



**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**

<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> 35035-180440/A	<b>Date</b> 2018-06-11
<b>Client Reference No. - N° de référence du client</b> 35035-18-0440	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-026-74966	
<b>File No. - N° de dossier</b> cx026.35035-180440	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2018-06-26</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Daylight Saving Time EDT
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Deen(CX Div.), Raihanna	<b>Buyer Id - Id de l'acheteur</b> cx026
<b>Telephone No. - N° de téléphone</b> (613) 990-4033 ( )	<b>FAX No. - N° de FAX</b> (613) 949-1281
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> -	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

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

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation.

### **1.2 Statement of Work**

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

### **1.3 Comprehensive Land Claims Agreement(s)**

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

- James Bay and Northern Quebec Agreement (JBNQA)
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claim Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement of the Council for Yukon Indians
- Champagne and Aishihik First Nations Final Agreement
- Little Salmon/Carmacks First Nation Final Agreement
- First Nation of Nacho Nyak Dun Final Agreement
- Selkirk First Nation Final Agreement
- Teslin Tlingit Council Final Agreement
- Vuntut Gwitchin First Nation Final Agreement
- Tr'ondëk Hwëch'in Final Agreement
- Ta'an Kwach'an Council Final Agreement
- Kluane First Nation Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Carcross/Tagish First Nation Final Agreement
- Sahtu Dene and Metis Comprehensive Land Claim Agreement
- Labrador Inuit Land Claims Agreement
- Tlicho Land Claims Agreement
- Nunavik Inuit Land Claims Agreement

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

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

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Further to Article 1802 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement.

## 1.5 Debriefings

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

## 1.6 Canadian Content

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

## 1.7 E-Post Connect

This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation to transmit their bid electronically. Bidders must refer to Part 2 entitled Bidder Instructions, and Part 3 entitled Bid Preparation Instructions, of the bid solicitation, for further information

## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

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

The 2003 standard instructions is amended as follows:

- section 05, entitled Submission of bids, is amended as follows:
  - subsection 1 is deleted entirely and replaced with the following: "Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder. If a bid is submitted by a joint venture, it must be in accordance with section 17."
  - paragraph 2.d is deleted entirely and replaced with the following: "send its bid only to the specified Bid Receiving Unit of Public Works and Government Services Canada (PWGSC) specified in the bid solicitation, or to the address specified in the bid solicitation, as applicable;"
  - paragraph 2.e is deleted entirely and replaced with the following: "ensure that the Bidder's name, and return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,"
- section 06, entitled Late bids, is deleted entirely and replaced with the following: "PWGSC will return or delete bids delivered after the stipulated solicitation closing date and time, unless they qualify as a delayed bid as described in section 07. For late bids submitted using means other than the Canada Post Corporation's epost Connect service, the physical bid will be returned. For bids submitted electronically the late bid will be deleted. As an example, bids submitted using Canada Post Corporation's epost Connect service, an epost Connect conversation initiated by the Bid Receiving

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Unit via the epost Connect service pertaining to a late bid will be deleted. Records will be kept documenting the transaction history of all late bids submitted using epost Connect."

- section 07, entitled Delayed bids, is amended as follows:
- subsection 1 is deleted and replaced as follows:
- A bid delivered to the specified Bid Receiving Unit after the solicitation closing date and time but before the contract award date may be considered, provided the bidder can prove the delay is due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC) (or national equivalent of a foreign country). Private courier (Purolator Inc., Fedex Inc., etc.) is not considered to be part of CPC for the purposes of delayed bids.
- The only pieces of evidence relating to a delay in the CPC system that are acceptable to PWGSC are:
  - a CPC cancellation date stamp;
  - a CPC Priority Courier bill of lading;
  - a CPC Xpresspost label;
  - that clearly indicates that the bid was sent before the solicitation closing date.
- The only piece of evidence relating to a delay in the epost Connect service provided by CPC system that is acceptable to PWGSC is a CPC epost Connect service date and time record indicated in the epost Connect conversation history that clearly indicates that the bid was sent before the solicitation closing date and time.
  
- section 08, Transmission by facsimile, is deleted entirely and replaced by the following:

"Transmission by facsimile or by epost Connect

  1. Facsimile
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by facsimile.
      - i. PWGSC, National Capital Region: The only acceptable facsimile number for responses to bid solicitations issued by PWGSC headquarters is 819-997-9776 or, if applicable, the facsimile number identified in the bid solicitation.
      - ii. PWGSC regional offices: The facsimile number for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
  
    - b. For bids transmitted by facsimile, Canada will not be responsible for any failure attributable to the transmission or receipt of the faxed bid including, but not limited to, the following:
      - i. receipt of garbled, corrupted or incomplete bid;
      - ii. availability or condition of the receiving facsimile equipment;
      - iii. incompatibility between the sending and receiving equipment;
      - iv. delay in transmission or receipt of the bid;
      - v. failure of the Bidder to properly identify the bid;
      - vi. illegibility of the bid; or
      - vii. security of bid data.
  
