning the 2019 CEM/MI Event

##### **Requirement 1: Supporting pre-event engagement of stakeholders (Spring-Fall 2018)**

- In collaboration with NRCan, develop a strategic plan for ensuring that a broad range of stakeholders are engaged to solicit views on key interests and issues that may be considered in the development of the 2019 CEM/MI program and side events (while also ensuring that the key priorities set by the CEM/MI prioritization meeting are maintained). Key stakeholders can include: international and domestic businesses and industry organizations, other non-government organizations, Indigenous leaders, women, youth and academia.
- In collaboration with NRCan, gather and synthesize stakeholder input that may support the 2019 CEM/MI program.
- Provide NRCan with strategic advice on the development of stakeholder and public engagement activities that may be held in conjunction with the 2019 CEM/MI event in May 2019.

##### **Requirement 2: Event Promotion and Outreach (Spring 2018 – Spring 2019)**

- Use established stakeholder contacts and previous event planning experience to promote and create interest in the 2019 CEM/MI event. This will be done in collaboration with NRCan. Examples of promotional work may include:
  - Teleconferences or face-to-face meetings with stakeholders for information sharing;
  - Presence at other multi-lateral clean energy events;
  - Develop and deliver a robust social media campaign that is coordinated with NRCan and the CEM and MI Secretariats



- E-mails or promotional items shared with CEM/MI delegates;
  - Web presence on the CEM/MI webpages; and
  - Announcements to be delivered at upcoming events by senior NRCan officials.
- In collaboration with NRCan, identify and promote linkages between CEM/MI and other key international (or domestic) energy events.

**Requirement 3: Lead logistical planning of the event (Spring 2018 – Spring 2019)**

- In collaboration with NRCan, develop a work plan and budget for the overall logistical planning and delivery of the event.
- Provide insight and lessons learned on optimal event design and flow, identify and address gaps, and prepare contingency plans using innovative approaches where appropriate.
- Manage all aspects of action days and other public interest events including:
  - Developing a theme for action days and/or other public interest events
  - Coordinating with other conference events, including the Technology Showcase
  - Securing speakers and topics
  - Organizing awards program

**Requirement 4: Lead development of a Technology Showcase (Spring 2018 – Spring 2019)**

- In collaboration with NRCan, develop a strategic plan for a Technology Showcase to align with the overall themes and objectives of the 2019 CEM/MI event.
- Design the layout for use of available space (including hosting minimum of 60 exhibition spaces), elaborate service requirements (e.g. A/V and security), visual design of the event itself (i.e. décor) and promotional materials.
- Lead targeted outreach to industry to solicit and maximize the number of exhibitors, by:
  - Identifying key potential participants;
  - Developing and disseminating outreach materials to solicit applications; and
  - Reviewing applications based on pre-determined criteria developed with NRCan.
- Manage sale of exhibition space to approved exhibitors.
- Manage all partner activity including the development of partner packages.
- Treat all potential event sponsors in a transparent, fair and equitable manner.
- Manage the sale of participant registrations, including the development of a fee structure with NRCan.
- Serve as the primary liaison with venue, service providers, and participants.

**NOTES:**

- The contractor will work to ensure a maximum number of relevant exhibitors and participants is obtained.
- All proceeds from booth sales and participant fees will be collected by, and belong to, the contractor.
- All event sponsors and exhibitors are subject to NRCan approval.

**Phase 2 - Implementing the 2019 CEM/MI Event**

**Requirement 5: Lead delivery of all logistical elements of the event (Spring 2019)**

- Oversee the successful delivery of all logistical elements of the event, including:
  - Serving as primary liaison with venue(s) and service providers to ensure the appropriate and timely delivery of all contracted services (e.g. catering, audiovisual services, IT services, security, housekeeping, etc.);
  - Managing the registration of participants;
  - Arranging the design, production and provision of key meeting materials, including signage, participant badges, agendas, delegate information packages, etc.;
  - Providing on-the-ground support to VIP participants (e.g. using volunteer VIP liaisons); and;
  - Managing and coordinating all volunteer help.

**Requirement 6: Facilitate delivery of the Technology Showcase (Spring 2019)**

- Oversee successful delivery of the Technology Showcase in its entirety (including set-up and tear-down) and serve as primary liaison with venue(s), service providers, participants and guests.

**Phase 3 – Post CEM/MI Follow-up**

**Requirement 7: Provide a summary of the key outcomes (Spring 2019)**

- Summarize CEM/MI 2019 meetings and side events to inform Canadians of key outcomes.

**Requirement 8: Follow-up with relevant stakeholders to determine success of the event (Spring 2019)**

- The type of engagement work done in Phase 1 will shape this follow-up. May include a summary report of input solicited by email after the meeting closes.

**Requirement 9: Deliver a lessons learned survey to participate NRCan staff and volunteers and summarize results (Spring 2019)**

- Provide a lessons learned survey to staff and volunteers to determine what was successful and what was not. Other international events hosted by NRCan and the Energy Sector will be informed by the survey summary.

**SW4.2 Reporting Requirements**

**MILESTONE SCHEDULE:**

It is anticipated that this contract will be initiated in May 2018, and will run for a 14-month period, through June 2019 (or longer depending on Phase 3 work).

