



**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

Electrical & Electronics Products Division
11 Laurier St./11, rue Laurier
7B3, Place du Portage, Phase III
Gatineau, Québec K1A 0S5

Title - Sujet Audio Visual Service CIC 2018	
Solicitation No. - N° de l'invitation 6D034-182452/A	Date 2018-05-28
Client Reference No. - N° de référence du client 6D034-182452	
GETS Reference No. - N° de référence de SEAG PW-\$\$HN-458-74910	
File No. - N° de dossier hn458.6D034-182452	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-06-13	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lee, Carlos	Buyer Id - Id de l'acheteur hn458
Telephone No. - N° de téléphone (819) 420-0336 ()	FAX No. - N° de FAX (819) 953-4944
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: PUBLIC HEALTH AGENCY OF CANADA AL:6501A 130 COLONNADE ROAD OTTAWA Ontario K1A0K9 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
1	Audio Visual Service CIC 2018 As detailed in the Annex's listed herein	6D034	6D034	1	Each	\$XXXXXXXXXXXX	See Herein	

PART 1 - GENERAL INFORMATION

1. Security Requirement
2. Statement of Work
3. Debriefings
4. Trade Agreements

PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions
2. Submission of Bids
3. Enquiries - Bid Solicitation
4. Applicable Laws

PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures
2. Basis of Selection

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

- 5.1 Certifications Required with the Bid
- 5.2 Certifications Precedent to Contract Award and Additional Information

PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement
2. Statement of Work
3. Standard Clauses and Conditions
4. Term of Contract
5. Authorities
6. Payment
7. Invoicing Instructions
8. Certifications
9. Applicable Laws
10. Priority of Documents
11. Insurance
12. Cancellation Fees

List of Annex's and Appendices:

- Annex A – Statement of Work
- Annex B – Pricing Sheet
- Annex C – Commercial General Liability Insurance
- Annex D – Point Rated Criteria and Scoring Grid
- Annex E – Reference Questionnaire

- Appendix A – Seating Requirements



PART 1 - GENERAL INFORMATION

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

2.1 Delivery Requirement

The Conference will be held on December 3 – 7, 2018 at the Shaw Centre in Ottawa, Ontario.

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 of receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

4. Trade Agreements

The requirement is subject to the provisions of the Canadian Free Trade Agreement (CFTA).

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.

Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: sixty (60) days
Insert: ninety (90) calendar days

1.1 SACC Manual Clauses

SACC Reference	Section	Date
A9033T	Financial Capability	2012-07-16

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.

3. Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies 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 [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

1. Bid Preparation Instructions

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

Section I: Technical Bid (2 hard copies)

Section II: Financial Bid (1 hard copy)

Section III: Certifications (1 hard copy)

Section IV: Additional Information (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) 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 are encouraged to:

- 1) use paper containing fibre certified as originating from a sustainably-managed forest and/or 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 Basis of Payment. The total amount of Applicable Taxes must be shown separately.

1.1 Exchange Rate Fluctuation Risk Mitigation

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

Section III: Certifications

1.2 Certifications

Bidders must submit the certifications required under Part 5.

Section IV: Additional Information

1.3 Additional Information

1.3.1 Contractor Representatives

Name and telephone number of the person responsible for:

General enquiries

Name:

Telephone:

Facsimile:

E-mail:

Delivery follow-up

Name:

Telephone:

Facsimile:

E-mail:



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 and financial evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.
- (c) The evaluation team will complete as applicable the mandatory and technical evaluations, including those that are point rated, by using the following process;

Evaluation Criteria

All bids must be completed in full and provide all of the information requested in the bid solicitation to enable full and complete evaluation.

1.1 Technical Evaluation

1.1.1 Mandatory Technical Criteria

The following Mandatory requirements **MUST** be submitted with the bid for evaluation

- Technical compliance (description of items/services as stated in the Annex's herein);
- The Supplier must submit a description of three (3) separate events successfully delivered within the last 2 years along with the company contact information as per Section 2.2.4 of Annex A. These references will be contacted independently and asked to complete Annex E – Reference Questionnaire after bid closing.
- The supplier must provide a floor plan for EACH session room and the diagram must be designed in accordance to the designated set-ups noted in Section 2.2.9 C of Annex A.
- The bidder must include a professional resume demonstrating experience for their Account Manager, Operations Manager and Event Coordinator as per Section 2.2.5 of Annex A



1.1.2 Point Rated Technical Criteria

The Technical Offer will be evaluated and scored in accordance with Annex D – Point Rated Technical Evaluation Criteria and Scoring Grid.

Documentation should be submitted by the Bidder to demonstrate the applicable point rated technical criteria.

The technical proposals meeting:

- 1) the mandatory technical requirement;
- 2) a minimum of 67.5 points on the point rated criteria;

will then proceed to the Financial Evaluation.

1.2 Financial Evaluation

The price of the offer will be evaluated in Canadian dollars, the Goods and Services Tax or the Harmonized Sales Tax excluded, DDP destination, Canadian customs duties and excise taxes included.

The following **Mandatory** factors will be taken into consideration in the evaluation of each offer:

- Compliance with the pricing requirements below
- Highest Overall Combined Rating Technical Merit (70%) and Bid Price (30%).

Criteria	Weighting	Available Points
Technical Requirements <ul style="list-style-type: none">▪Design of floorplans demonstrating ability to meet the specifications as outlined in section 2.2 for meeting room set-ups and stated capacities▪Experience on similar projects▪Customer references▪Qualifications and experience the skills of the proposed project team	70%	100
Pricing	30%	
TOTAL	100%	



Example: The combined ranking will be calculated as shown.
In this example bidder 2 has the highest total score.

Highest Overall Combined Rating Technical Merit (70%) and Price (30%)			
	Bidder 1	Bidder 2	Bidder 3
Technical Points (Maximum 100)	80	90	73
Total Bid Price	\$60,000	\$55,000	\$50,000
Result	Technical Points	Price Points	Total Points
Bidder 1	$(80/100) \times 70 = 56.00$	$*50,000/60,000 \times 30 = 25.00$	81.00
Bidder 2	$(90/100) \times 70 = 63.00$	$*50,000/55,000 \times 30 = 27.27$	90.27
Bidder 3	$(73/100) \times 70 = 51.10$	$*50,000/50,000 \times 30 = 30.00$	81.10

*Represents the lowest priced responsive proposal.

2. Basis of Selection

Highest Overall Combined Rating Technical Merit (70%) and Bid Price (30%)

To be declared responsive, a bid must:

- a) comply with all the requirements of the bid solicitation;
- b) meet all mandatory technical evaluation criteria; and
- c) obtain the required minimum points for the technical evaluation criteria which are subject to point rating

Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the highest total points score will be recommended for award of a contract.

In the event that two or more bids attain the same highest overall combined rating, the bid which obtained the highest cumulative points for requirement 2.2.2 and 2.2.3 (as detailed in Annex D - Point Rated Technical Evaluation Criteria and Scoring Grid) will become the top-ranked bidder.

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.

5.1 Certifications Required with the Bid

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

5.1.1 Declaration of Convicted Offences

As applicable, pursuant to subsection Declaration of Convicted Offences of section 01 of the Standard Instructions, the Bidder must provide with its bid, a completed [Declaration Form](#), to be given further consideration in the procurement process.

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 – List of Names

Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder.

Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s).

Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

5.2.2 General Environmental Criteria Certification

By submitting the bid, the bidder certifies that the information submitted in the General Environmental Criteria table found at Table 1 is accurate and complete.