    - c. A bid transmitted by facsimile constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.
  2. epost Connect
    - a. Unless specified otherwise in the bid solicitation, bids may be submitted by using the [epost Connect service provided by Canada Post Corporation](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a) ([https://www.canadapost.ca/web/en/products/details.page?article=epost\\_connect\\_send\\_a](https://www.canadapost.ca/web/en/products/details.page?article=epost_connect_send_a)):
      - i. [PWGSC, National Capital Region: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC headquarters is: TPGSC.DGAreceptiondessoumissions-ABBidReceiving.PWGSC@tpsgc-pwgsc.gc.ca, or, if applicable, the email address identified in the bid solicitation.](#)

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- ii. PWGSC regional offices: The only acceptable email address to use with epost Connect for responses to bid solicitations issued by PWGSC regional offices is identified in the bid solicitation.
  - b. To submit a bid using epost Connect service, the Bidder must either:
    - i. send directly its bid only to the specified PWGSC Bid Receiving Unit, using its own licensing agreement for epost Connect provided by Canada Post Corporation; or
    - ii. send as early as possible, and in any case, at least six business days prior to the solicitation closing date and time (in order to ensure a response), an email that includes the bid solicitation number to the specified PWGSC Bid Receiving Unit requesting to open an epost Connect conversation. Requests to open an epost Connect conversation received after that time may not be answered.
  - c. If the Bidder sends an email requesting epost Connect service to the specified Bid Receiving Unit in the bid solicitation, an officer of the Bid Receiving Unit will then initiate an epost Connect conversation. The epost Connect conversation will create an email notification from Canada Post Corporation prompting the Bidder to access and action the message within the epost Connect conversation. The Bidder will then be able to transmit its bid afterward at any time prior to the solicitation closing date and time.
  - d. If the Bidder is using its own licensing agreement to send its bid, the Bidder must keep the epost Connect conversation open until at least 30 business days after the solicitation closing date and time.
  - e. The bid solicitation number should be identified in the epost Connect message field of all electronic transfers.
  - f. It should be noted that the use of epost Connect service requires a Canadian mailing address. Should a bidder not have a Canadian address, they may use the Bid Receiving Unit address specified in the solicitation in order to register for the epost Connect service.
  - g. For bids transmitted by epost Connect service, Canada will not be responsible for any failure attributable to the transmission or receipt of the bid including, but not limited to, the following:
    - i. receipt of a garbled, corrupted or incomplete bid;
    - ii. availability or condition of the epost Connect service;
    - iii. incompatibility between the sending and receiving equipment;
    - iv. delay in transmission or receipt of the bid;
    - v. failure of the Bidder to properly identify the bid;
    - vi. illegibility of the bid;
    - vii. security of bid data; or
    - viii. inability to create an electronic conversation through the epost Connect service.
  - h. A bid transmitted by epost Connect service constitutes the formal bid of the Bidder and must be submitted in accordance with section 05.

## 2.2 Submission of Bids

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

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

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide

the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### **Definitions**

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

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

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

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

### **Former Public Servant in Receipt of a Pension**

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

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

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

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

### **Work Force Adjustment Directive**

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

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;

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

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

## 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to [TPSGC.pdgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.pdgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca) no later than 2 calendar days before the bid closing date. Enquiries received after that time may not be answered.

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

## 2.5 Applicable Laws

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

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

## PART 3 - BID PREPARATION INSTRUCTIONS

### 3.1 Bid Preparation Instructions

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 08 of the 2003 standard instructions. Bidders must provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

The bid must be gathered per section and separated as follows:

- Section I: Technical Bid
- Section II: Financial Bid
- Section III: Certifications

- If the Bidder chooses to submit its bid in paper copies, Canada requests that the Bidder submits its bid in separately bound sections as follows:

Section I: Technical Bid - 1 paper copy and 1 electronic copy on USB

Section II: Financial Bid - 1 paper copy and 1 electronic copy on USB

### Section III: Certifications - 1 paper copy and 1 electronic copy on USB

If there is a discrepancy between the wording of the electronic copy and the paper copy, the wording of the paper copy will have priority over the wording of the electronic copy.

- If the Bidder is simultaneously providing copies of its bid using multiple acceptable delivery methods, and if there is a discrepancy between the wording of any of these copies and the electronic copy provided through epost Connect service, the wording of the electronic copy provided through epost Connect service will have priority over the wording of the other copies.
- Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

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) format;
- (b) use a numbering system that corresponds to the bid solicitation.

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

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest 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 paper clips instead of staples, cerlox, duotangs or binders.

#### **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 should demonstrate their capability and describe their approach in a thorough, concise and clear manner for carrying out the work.

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. 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.

#### **Section II: Financial Bid**

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

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### **3.1.1 Electronic Payment of Invoices – Bid**

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

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

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

### **3.1.2 SACC Manual Clauses**

#### **Section III: Certifications**

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

### ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

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

If pricing is not provided, for an element of Table A or Table B, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Pricing Schedule will be considered compliant. However, if the Bidder disagrees then the proposal will be found non-compliant and no further evaluation will be done.