Tasks/Activities	Time Schedule
Supporting pre-event engagement of stakeholders	<i>Spring – Fall 2018</i>
Event promotion and outreach	<i>Spring 2018 – Spring 2019</i>
Lead logistical planning of the event	<i>Spring 2018 – Spring 2019</i>
Lead development of a Technology Showcase	<i>Spring 2018 – Spring 2019</i>



Lead delivery of all logistical elements of the event	Spring 2019
Facilitate delivery of the Technology Showcase	Spring 2019
Provide a summary of the proceedings and key outcomes	Summer 2019
Follow-up with stakeholders to determine success of the event	Summer 2019
Deliver a lessons learned survey to participating staff and volunteers and summarize results	Summer 2019

**SW4.3 Method and Source of Acceptance**

All deliverables and services rendered under any contract are subject to inspection by the Project Authority. The Project Authority shall have the right to reject any deliverables that are not considered satisfactory, or require their correction before payment will be authorized.

**SW5 Other Terms and Conditions of the SOW**

**SW5.1 Contractor’s Obligations**

In addition to the obligations outlined in Section 2 of this Statement of Work, the Contractor shall:

- keep all documents and proprietary information confidential;
- submit all written reports in hard copy and electronic Microsoft Office Word format;
- attend meeting with stakeholders, as needed;
- participate in teleconferences, as needed;
- attend meeting at NRCan sites, if required;
- maintain all documentation in a secure area; and/or,
- be responsible for all of their own travel and accommodation at the Ministerial Meeting.

**SW5.2 NRCan’s Obligations**

NRCan will provide the contractor with

- a facility to conduct the Ministerial Meeting
- access to a staff member who will be available to coordinate activities
- provide comments on draft reports and/or,
- provide other assistance or support.

**SW5.3 Estimated Period of the Contract**

The estimated period of the contract is from the date of Contract Award to **June 30, 2019**.

**SW5.4 Location of Work, Work Site and Delivery Point**

Phase 1 and Phase 3 of the work will take place at the proponent’s office, Phase 2 will take place in Vancouver on May 26 to May 29, 2019.



***SW5.5 Language of Work***

The conference will need to meet the Federal Government Official Languages Act, in that it will be accessible to participants in both official languages. NRCan will provide simultaneous interpreters for the translation of the sessions.



## ANNEX “B” – BASIS OF PAYMENT

### 1. Taxes as Related to Bids Received

For Canadian-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) with Canadian customs duties and excise taxes as applicable **included**, and Goods and Services Tax (GST) or Harmonized Sales Tax (HST) as applicable, **excluded**;

For foreign-based bidders, prices/rates, as applicable, are requested to be firm (in Canadian funds) and **exclude** Canadian customs duties, excise taxes and GST or HST, as applicable. Canadian customs duties and excise taxes payable by the consignee will be added, for evaluation purposes only, to the prices submitted by foreign-based bidders. If the prices submitted in the financial proposal are not in Canadian Funds the exchange rate in effect on the date of bid closing will be applied for evaluation purposes only.

### 2. Funding Limitation

The maximum funding available for the Contract resulting from the bid solicitation is **\$1,000,000.00** (Applicable Taxes extra). Bids valued in excess of this amount will be considered non-responsive. This disclosure does not commit Canada to pay the maximum funding available.

This maximum **includes**:

- a) the Price to perform the Work,

**Note: If during the bidding process a Bidder feels the funding limitation is insufficient, you are requested to contact the Contracting Authority to discuss further.**

### 3. Firm Price

Note: Bidders are requested to provide their estimated time schedule for each deliverable detailed below.

Tasks/Activities	Time Schedule	Total Cost
Supporting pre-event engagement of stakeholders		\$
Event promotion and outreach		\$
Lead logistical planning of the event		\$
Lead development of a Technology Showcase		\$
Lead delivery of all logistical elements of the event		\$
Facilitate delivery of the Technology Showcase		\$
Provide a summary of the proceedings and key outcomes		\$
Follow-up with stakeholders to determine success of the event		\$
Deliver a lessons learned survey to participating staff and volunteers and summarize results		\$
<b>Total Cost:</b>		<b>\$</b>

Note: the Total Cost must not exceed the funding limitation of \$1,000,000.00, excluding all applicable taxes.



It is requested that Bidders provide a breakdown of the per diem rates for each proposed resource on the Project Team. Please identify the type of resources that will be proposed:

Category of Personnel	Firm all-inclusive per diem rate
Project Manager	\$
	\$
	\$
	\$
	\$

**Firm Per Diem Rate(s) (also known as daily rate)**

The Firm Per Diem Rate(s) is based on 7.5 hours (seven hours and 30 minutes) exclusive of meal breaks with no provision for annual leave, statutory holidays and sick leave. For work performed for a duration of more or less than one (1) day, the daily rate will be prorated accordingly to cover actual time worked.

The Per Diem Rate(s) is 'all inclusive' except for travel expenses on project business outside **the Greater Vancouver Area** (that is pre-approved by the NRCAN Project Authority), and GST/HST. Charges for expenses which are normally incurred in the provision of services, such as labour for conducting negotiations and providing estimates, resolving contract disputes, tracking time sheets, monthly invoicing, facsimile, copying/printing charges, office supplies, computer hardware and software charges, courier, long distance telephone charges, travel from a personal residence to the Vancouver Convention Centre in the Greater Vancouver Area, local travel and the like, must be included in the rates and will not be permitted as additional charges to the contract.

**4. Travel and Living Expenses**

Total Estimated Cost for Travel and Living Expenses:	\$
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The Contractor will be paid for pre-authorized reasonable and proper travel and living expenses incurred by personnel directly engaged in the performance of the work, supported by appropriate receipts and calculated in accordance with the then current National Joint Council Directive on Travel and Living Expenses, (website: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php>) without allowance thereon for overhead or profit. All payments are subject to government audit. **All travel must have prior authorization of the Project Authority.**



## ANNEX “C” – FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's](#) website.

Date: \_\_\_\_\_(YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
  - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)