By submitting the bid the Bidder certifies that it meets, and will continue to meet throughout the duration of any resulting contract, a minimum of four out of seven requirements identified in the General Environmental Criteria Table found at Table 1;

Additional Information

The Bidder must complete Table 1 by inserting a checkmark next to every criteria that are met. Bidders are requested to submit Table 1 with their bid. As this is a new procedure, Canada reserves the right to request Table 1 after bid closing. The Contracting Authority will inform the Bidder of a time frame within which to provide it. Failure to provide Table 1 within the required time frame will render the bid non-responsive.

The Contractor must meet and continue to meet four out of seven criterions during the entire duration of the contract.

Green practices within supplier's organization:	Insert a checkmark for each criteria that is met
Promotes a paperless environment through directives, procedures and/or programs.	
All documents are printed double sided and in black and white for day to day business activity unless otherwise specified by your client.	
Paper used for day to day business activity has a minimum of 30% recycled content and has a sustainable forestry management certification.	
Utilizes environmentally preferable inks and purchase remanufactured ink cartridges or ink cartridges that can be returned to the manufacturer for reuse and recycling for day to day business activity.	
Recycling bins for paper, newsprint, plastic and aluminum containers available and emptied regularly in accordance with local recycling program.	
A minimum of 50% of office equipment has an energy efficient certification.	
Registered to ISO 14001 or has an equivalent environmental management system in place	



5.2.3 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) 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.



PART 6 - RESULTING CONTRACT CLAUSES

1. Security Requirement

There is no security requirement associated with the requirement.

2. Statement of Work

The contractor must provide the goods/services in accordance with the technical requirements as detailed in the Annex's listed herein.

2.1 SACC Manual Clauses

SACC Reference	Section	Date
B1501C	Electrical Equipment	2006-06-16
B7500C	Excess Goods	2006-06-16

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>) issued by Public Works and Government Services Canada.

3.1 General Conditions

2010A (2016-04-04), General Conditions - Goods (Medium Complexity), apply to and form part of the Contract.

4. Term of Contract

4.1 Delivery Requirement

The Conference will be held on December 3 – 7, 2018 at the Shaw Centre in Ottawa, Ontario



5. Authorities

5.1 Contracting Authority

The Contracting Authority for the Contract is:

Carlos Lee

Public Works and Government Services Canada

Acquisitions Branch

Logistics, Electrical, Fuel and Transportation Directorate

"HN" Division

7B3, Place du Portage, Phase III

11 Laurier Street

Gatineau, QC, K1A 0S5

Telephone: (819) 420-0336

Facsimile: (819) 953-4944

E-mail address: Carlos.lee@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.

5.2 Departmental Representative

Name: will be inserted at contract

Telephone: will be inserted at contract

Facsimile: will be inserted at contract

E-mail: will be inserted at contract

5.3 Project Authority

Name: will be inserted at contract

Telephone: will be inserted at contract

Facsimile: will be inserted at contract

E-mail: will be inserted at contract



5.4 Contractor's Representative

Name and telephone number of the person responsible for:

General Enquiries

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

Delivery Follow-up

Name: will be inserted at contract
Telephone: will be inserted at contract
Facsimile: will be inserted at contract
E-mail: will be inserted at contract

6. Payment

6.1 Basis of Payment

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a **firm unit prices**, as specified in the **contract**. 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.

6.2 Limitation of Price

SACC Manual clause C6000C (2017-08-17) Limitation of Price

6.3 Single Payment

Canada will pay the Contractor upon completion and delivery of the Work 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



7. Invoicing Instructions

- (a) One (1) copy must be forwarded to the consignee.
- (b) The original and one (1) copy must be forwarded to the following address for certification and payment.

130 Colonnade Road
CIRID Division
Ottawa, ON
K1A 1H2
Attention: Carolyn Lacaille

- (c) One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.
Department of Public Works and Government Services
"HN" Division
7B3 Place du Portage, Phase III
11 Laurier Street
Gatineau, QC
K1A 0S5
Attention: Carlos Lee

8. Certifications

8.1 Compliance

Compliance with the certifications and related documentation provided by the Contractor in its bid is a condition of the Contract and subject to verification by Canada during the term of the Contract. If the Contractor does not comply with any certification, provide the related documentation 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.

9. Applicable Laws

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

10. 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) 2010A (2016-04-04) General Conditions – Goods (Medium Complexity);
- (c) Requirement;
- (d) Annex A – Statement of Work
- (e) Annex B – Pricing Sheet
- (f) Annex C – Commercial General Liability Insurance
- (g) Annex D - Point Rated Criteria and Scoring Grid
- (h) Annex E – Reference Questionnaire
- (i) the Contractor's bid dated _____

11. Insurance Requirements

The Contractor must comply with the insurance requirements specified in Annex "C" of the Contract, Commercial General Liability Insurance. The Contractor must maintain the required insurance coverage for the duration of the Contract. Compliance with the insurance requirements does not release the Contractor from or reduce its liability under the Contract.

The Contractor is responsible for deciding if additional insurance coverage is necessary to fulfil its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Contractor's expense, and for its own benefit and protection.

The Contractor must forward to the Contracting Authority within ten (10) days after the date of award of the Contract, a Certificate of Insurance evidencing the insurance coverage and confirming that the insurance policy complying with the requirements is in force. Coverage must be placed with an Insurer licensed to carry out business in Canada. The Contractor must, if requested by the Contracting Authority, forward to Canada a certified true copy of all applicable insurance policies.

12. Cancellation Fees

Should an event be cancelled within twenty-four hours prior to the start of the event, the offeror will be paid 75% of the quote.

Should an event be cancelled within forty-eight hours prior to the start of the event, the offeror will be paid 50% of the quote.

Should an event be cancelled within seventy-two hours prior to the start of the event, the offeror will be paid 25% of the quote.

Should an event be cancelled with at least seventy-two hours prior to the start of the event, no payment will be authorized.



Annex A – Statement of Work

1. Scope

1.1. Title

Requirements for audio-visual and simultaneous interpretation equipment, internet and technical services for the 2018 Canadian Immunization Conference (CIC 2018).

1.2. Introduction

Every two years since 1994, the Public Health Agency of Canada's (the Agency) Centre for Immunization and Respiratory Infectious Diseases holds a conference for immunization experts. The Conference brings together non-governmental organizations, vaccine manufacturers, provincial and territorial immunization policy and program planners, as well as professionals from the many disciplines involved in the immunization field. Approximately 1000 delegates attend the event.

CIC 2018 will be planned and coordinated by the Canadian Public Health Association (CPHA) in collaboration with the Agency, as per a Collaborative Agreement signed with the Agency. The Agency will remain financially responsible for certain components, including audio-visual and interpretation equipment, and technical services.

1.3. Background and Specific Scope of the Requirement

The purpose of this procurement is to provide audiovisual and interpretation equipment, and technical services for CIC2018. The Conference will be held the week of December 3 – 7, 2018 at the Shaw Centre in Ottawa, Ontario. The supplier will work in collaboration with CPHA and the Departmental Authority at the Agency to ensure that the services delivered reflect CIC 2018 requirements.

2. Requirements

2.1 Tasks, Activities, Deliverables and Milestones

The Contractor is to provide audiovisual and interpretation equipment, internet and technical services for CIC2018. Refer to section 2.2 below.

2.2 Specifications

2.2.1 All required audio-visual equipment must be set-up to ensure maximum seating capacity without compromising participant views of screens and speakers in each session room.

2.2.2 All supporting audio-visual cables and wires must be set-up to minimize risk to disruption of equipment during presentations in each session room. Cables must be installed and placed to ensure safety of participants.

2.2.3 All required audiovisual equipment must be set-up centrally to ensure session participants have optimal viewing capacity of all session speakers and presentations in each session room. Aisles must be free of equipment including projectors, screens, speakers, cables and wires unless required to support portable equipment. For example, to facilitate Q&A with the audience and presenters, portable floor microphones may be placed in each session room.