#### FINANCIAL EVALUATION - BID EVALUATION VALUE (BEV)

The BEV is calculated for evaluation purposes. The firm all-inclusive hourly rates for event management services quoted by the Bidder in Table A and the firm all-inclusive percentage mark-up on direct and sub-contracted expenses submitted in Table B will be used to calculate the BEV and will also apply to the resulting Contract and subsequent Task Authorizations as indicated herein.

#### Event Management Services

The firm fixed all-inclusive hourly rates for event management services submitted by the Bidder in Table A will be used in the calculation of the BEV as follows:

The "Number of hours (for Evaluation Purposes Only)" shown in the Table A are estimates for evaluation purposes only and are not a guarantee of the actual number of hours required, nor are they intended to reflect any expectations on behalf of the Government of Canada.

**TABLE A – Event Management Services**

Category of Service	Estimated Number of Hours (for Evaluation Purposes Only)	FIRM ALL-INCLUSIVE HOURLY RATE	Total for evaluation (firm all-inclusive hourly rate x number of hours for evaluation purposes only)
Event Coordinator	1,500	\$ _____	\$ _____
Event Manager	500	\$ _____	\$ _____
<b>Total cost for Event management services (excluding applicable taxes) for evaluation purposes only (TABLE A):</b>			

#### Direct and Subcontracted Expenses

The firm firm all-inclusive percentage Mark-up on Direct and Subcontracted Expenses submitted by the Bidder in Table B will be used in the calculation of the BEV as follows:

The "Total Value of Direct and Subcontracted Expenses (for evaluation purposes only)" shown in the Table B is for evaluation purposes only **and is not a guarantee of the actual value for direct and subcontracted expenses**, nor is it intended to reflect any expectations on behalf of the Government of Canada.

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 File No. - N° du dossier  
 CX026 35035-180440

Buyer ID - Id de l'acheteur  
 CX026  
 CCC No./N° CCC - FMS No./N° VME

**TABLE B – Direct and Subcontracted Expenses**

Firm All-Inclusive Mark-up on Direct and Subcontracted Expenses ( <b>not to exceed 8%</b> )	_____ %
Total Value of Direct and Subcontracted Expenses ( <b>for evaluation purposes only</b> )	\$4,000,000.00
<b>Total Direct and Subcontracted Expenses Including Mark-up (excluding Applicable Taxes) For Evaluation Purposes Only (TABLE B)</b> <i>(firm all-inclusive mark-up on direct and subcontracted expenses x total value of direct and subcontracted expenses for evaluation purposes only):</i>	\$ _____

**TABLE C - BID EVALUATION VALUE**

Total Evaluated Price for Event Management Services (TABLE A):	\$ _____
Total Evaluated Price for Direct and Subcontracted Expenses (TABLE B):	\$ _____
<b>TOTAL ALL INCLUSIVE BEV FOR EVALUATION PURPOSES ONLY* (TOTAL TABLES A and B)</b>	\$ _____
<b>*NOTE: Although the BEV is calculated for evaluation purposes only and will not form part of any resulting Contract, the prices and rates quoted by the Bidder in Tables A and B will apply to any resulting Contract and Task Authorization as indicated herein.</b>	

## **PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION**

### **4.1 Evaluation Procedures**

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

#### **4.1.1 Technical Evaluation**

##### **4.1.1.1 Mandatory Technical Criteria**

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

##### **M.1 Financial Proposal**

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

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

##### **M2. EXPERIENCE OF THE FIRM**

The Bidder must have:

- Been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services, and
- Have a physical place of business within Canada.

The Bidder must provide:

- The number of years the firm has been in business; and
- The number of years the firm has specialized in the provision of event management services; and
- The physical address(es) of the firm's place(s) of business within Canada (including street address, city/town, and province/territory for each).

##### **M3. EVENT MANAGEMENT PROJECTS**

The Bidder must provide a detailed description of three (3) event management projects.

The event management projects described must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidder's resources on behalf of another firm will not be accepted.

For each project the Bidder must demonstrate the following experience;

- a. The event start date must have been after January 1, 2013;
- b. The event location must have been within North America;

- c. The firm's assigned portion of the overall budget must have been at least \$200,000 (including any professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- d. A minimum of 40 delegates with varied profiles must have attended the event. A "Delegate" is defined as including, but not restricted to, a potential audience, participant, speaker/presenter, moderator, session chair, or member of a client group. "Varied" is defined as including three (3) or more of the following profiles – general public, senior citizens, veterans, senior executives, parliamentary officials, affected individuals providing testimony or witnesses.
- e. One (1) or more of the firm's resources must have been on-site for three (3) days or more. "Resources" for the purposes of this RFP are defined as a Senior Event Manager and/or Event Coordinator. "On-site" is defined as at the event location(s) and/or travelling with the event participants; and
- f. All of the following event management services must have been provided: accommodations, logistics including audio visual needs, hospitality and transportation.