2.2.4 The supplier must have recent* experience providing similar services for three separate events in size and scope as outlined in this Statement of Work. The supplier must provide the customer/company name and contact information from each of these work experiences.

(*Recent experience is defined as 'within the last two years.')



Customer references will be rated using the following scale (maximum of 7.5 points):

Excellent = 2.5 pts

Very Good = 2.0 pts

Good = 1.5 pts

Satisfactory = 1.0 pts

Poor = 0.5 pts

2.2.5 The supplier must include a professional resume demonstrating experience for:

- Account Manager
- Operations Manager
- Event Coordinator

2.2.6 The supplier must provide a floorplan for each session room and the diagram must be designed in accordance to the designated set-ups noted in **Section 2.2.9 C of the statement of work**. Each diagram must include:

- Head-table for four (4) presenters (Table size is 6' x 2' feet)
- Podium with microphone (Podium size is 2' x 2' feet)
- Location and total number of seats for participants
- Location of audio-visual and equipment and SI booth(as required) (Booth size 6' x 8')
- Location of cables and wires

Audiovisual equipment must be checked and approved by conference organizers on Monday December 3, 2018. Where changes are required, the supplier will explain how the changes will be rectified by 08:30 AM EST on Tuesday, December 4, 2018. The audio-visual supplier must have the ability to react quickly in the event of emergency last minute requirement changes.

2.2.7 The Account Manager must be available from Monday, December 3 – Thursday, December 6 during the hours of 8:00 am – 5:00 pm.

2.2.8 If the audio-visual supplier plans to use a third-party contractor to meet any requirements outlined in Section 2, a signed letter of intent between parties must be included in the RFP. The nature of the relationship must be disclosed and include a detailed outline of what services the third-party contractor will provide.



2.2.9 Audio-Visual Required for Sessions

Space Shaw Centre Ottawa	Date	Activity	Requirement Number in brackets indicates total number of equipment required.
A	Set-up: December 2 (17:00) and December 3 Sessions: December 4 - 6	Plenary Sessions Canada Hall 1 & 2 Set-up: Rounds of 8 Capacity: 900	Projection -Projectors - minimum 7,000 lumens (2) -Bolt & Chain suspended from ceiling (2) Screens and Draping -Screens (minimum 12'x21') (2) -Full drape to the perimeter of the room suspended from ceiling Stage Lighting -Lighting of stage and podium Visuals -Laptops with MS Office 2010 (2) -Capacity for bilingual presentations (one language per screen) Camera Package -Live to screen with camera & operator -Stage Set Package Speaker Support -2 x Acrylic podiums -2 x 32" comfort monitor -2 x Monitor floor wedge -2 x Presenter Cue System with remote -Computer output to audience audio -VLAN (1) Microphones/Audio -Podium microphones (2) -Wireless lavalier (4) -Table microphones (4) -Wireless hand held microphones with floor stands (4) -Audio appropriate to room size SI Booth and Equipment -SI Booth and equipment -Interpretation receivers (100) Miscellaneous -Tech table drape package -Clearcom base station -Clearcom intercom belt pack & headset -Power -Rigging



Space	Date	Activity	Requirement (Number in brackets indicates <u>total</u> number required)
B	Set-up: December 2 (17:00) Session: December 3	Room 205/207 Pre-conference Session	The equipment listed below should be mounted to the ceiling to ensure the maximum seating capacity in each session room is available: -Data projector- minimum 5500 lumens (2) -Screen sized appropriate to room (9' x 12') (2) -Audio appropriate to room size -PC laptop with MS Office -Podium microphone -3 x table microphones -2 x wireless hand held microphone with floor stand -Wireless cue system -Confidence monitor -Computer output to audio -Mixer & Audio Equalizer
C	Set-up: December 3 Sessions: December 4 – 6	Session Rooms	The equipment listed below should be mounted to the ceiling to ensure the maximum seating capacity in each session room is available: -Data projector- minimum 4000 lumens (3) -Data projector- minimum 5500 lumens* (4) -Screen sized appropriate to room (7) (minimum 7' x 11.5' to maximum 9' x 12") -Audio appropriate to room size (7) -PC laptop with MS Office (7) -Podium microphones (7) -3 x table microphones (21) -Wireless hand held microphone with floor stand (7) -Wireless cue system (7) -Mixer & Audio Equalizer (7) -Confidence monitor (7) -Computer output to audio (7) -SI Booth and Equipment (6) -Audience Response System (1)
Room 201	Theatre	168	
Room 202	Theatre	144	
Room 203	Theatre	144	
Room 205*	Rounds of 8	128	
Room 206*	Theatre	218	
Room 207*	Rounds of 8	128	
Room 208*	Theatre	162	



D	December 6	Post-conference Session Rooms Room 214	The equipment listed below should be mounted to the ceiling to ensure the maximum seating capacity in each session room is available: -Data projector -Screen sized appropriate to room -Audio appropriate to room size -PC laptop with MS Office -Podium microphone -3 x table microphones -2 x wireless hand held microphone with floor stand -Wireless cue system -Mixer & Audio Equalizer -Confidence monitor -Computer output to audio -SI Booth and Equipment
	December 7	Room 201 Room 202 Room 203 Room 205	
E	December 3 – 7	Registration Rideau Canal Atrium	-Walkie-talkie (4) -Printer (1)
F	December 3 – 7	Show Offices 2A, 2B, 2C & 2D	-PC Laptops with MS Office 2010 (3) -Printer (2)
G	December 3 – 6	Jim Durrell Boardroom	-Polycom with long distance capacity
H	December 4-6, 2018	Room 204 Speaker Ready Room	-5 x PC laptops with MS Office -Printer -Advanced Speaker Presentation Management with on-site networked distribution
I	December 4-7, 2018	Show Office, 3A Interpreters' Office	-PC laptop with MS Office -Printer

2.3 Internet Requirement

Space	Date	Meeting Room/Area	Communications Requirement
A	December 4 - 6	Plenary Sessions	Wi-Fi x 800 concurrent users Wired connection x One (1) in SI Booth
B	December 3 -	Sessions Rooms	Wired connections x 2 per room



	December 7	Room 201 Room 202 Room 203	Room 205 Room 206 Room 207 Room 208	-One (1) at podium -One (1) at AV tech table -Wi-Fi x 80 concurrent users
C	December 3 - 7	Registration Area, Offices and Speaker Ready Room		Wired connections x 6 total

2.3 Method and Source of Acceptance

All Work rendered under the Contract, including revisions, will be subject to approval by the Project Authority. Any communication with the Contractor regarding the quality of Work performed pursuant to the Contract must be undertaken by correspondence through the Project Authority. The Contractor must provide the Project Authority with all deliverables electronically in Microsoft Word format.

The Project Authority has the right to reject any deliverables that are not considered satisfactory, or the Project Authority can require their correction before payment will be authorized. The Contractor must inform the Project Authority of any variation from the Work plan without delay. If an unforeseen situation or issue arises that may become a barrier to the conduct of Work outlined in the Contract, the Contractor and the Project Authority will communicate to address the situation. Any changes to the Work plan, methodology, scope of the Work, and/or change in personnel must be approved by the Project Authority. Any changes will be done in writing by means of a Contract Amendment issued by the Departmental Representative.

2.4 Reporting Requirements

The Contractor must submit (1) electronic copy of the final invoice to the Project Authority at the end of the contract.

In Microsoft Word format, the Contractor must electronically submit one report (Status Report) to the Project Authority outlining the accomplishments for the given period, open issues and upcoming milestones every other month until (3) months prior to the event and then monthly and once a week in the six (6) weeks prior to the event.

In addition to the timely submission of all deliverables and the fulfilment of all obligations under this Contract, it is the responsibility of the Contractor to facilitate and maintain regular communication with the Project Authority.

Communication is defined as all reasonable effort to inform all parties of plans, decisions, proposed approaches, implementation, and results of Work, to ensure that the Work is progressing well and in accordance with expectations. Communication may include telephone calls, electronic mail, faxes, mailings, and meetings.

2.5 Project Management Control Procedures

The individual identified in the proposal as the Project Authority will ensure the contract is brought in on time, on budget and of an acceptable quality by:

- Ensuring CPHA, the Shaw Centre and the Vendor work collaboratively to confirm the Conference audio-visual and interpretation equipment, and services requirements;
- Reviewing expenditures as per submitted project budget.

3. Additional Information

3.1 Canada's Obligations

- Public Health Agency of Canada

PHAC will provide access to a PHAC staff member who will be available to provide information and work collaboratively with the Contractor and CPHA.

- Contractor will provide its own equipment, software and resources to fulfill the requirements in this Statement of Work.

3.2 Location of Work, Work site and Delivery Point

The work will be undertaken at the Shaw Centre in Ottawa, Ontario. Equipment and labour is required in the session and meeting rooms as identified in Section 2.2

3.3 Language of Work

The work will be conducted in English..

4 Project Schedule

4.1 Expected Start and Completion Dates

June 1, 2018 - December 6, 2018

4.2 Schedule and Estimated Level of Effort (Work Breakdown Structure).



Annex B – Pricing Sheet

Submit firm, all inclusive prices for **all items as identified** in Section 2.2 – Requirements and Specifications. The total amount of GST or HST must be shown separately.

	FUNCTION	PRICE (excluding GST/HST)
A	Plenary Room	
	Power	\$
	Rigging	\$
	SI Booth and Equipment	\$
	Audiovisual Equipment	\$
	Labour Set-up	\$
	On-site Technicians	\$
	Labour Dismantle	\$
	Section A Subtotal	\$
B	Pre-conference Session	
	Audiovisual Equipment	\$
	Labour Set-up	\$
	Section B Subtotal	\$
C	Concurrent session rooms	
	SI Booths and Equipment	\$
	Audiovisual Equipment	\$
	Labour Set-up	\$
	On-site Technicians	\$
	Labour Dismantle	\$
	Section C Subtotal	\$
D	Post-conference Session	\$
	SI Booths and Equipment	\$
	Audiovisual Equipment	\$
	Labour Set-up	\$
	On-site Technicians	\$
	Labour Dismantle	\$
	Section D Subtotal	\$
E	Registration Area	\$
	Audiovisual Equipment	\$
	Labour Set-up	\$
	Labour Dismantle	\$
	Section E Subtotal	\$
F	Offices	
	Audiovisual Equipment	\$
	Labour Set-up	\$
	Labour Dismantle	\$
	Section F Subtotal	\$



G	Meeting Rooms	
	Audiovisual Equipment	\$
	Labour Set-up	\$
	Labour Dismantle	\$
	Section G Subtotal	\$
H	Speaker Ready Room	
	Audiovisual Equipment	\$
	Labour Set-up	\$
	On-site Technicians	\$
	Labour Dismantle	\$
	Section H Subtotal	\$
I	Interpreters' Office	
	Audiovisual Equipment	\$
	Labour Set-up	\$
	Labour Dismantle	\$
	Section I Subtotal	\$

	AUDIO-VISUAL TOTALS	
	Total Power & Rigging	\$
	Total Audiovisual Equipment	\$
	Total SI Booth and Equipment	\$
	Total Labour	\$
	Total (excluding GST/HST)	\$
	INTERNET	
	Wi-Fi	\$
	Wired Connections	\$
	Total Labour	\$
	Total (excluding GST/HST)	\$

Annex C - Commercial General Liability Insurance

The Contractor must obtain Commercial General Liability Insurance, and maintain it in force throughout the duration of the Contract, in an amount usual for a contract of this nature, but for not less than \$2,000,000 per accident or occurrence and in the annual aggregate.

The Commercial General Liability policy must include the following:

- (a) Additional Insured: Canada is added as an additional insured, but only with respect to liability arising out of the Contractor's performance of the Contract. The interest of Canada should read as follows: Canada, as represented by Public Works and Government Services Canada.
- (b) Bodily Injury and Property Damage to third parties arising out of the operations of the Contractor.
- (c) Products and Completed Operations: Coverage for bodily injury or property damage arising out of goods or products manufactured, sold, handled, or distributed by the Contractor and/or arising out of operations that have been completed by the Contractor.
- (d) Personal Injury: While not limited to, the coverage must include Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character.
- (e) Cross Liability/Separation of Insureds: Without increasing the limit of liability, the policy must protect all insured parties to the full extent of coverage provided. Further, the policy must apply to each Insured in the same manner and to the same extent as if a separate policy had been issued to each.
- (f) Blanket Contractual Liability: The policy must, on a blanket basis or by specific reference to the Contract, extend to assumed liabilities with respect to contractual provisions.
- (g) Employees and, if applicable, Volunteers must be included as Additional Insured.
- (h) Employers' Liability (or confirmation that all employees are covered by Worker's compensation (WSIB) or similar program)
- (i) Broad Form Property Damage including Completed Operations: Expands the Property Damage coverage to include certain losses that would otherwise be excluded by the standard care, custody or control exclusion found in a standard policy.
- (j) Notice of Cancellation: The Insurer will endeavour to provide the Contracting Authority thirty (30) days written notice of policy cancellation.
- (k) If the policy is written on a claims-made basis, coverage must be in place for a period of at least 12 months after the completion or termination of the Contract.
- (l) Owners' or Contractors' Protective Liability: Covers the damages that the Contractor becomes legally obligated to pay arising out of the operations of a subcontractor.

Annex D - POINT RATED TECHNICAL EVALUATION CRITERIA AND SCORING GRID

This RFP will be evaluated using a combination of mandatory requirements and point rated requirements.

The evaluation of point rated requirements will be according a number scale where 5 is best and 1 is poor or 7.5 is best and 1 is poor.

NA = Not applicable

Section	Description	Scoring	Score			
			Actual Score	Min Score	Pass	Fail
2.2.1, 2.2.2, 2.2.3, 2.2.6	The supplier must provide a floorplan for each session room and the diagram must be designed in accordance to the designated set-ups noted in Section 2.2 .9 C of the Statement of Work.	<p>Each requirement will be scored according to: 0-2 points – does not adequately meet the set up requirements. 3-4 points – satisfactory response with some compromise to the requirements. 5 points – ideal set up that fully meets the requirements.</p> <ol style="list-style-type: none"> 1. Head-table for four presenters – 5 points 2. Podium with microphone – 5 points 3. Location and total number of seats for participants – 5 points 4. Location of Audio-visual and equipment and SI booth (as required) – 5 points 5. Location of cables and wires – 5 points 6. Central location of screen – 5 points 7. Central location of speakers – 5 points 8. Optimal viewing by participants – 5 points 9. Amount of equipment in aisles and its location - 5 points 		4		
				4		
				4		
				4		
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				4		
				4		

Annex D - POINT RATED TECHNICAL EVALUATION CRITERIA AND SCORING GRID

This RFP will be evaluated using a combination of mandatory requirements and point rated requirements.

The evaluation of point rated requirements will be according a number scale where 5 is best and 1 is poor or 7.5 is best and 1 is poor.