#### **M.4 Proposed Resource**

The Bidder must provide the name of one Event Coordinator and must demonstrate how the proposed Event Coordinator has at least two (2) years' experience within the last five (5) years in leading the development, execution and on site management of events.

#### **M.5 Event Management Projects**

To demonstrate the experience of the proposed resource in response to M.4, the Bidder must describe three (3) event projects where the proposed resource had a lead role in coordinating, execution and providing onsite management of the event.

Each event project must have:

- a) occurred after January 1, 2013
- b) had an overall budget of at least \$100,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);
- c) included a minimum of forty (40) delegates; and
- d) provided services that included hospitality, accommodations, travel arrangements, audio visual logistics and reserving the meeting venue.

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

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

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

#### 4.1.1.2 Point Rated Technical Criteria

##### **RATED CRITERIA:**

**Maximum Possible Points: 189**

**Minimum Required Points: 96**

##### **R.1. UNDERSTANDING OF THE SCOPE AND CHALLENGES**

The Bidder should demonstrate an understanding of the nature, scope and purpose of the requirement, the challenges associated with providing event management services for this requirement, and how they might be overcome, and the Bidder's capacity to deliver the required services to fulfill the communications objectives specified in this RFP.

Not acceptable:

0 points -The information provided was unsuitable or insufficient to evaluate.

Limited:

5 points - Criterion addressed, but not enough information provided.

5 points - Criterion addressed, but not technically acceptable.

5 points - Limited comments or transcribed from the Statement of Work (SOW) without any additional interpretation or discussion.

Acceptable:

10 points - Details provided to demonstrate a good understanding of the nature, scope and purpose of the requirement.

10 points - Details provided to illustrate a good outline of challenges associated with providing event management services for this requirement, and suggests some solutions.

10 points - Details provided to describe the Bidder's capacity to deliver the required services to fulfill the communications objectives specified in this RFP with minimal weaknesses and/or deficiencies could exist but do not pose any risk to the event.

Very Good: This is the desired objective of the response.

20 points - Clear details provided to demonstrate a superior understanding of the nature, scope and purpose of the requirement.

20 points - Clear and detailed descriptions provided to illustrate a detailed analysis of challenges associated with providing event management services for this requirement, and clear solutions.

20 points - Details provided to describe the Bidder's capacity to deliver the required services to fulfill the communications objectives specified in this RFP. No evident weaknesses and/or deficiencies that would pose any risk to the events.

**Each criteria element will be assessed against one of the evaluation levels (Not acceptable, Limited, Acceptable or Very Good).**

## R.2: APPROACH AND METHODOLOGY

The Bidder should provide an approach and methodology outlining the execution of the event described in the Statement of Work.

The approach and methodology should outline:

- The distribution of resource(s) for each location;
- How the resource(s) will fulfill the event requirements as specified in Annex A Statement of Work.
- For each individual task, the proposed resource(s) as identified in M.4 Proposed Resources and the level of effort (in hours) to be expended by each resource should be identified;
- The overall management of the project, including subcontracts;
- Proposed methodology to ensure an efficient working relationship with the client/project authority.

Not acceptable:

0 points - The information provided was unsuitable or insufficient to evaluate.

Limited:

5 points - Criterion addressed, but not enough information provided.

5 points - Criterion addressed, but not technically acceptable.

5 points - Limited comments or transcribed from the Statement of Work (SOW) without any additional interpretation or discussion.

Acceptable:

10 points - Approach and methodology addresses the objectives and outlines key areas of event and the tasks to be performed.

10 points - Details provided to describe the distribution of resources, and how they will fulfill the event requirements with some details provided on subcontracts.

10 points - Demonstrates some client involvement in the approach.

Very Good: This is the desired objective of the response.

20 points - Approach and methodology will effectively achieve the objectives and outlines key areas of event and the tasks to be performed.

20 points - Details provided to describe the distribution of resources, and how they will fulfill the event requirements with complete details provided on where there will be subcontracts.

20 points - Demonstrates on-going client involvement in the approach during all stages of the event from the planning stage to the final event production and outlines key areas that require input from clients. The approach for working with the Project Authorities is excellent and demonstrates flexibility in how the approach will take client needs into consideration.

**Each criteria element will be assessed against one of the evaluation levels (Not acceptable, Limited, Acceptable or Very Good).**

### R.3. EVENT PROJECT SAMPLES

The Bidder should provide the following information for each of the three (3) event management project samples submitted in M.3 above:

- Name of the project/event;
- Description of the project/event;
- Event start date (month and year)
- Event location
- The overall budget of each project/event, excluding applicable taxes;
- Number of delegates in attendance
- Profile of delegates in attendance;
- Firm's resource(s) who was/were on-site;
- Listing and description of roles and or tasks associated with each resource
- List of event management services provided. The list must clearly demonstrate that the Bidder provided all of the following services:
  - Accommodation
  - Logistics
  - Hospitality
  - Transportation

Not acceptable:

0 points: The information provided was unsuitable or insufficient to evaluate.