NA = Not applicable

Section	Description	Scoring	Score			
			Actual Score	Min Score	Pass	Fail
2.2.4	Provide a customer/company name from each of the three work experiences you provided as part of the requirements for this RFP. The customer/company will be contacted independently by Government of Canada representatives and be required to provide a reference. The references will be obtained using a template to ensure a fair and transparent evaluation process.	<p>Points will be awarded for each reference question. A maximum of 7.5 points per reference for a maximum of 22.5.</p> <p>0-2.5 points – little or no experience as outlined in the proposal – fewer than 3 projects in size and scope in this RFP.</p> <p>3-5 points – some experience providing 3 projects as outlined in the proposal with limited success</p> <p>5.5-7.5 points – extensive experience as outlined in the proposal for 3 projects similar size and scope with a high degree of success.</p>		19.5		
2.2.5	The bidder must include a professional resume demonstrating experience for their Account Manager, Operations Manager and Event Coordinator.	<p>0-2 points – limited demonstrated experience providing audiovisual services for projects of similar size and scope outlined in this RFP. – less than 1 year and less than 3 projects.</p> <p>3-4 points – some demonstrated experience</p>				

Annex D - POINT RATED TECHNICAL EVALUATION CRITERIA AND SCORING GRID

This RFP will be evaluated using a combination of mandatory requirements and point rated requirements.

The evaluation of point rated requirements will be according a number scale where 5 is best and 1 is poor or 7.5 is best and 1 is poor.

NA = Not applicable

Section	Description	Scoring	Score			
			Actual Score	Min Score	Pass	Fail
		providing audiovisual services for projects of similar size and scope as outlined in this RFP – 1-2 years and less than 3 projects. 5 points – significant demonstrated experience providing audiovisual services for projects of similar size and scope as outlined in this RFP – over 2 years and numerous projects. Account Manager - 5 points Operations Manager -5 points Event Coordinator - 5 points A maximum of 15 points can be earned for this requirement.		12		

Annex E - Customer Reference Questionnaire

Instructions:

For each question please rate the supplier using the rating scale in Column 3 by clicking on the applicable checkbox.

In the row below the question in Column 2 provide a short description explaining why you rated the supplier as you did. The maximum length for each description is 250 words.

Column #1	Column #2	Column #3
1.	Name of Customer Reference: Click here to enter text.	Not applicable for question #1
2.	Name of Supplier: Click here to enter text.	Not applicable for question #2
3.	What your relationship with the supplier?	Not applicable for question #3
	(Provide a brief description of your relationship with the supplier.)	
4.	What was the overall quality of audiovisual services by the supplier?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor
	(Provide a brief description explaining your reference rating for Question #1 limiting your answer to 250 words.)	
5.	Did the supplier provide services in a timely and organized way?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor
	(Provide a brief description explaining your reference rating for Question #1 limiting your answer to 250 words.)	
6.	How did the supplier solve issues and/or unexpected risks?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor
	(Provide a brief description explaining your reference rating for Question #1 limiting your answer to 250 words.)	

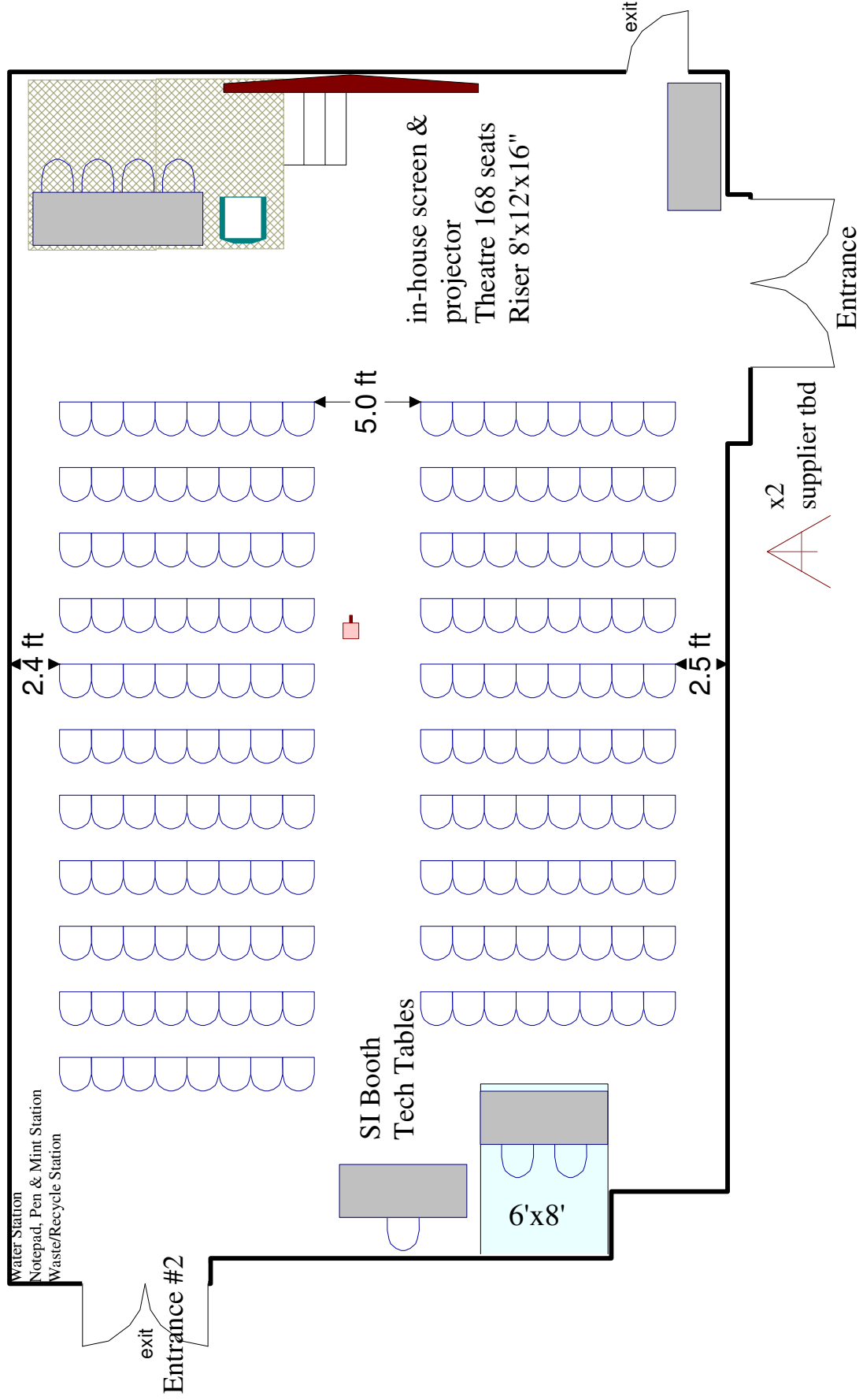
7.	How would you rate the supplier's overall customer service?	<input type="checkbox"/> Excellent <input type="checkbox"/> Very Good <input type="checkbox"/> Good <input type="checkbox"/> Satisfactory <input type="checkbox"/> Poor
	(Provide a brief description explaining your reference rating for Question #1 limiting your answer to 250 words.)	