Limited:

- 1 point - Criterion addressed but there was missing or not enough information provided.
- 1 point - Criterion addressed but not technically acceptable.
- 1 point - Limited comments or transcribed from the Statement of Work (SOW) without any additional interpretation or discussion.

Acceptable:

- 2 points - Most information fields were provided.
- 2 points - Information was clear with limited details.
- 2 points - The list of event management services are listed with some detail.

Very Good:

- 3 points - All information fields were provided
- 3 points - Details provided are descriptive and clear and contain no errors.
- 3 points - The list of event management services are outlined in great detail and clearly demonstrate how the Bidder provided the services.

**Each criteria element will be assessed against one of the evaluation levels (Not acceptable, Limited, Acceptable or Very Good).**

#### R.4. PROPOSED SAMPLE BUDGET

The Bidder should provide the following information for a proposed sample budget for one event in a major city as described in the SOW Annex A,

- A list of the sub contracts required;
- The budgeted costs outlined for each sub contract;
- A list of the travel logistics to be considered;
- A clear explanation of the how the sub contract is relevant to the event; and
- A clear explanation of when the costs are incurred.

The proposed sample budget must clearly demonstrate that the Bidder:

- Understands the event purpose;
- Has listed the required sub contracts and services required event
- Demonstrated appropriate scheduling for the service and contracts
- Costs listed are realistic for the market the event is held in

Not acceptable:

0 points - The information provided was unsuitable or insufficient to evaluate.

Limited:

5 points - Criterion addressed but not enough information provided.

5 points - Criterion addressed but technically not acceptable.

5 points - Limited comments or transcribed from the Statement of Work (SOW) without any additional interpretation or discussion.

Acceptable:

10 points - Details provided to demonstrate a good understanding of the event logistics.

10 points - Details provided to illustrate a good reflection of market values and issues associated with providing event management services for this requirement, and suggests some solutions.

10 points - Details provided to describe the Bidder's capacity to deliver the required services to fulfill the logistics of event management.

Very Good: This is the desired objective of the response.

20 points - Clear details provided to demonstrate a superior understanding of the event logistics.

20 points - Clear and detailed descriptions provided to illustrate a detailed budgeting associated with the list of services for the event, and clear solutions to issues.

20 points - Details provided to describe the Bidder's capacity to deliver the required services to fulfill the logistics of event management and described the Bidder's affiliates to deliver the required sub contracted services for an event.

**Each criteria element will be assessed against one of the evaluation levels (Not acceptable, Limited, Acceptable or Very Good).**

#### **4.1.2 Financial Evaluation**

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

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

#### **4.2 Basis of Selection**

##### **4.2.1 Basis of Selection - Minimum Point Rating**

1. To be declared responsive a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - 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.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive. The responsive bid with the lowest evaluated price will be recommended for award of a contract.

## **PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION**

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

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

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

### **5.1 Certifications Required with the Bid**

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

#### **5.1.1 Integrity Provisions - Declaration of Convicted Offences**

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

#### **5.1.2 Additional Certifications Required with the Bid**

##### **5.1.2.1 Set-aside for Aboriginal Business**

1. This procurement is set aside under the federal government Procurement Strategy for Aboriginal Business. For more information on Aboriginal business requirements of the Set-aside Program for Aboriginal Business, see [Annex 9.4](#), Supply Manual.
2. "Further to Article 800 of the Canadian Free Trade Agreement (CFTA), CFTA does not apply to this procurement."
3. The Bidder:
  - i. certifies that it meets, and will continue to meet throughout the duration of any resulting contract, the requirements described in the above-mentioned annex;
  - ii. agrees that any subcontractor it engages under any resulting contract must satisfy the requirements described in the above-mentioned annex; and  
agrees to provide to Canada, immediately upon request, evidence supporting any subcontractor's compliance with the requirements described in the above-mentioned annex.
  - ii. The Bidder must, upon request by Canada, provide all information and evidence supporting this certification. The Bidder must ensure that this evidence will be available for audit during normal business hours by a representative of Canada, who may make copies and take extracts from the evidence. The Bidder must provide all reasonably required facilities for any audits.

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## 5.2 Certifications Precedent to Contract Award and Additional Information

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

### 5.2.1 Integrity Provisions – Required Documentation

In accordance with the *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.

### 5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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

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

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Canadian Content Certification

This procurement is limited to Canadian services.

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

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

#### 5.2.3.2 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute who scores equally and successfully on certification, 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

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35035-180440/A  
Client Ref. No. - N° de réf. du client  
35035-180440

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CX026 35035-180440

Buyer ID - Id de l'acheteur  
CX026  
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Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

## **PART 6 - RESULTING CONTRACT CLAUSES**

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

### **6.1 Security Requirements**

There is no security requirement applicable to the Contract.

### **6.2 Statement of Work**

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

#### **6.2.1 Task Authorization**

The Work or a portion of the Work to be performed under the Contract will be on an "as and when requested basis" using a Task Authorization (TA). The Work described in the TA must be in accordance with the scope of the Contract.

##### **6.2.1.1 Task Authorization Process**

1. The Project Authority will provide the Contractor with a description of the task using the Task Authorization form specified in Annex D or a similar form containing the same informational fields.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis and method of payment as specified in the Contract.
3. The Contractor must provide the Project Authority, within five calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Project Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **6.2.1.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$400,000.00 Applicable Taxes extra, inclusive of any revisions.

Any task authorization to be issued in excess of that limit must be authorized by the Contracting Authority before issuance.

##### **6.2.1.3 Minimum Work Guarantee - All the Work - Task Authorizations**

1. In this clause,

"Maximum Contract Value" means the amount specified in the "Limitation of Expenditure" clause set out in the Contract; and

"Minimum Contract Value" means 10%.

2. Canada's obligation under the Contract is to request Work in the amount of the Minimum Contract Value or, at Canada's option, to pay the Contractor at the end of the Contract in accordance with paragraph 3. In consideration of such obligation, the Contractor agrees to stand in readiness throughout the Contract period to perform the Work described in the Contract. Canada's maximum liability for work performed under the Contract must not exceed the Maximum Contract Value, unless an increase is authorized in writing by the Contracting Authority.
3. In the event that Canada does not request work in the amount of the Minimum Contract Value during the period of the Contract, Canada must pay the Contractor the difference between the Minimum Contract Value and the total cost of the Work requested.
4. Canada will have no obligation to the Contractor under this clause if Canada terminates the Contract in whole or in part for default.

#### **6.2.1.4 Periodic Usage Reports - Contracts with Task Authorizations**

The Contractor must compile and maintain records on its provision of services to the federal government under authorized Task Authorizations issued under the Contract.

The Contractor must provide this data in accordance with the reporting requirements detailed below. If some data is not available, the reason must be indicated. If services are not provided during a given period, the Contractor must still provide a "nil" report.

The data must be submitted on a quarterly basis to the Contracting Authority.

The quarterly periods are defined as follows:

- 1st quarter: April 1 to June 30;
- 2nd quarter: July 1 to September 30;
- 3rd quarter: October 1 to December 31; and
- 4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than 15 calendar days after the end of the reporting period.

#### ***Reporting Requirement- Details***

A detailed and current record of all authorized tasks must be kept for each contract with a task authorization process. This record must contain:

#### **For each authorized task:**

- i. the authorized task number or task revision number(s);
- ii. a title or a brief description of each authorized task;
- iii. the total estimated cost specified in the authorized Task Authorization (TA) of each task, exclusive of Applicable Taxes;
- iv. the total amount, exclusive of Applicable Taxes, expended to date against each authorized task;
- v. the start and completion date for each authorized task; and
- vi. the active status of each authorized task, as applicable.

**For all tasks received to date:**

- i. the amount (exclusive of Applicable Taxes) specified in the contract (as last amended, as applicable) as Canada's total liability to the contractor for all authorized TAs; and
- ii. the total amount, exclusive of Applicable Taxes, expended to date against all TAs.

**6.3 Standard Clauses and Conditions**

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

**6.3.1 General Conditions**

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

**6.4 Term of Contract**

**6.4.1 Period of the Contract**

The period of the Contract is from date of award to June 30, 2019 inclusive.

**6.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two additional six-month period(s) for planning of additional events including but not limited to hearings, under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least five (5) calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

**6.4.2 Comprehensive Land Claims Agreement(s)**

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

- James Bay and Northern Quebec Agreement (JBNQA)
- Inuvialuit Final Agreement
- Gwich'in Comprehensive Land Claim Agreement
- Nunavut Land Claims Agreement
- Umbrella Final Agreement of the Council for Yukon Indians
- Champagne and Aishihik First Nations Final Agreement
- Little Salmon/Carmacks First Nation Final Agreement
- First Nation of Nacho Nyak Dun Final Agreement
- Selkirk First Nation Final Agreement
- Teslin Tlingit Council Final Agreement

- Vuntut Gwitchin First Nation Final Agreement
- Tr'ondëk Hwëch'in Final Agreement
- Ta'an Kwach'an Council Final Agreement
- Kluane First Nation Final Agreement
- Kwanlin Dun First Nation Final Agreement
- Carcross/Tagish First Nation Final Agreement
- Sahtu Dene and Metis Comprehensive Land Claim Agreement
- Labrador Inuit Land Claims Agreement
- Tlicho Land Claims Agreement
- Nunavik Inuit Land Claims Agreement

## 6.5 Authorities

### 6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Raihanna Deen or their delegate  
Title: Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Directorate: Communication Procurement  
Address: 360 Albert Street, Ottawa, Ontario K1R 7X7

Telephone: 613-990-4033  
Facsimile: 613-991-5870  
E-mail address: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

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

### 6.5.2 Project Authority

The Project Authority for the Contract is:

*(to be inserted upon contract award)*

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

### 6.5.3 Contractor's Representative

*(to be inserted upon contract award)*

### 6.6 Proactive Disclosure of Contracts with Former Public Servants

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

### 6.7 Payment

#### 6.7.1 Basis of Payment - Event Management Services

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

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

There is no provision for overtime under this Contract.