Appendix A Seating Requirements

Room	Set Up	# PPL	SI
Canada Hall 1	Rounds of 8	960	✓
Room 201	Theatre	220	✓
Room 202	Theatre	180	✓
Room 203	Theatre	150	✓
Room 204	Theatre	156	✓
Room 205	Rounds of 8	250	-
Room 206	Theatre	250	✓
Room 207	Rounds of 8	250	-
Room 208	Theatre/Classroom	300	✓



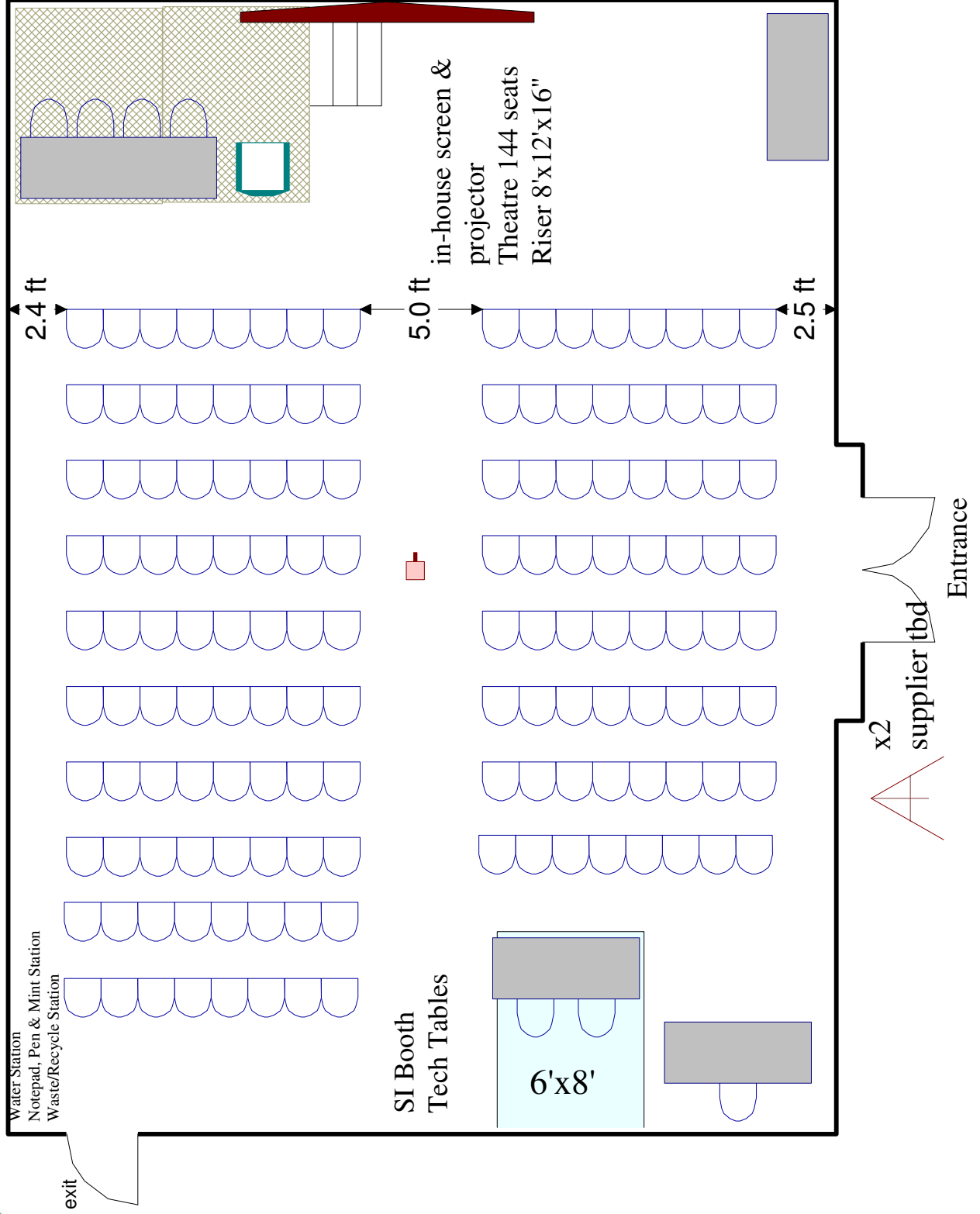
201 Sample Only



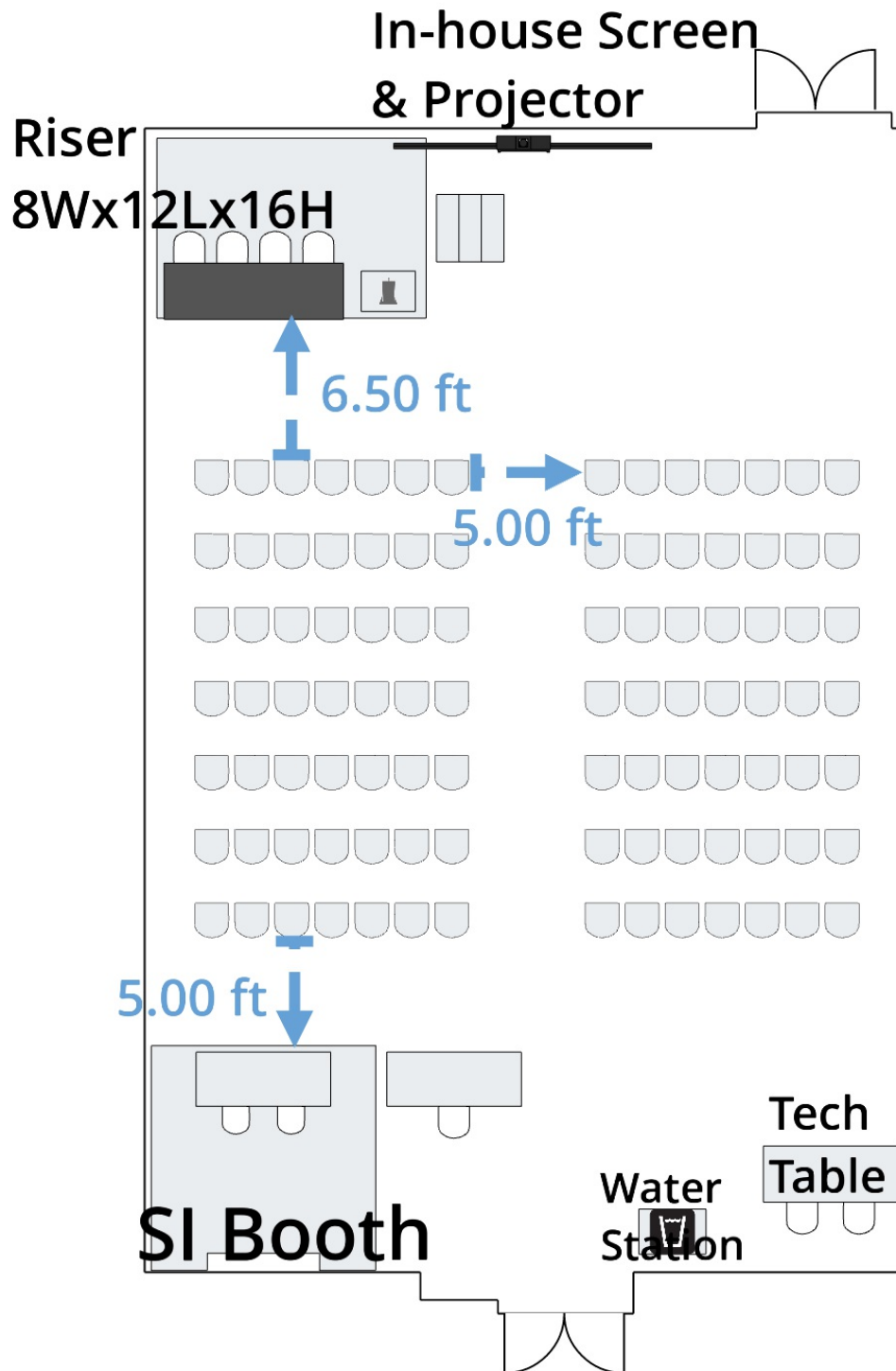


202

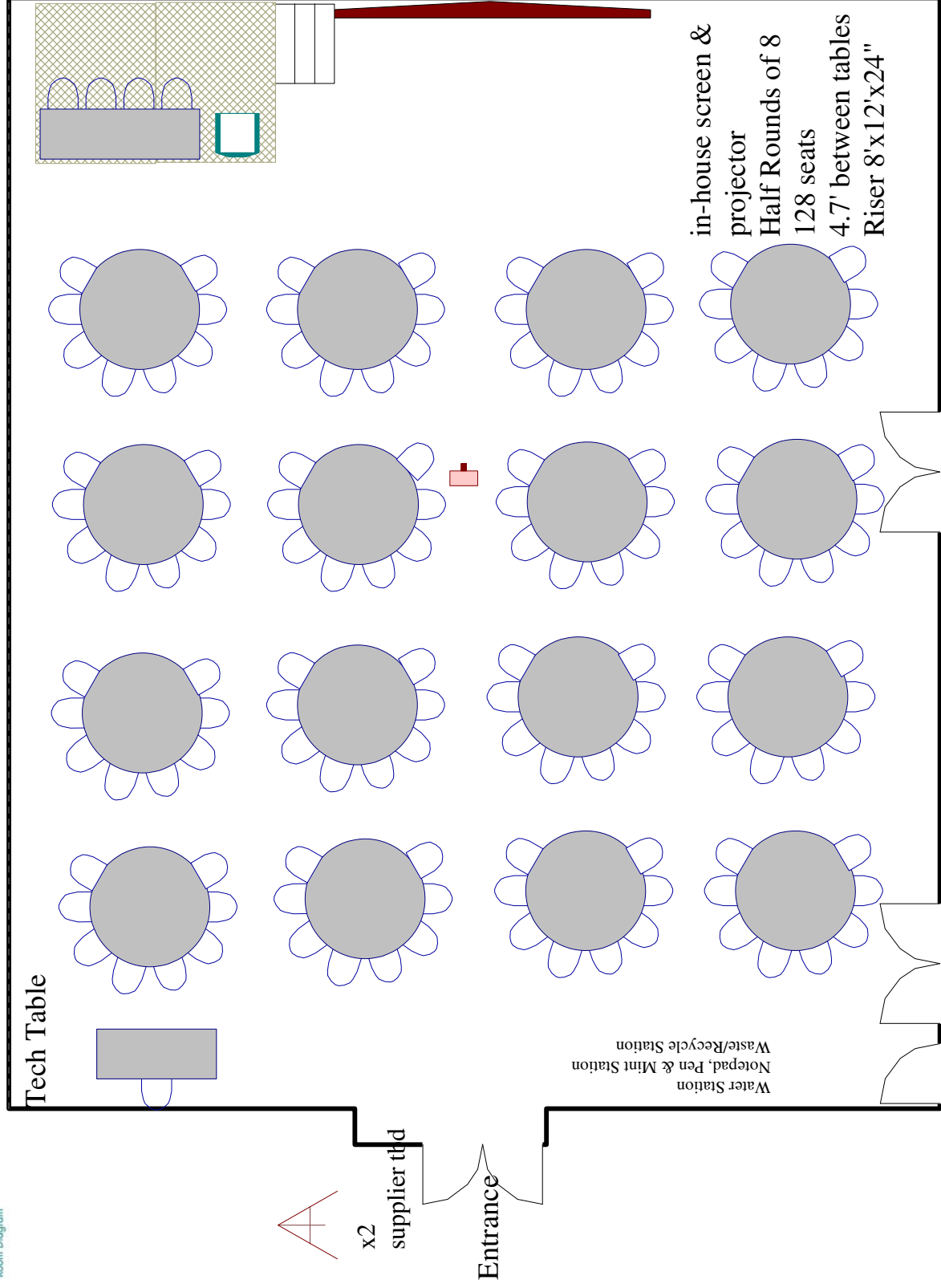
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Theatre Seating for 98

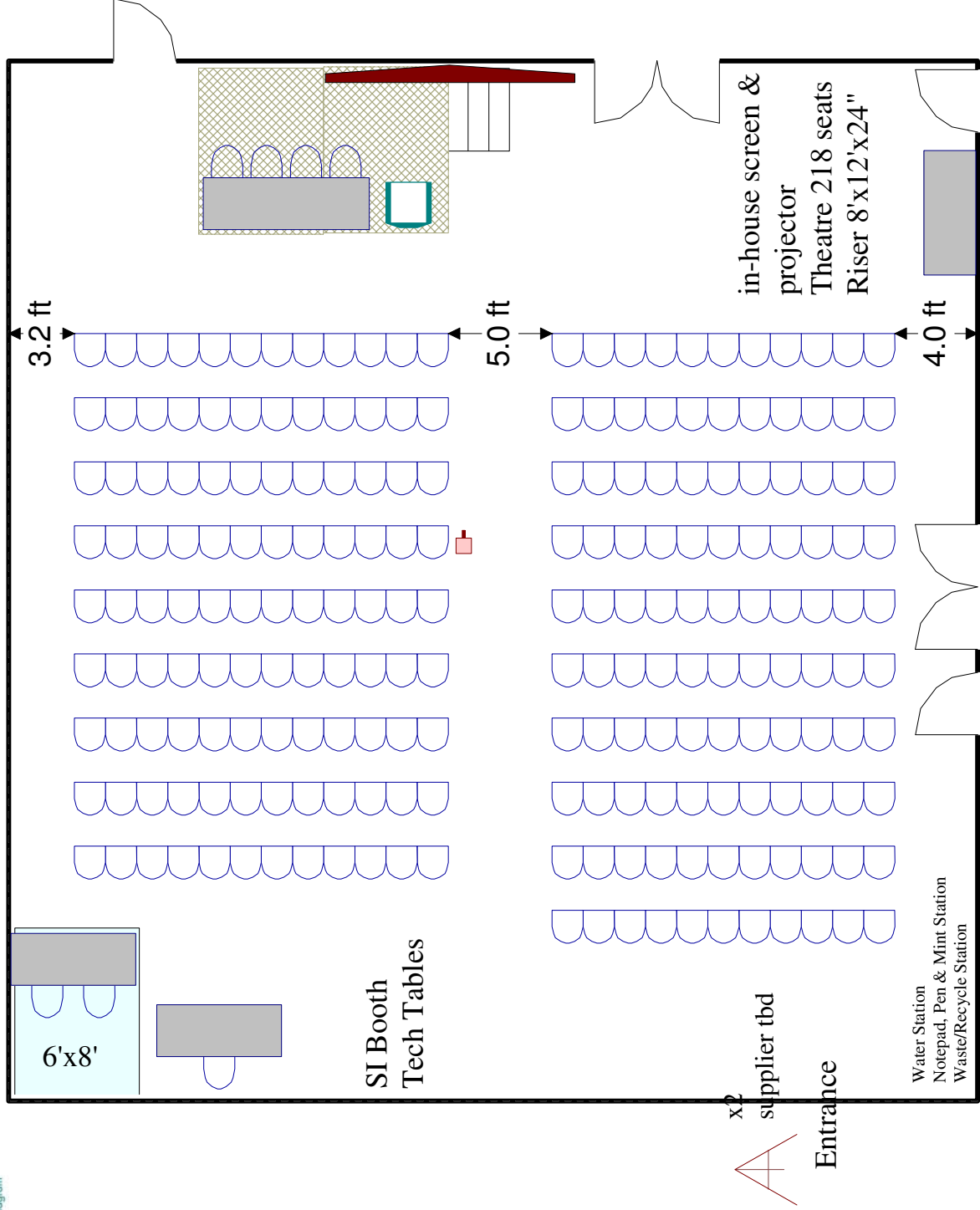


5 Feet



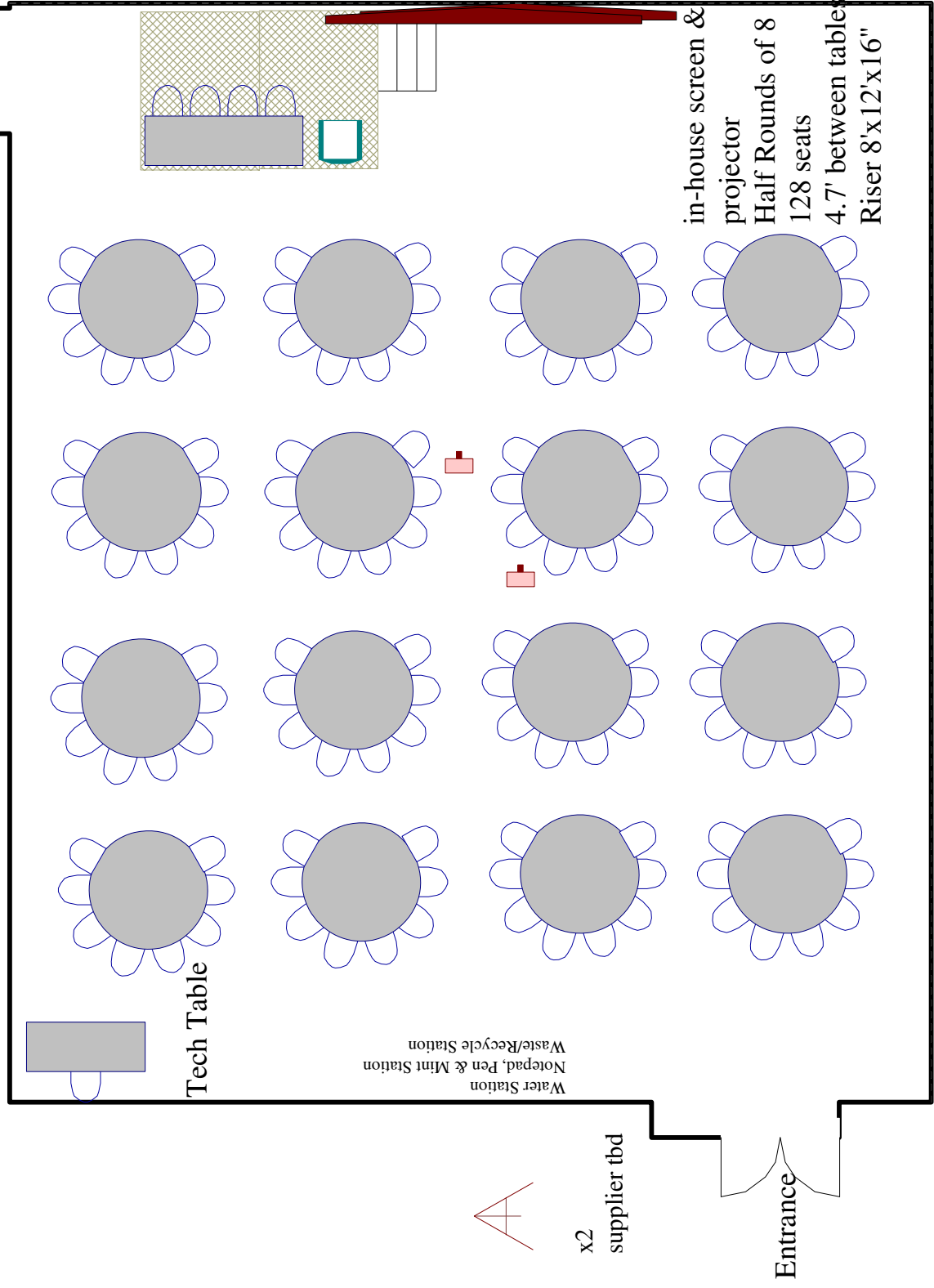


206 Sample Only



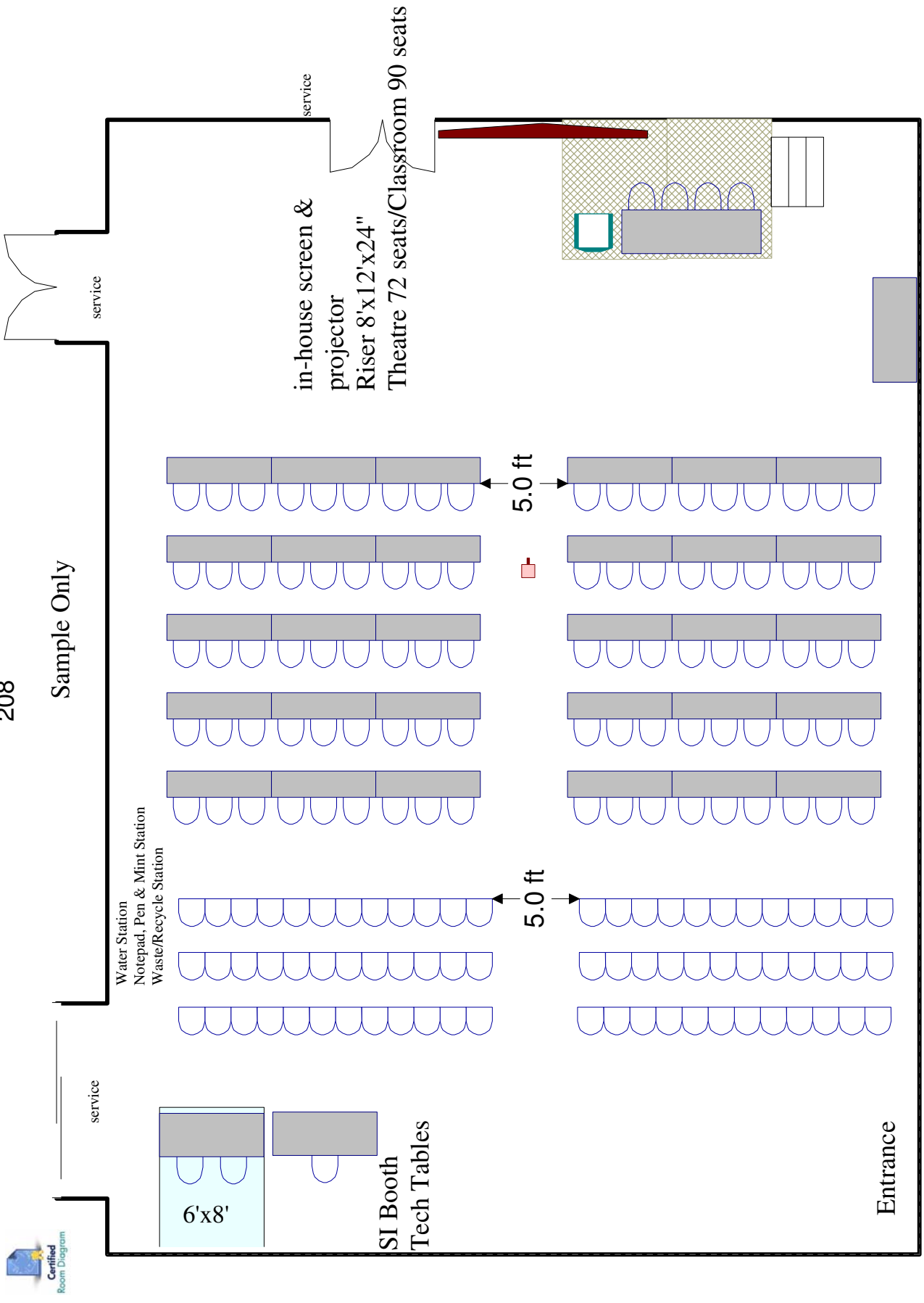
207

Sample Only



208

Sample Only



x2 supplier tbd

A