#### 6.7.2 Firm Hourly Rates - Event Management Services

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

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

#### 6.7.3 Basis of Payment - Direct and Subcontracted Expenses

##### 6.7.3.1 Direct Expenses

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

##### 6.7.3.2 Subcontracting

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

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

## 6.7.4 Basis of Payment - Travel and Living Expenses

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, private vehicle and incidental expenses provided in Appendices B, C and D of the National Joint Council Travel Directive.

The National Joint Council Travel Directive is available at: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and with the other provisions of the directive referring to "travellers", rather than those referring to "employees".

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

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

### 6.7.4.1 Travel and Living Expenses (Contractor)

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, Customs duties are included and Applicable Taxes are extra.

## 6.7.5 Hospitality

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

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

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

### 6.7.5.1 Limitation of Expenditure – Cumulative Total of all Task Authorizations

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ 4,600,000.00 (*to be confirmed at Contract award*). Customs duties are included and Applicable Taxes are extra.

2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.

3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:

- a. when it is 75 percent committed, or
- b. four (4) months before the contract expiry date, or
- c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.

4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **6.7.6 Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice 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 performed has been accepted by Canada

#### **6.7.7 SACC Manual Clauses**

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

#### **6.7.8 Electronic Payment of Invoices – Contract**

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

*(to be inserted upon contract award)*

#### **6.7.9 Time Verification**

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

#### **6.8 Invoicing Instructions**

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

Each invoice must be supported by:

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

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) electronic copy must be forwarded by email to [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

## 6.9 Certifications and Additional Information

### 6.9.1 Compliance

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

### 6.9.2 SACC Manual Clauses

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

## 6.10 Applicable Laws

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

## 6.11 Priority of Documents

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

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

## 6.12 Insurance - No Specific Requirement

SACC Manual clause [G1005C](#) (2016-01-28) Insurance

## ANNEX A

### STATEMENT OF WORK

#### **Provision of Event Planning including Meeting Space and Services for the National Inquiry into Missing and Murdered Indigenous Women and Girls**

##### **1. Objectives**

The purpose of this procurement is to secure an Event planning contractor whom can secure accommodation, meeting space, hospitality, travel coordination other logistical services, and provide audio visual equipment and services for the National Inquiry into Missing and Murdered Indigenous Women and Girls –Hearings, Events and meetings which may be , held in various locations across Canada. Some events may be in small, remote communities while others will be held in large urban centres.

##### **2. Background**

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

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

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

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

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

### 3. Scope

The scope of work is to secure accommodation, meeting space, hospitality, travel coordination, other logistical services, and provide audio visual equipment with services for the events and functions of the National Inquiry into Missing and Murdered Indigenous Women and Girls.

There is a requirement for the on-site coordinator to be fluently bilingual in certain locations such as but not limited to the Provinces of Quebec, and New Brunswick. It is recommended that the on-site coordinator always has a capability to communicate verbally and in writing with delegates in either Canadian French or English. It would be an asset if the on-site coordinator has a verbal capability in an Canadian indigenous language.

### 4. Meeting Space

4.1 The Contractor must secure a meeting space to facilitate hearings, events, meetings and discussions, support space for the logistical team, media, child care, healing room, and areas for delegates or invitees to have meals or refreshments.

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

4.3 The meeting space must:

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

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

#### 4.4.1 *Main Plenary Room*

- i) Must be large enough to accommodate a minimum of fifteen (15) delegates in a hollow circle and a minimum of fifty (50) delegates in theatre style and two simultaneous interpretation booths
- ii) Required from the day before (for set-up) to the last evening. Tear down can be done on that night or the next morning.
- iii) Area outside of room large enough for coffee/snack and lunch service for up to two hundred (200) people.
- iv) Space for entertainment for Indigenous feast during one evening if needed.
- v) Sound system with many microphones to allow recording for future transcripts and allow people auditable sounds for people at the back of the rooms
- vi) A minimum of two (2) monitors (or screens) for group viewing hook to a computer and sound system to be able to show video with sound
- vii) Space for a minimum of three (3) cameras.
- viii) Water for delegates and speakers.

#### 4.4.2 *Registration Desk/Area*

- i) Required visible space within main lobby of venue, for delegates to pick-up material/identification.
- ii) A minimum of two (2) 6' tables.
- iii) Required throughout the hearing.

#### **4.4.3 Operations/Staff Room**

- i) Estimated minimum size of 10' x 10' sq. ft.
- ii) Required throughout the hearing
- iii) Sufficient power for four (4) laptops
- iv) One (1) telephone line.
- v) Hard-wired and Wi-Fi internet access.
- vi) Water for delegates and speakers.

#### **4.4.4 Interpreters Area**

- i) Estimated minimum size of (8' x 8' sq. ft.).
- ii) Required only during the active periods of the hearing.
- iii) Include physical furniture needs of a minimum of two (2) desks and four (4) chairs.

#### **4.4.5 Bilateral Meeting Rooms**

- i) Three (3) bilateral meeting rooms are required, including one healing room. Four (4) bilateral meeting rooms are preferred.
- ii) Each room to accommodate a minimum of ten (10) delegates in boardroom style
- iii) Required throughout the hearing
- iv) Break area either nearby in a hall or separate room the meeting room.
- v) Include mix of soft seating and a round table and chairs.
- vi) Water for delegates and speakers.

#### **4.4.6 Media Room**

- i) Size will vary depending on locations.
- ii) Include mix of soft seating and a round table and chairs.
- iii) Requires power for laptops, a copier and a fax machine.
- iv) Preferably on same level as Main Plenary.
- v) Required throughout the hearing.

### **5. Food and Beverage**

The Food and Beverage requirements listed below are subject to change and must be in accordance with the requirements outlined in the Treasury Board Directive on the Management of Expenditures on Travel, Hospitality and Conferences and the National Joint Council Travel Directive. (<https://www.njc-cnm.gc.ca/directive/d10/en>)

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

#### **5.1 Breaks** (assortment of beverages and fresh fruit, muffins, cookies, etc.)

- i) Morning break for up to two hundred (200) people, in area outside of Main Plenary Room.
- ii) Afternoon break for up to two hundred (200) people, in area outside of Main Plenary Room.

#### **5.2 Lunch**

- i) Hot and/or cold buffet for up to two hundred (200)) people in different rooms (several menu options must be provided including a minimum of one vegetarian option).
- ii) Must be able to accommodate special needs diets.

#### **5.3 Reception (Feast)**

- i) A feast could be organised with the community at the beginning or the end of the hearings.
- ii) Reception for a minimum of eighty (80) people on one evening (approximately 17:30-19:30).

iii) Bar to serve non-alcoholic beverages only.

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

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

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

## **6. Guest Rooms**

The Contractor must block for all delegates for four nights per event. The number of night will be confirm for each event. The rooms must be non-smoking and some should be pet friendly.

### **6.1 Occupancy**

Guest rooms could be in double occupancy for the delegates and single occupancy for the National Inquiry staff. The guest rooms must be in two different establishments to ensure that the Commissioners are not in the same hotel as the family members.

### **6.2 Establishment Capacity**

The establishments must be able to meet a minimum required rooms per night as per details of the Task Authorization.

### **6.3 Accessibility for Persons with Disabilities**

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

### **6.4 Parking**

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

### **6.5 Food and Beverages**

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

### **6.6 Rooms to be blocked**

It is expected that, at a minimum, the Contractor must block a minimum bank of rooms as per the task authorization. The required quantity of rooms will be confirmed by the National Inquiry after contract award. Rooms reserved by the Government of Canada and delegates and invitees must first go against the block of rooms reserved for the National Inquiry.

## 6.7 Room Cancellation Policy

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

## 6.8 Room Rates

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

## 7. Travel Requirements

The Contractor must facilitate the booking of travel arrangements for up to 30 to 75 delegates or invitees per event. They will travel from the regions near where the hearings, events or meetings will be held with few exceptions.

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

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

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

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

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

## 8. Audio visual equipment and services

### 8.1 Live streaming and recoding

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

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

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

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

## 8.2 Audio visual equipment

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

The Contractor must:

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

## 8.3 Security

The contractor could be requested to provide security services to the National Inquiry into Missing and Murdered Indigenous Women and Girls (MMIWG) to support their mandate and terms of reference. The Contractor may choose to sub-contract the requirement.

The Security service will include:

- a) Ensuring safety and security of delegates, including family members, Commissioners, invitees and National Inquiry staff, to and from their hotel and venue of the hearings.
- b) Ensuring on-site safety and security during the hearings, including other events and activities surrounding the hearings (i.e.: ceremony, feast, testimony or presentations etc.).
- c) Providing advice and information on security requirements and procedures, including the attendance of the National Inquiry briefing sessions.
- d) Ensuring liaison with local police for site security and threat or risk assessment (for example if there is a demonstration outside of a hearing location and they need help from police)
- e) Other security related services as may be required.

## 9. Administrative Requirements

### 9.1 Kick-off Planning session with Project Authority

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

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## **9.2 Logistic Audio Visual plan**

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

## **9.3 Weekly Status Reports and Updates**

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

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

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

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

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

## ANNEX B – BASIS OF PAYMENT

### B.1 Firm Hourly Rates - Event Management Services

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

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

There is no provision for overtime under this Contract.

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

Category of Service	Firm Hourly Rate
Event Coordinator	<i>\$(to be inserted upon contract award)</i>
Event Manager	<i>\$(to be inserted upon contract award)</i>

### B.2 Direct and Subcontracted Expenses

#### B.2.1 Direct Expenses

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

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

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

### B.2.2 Subcontracting

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

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

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

#### Table 2: B.2 - Direct and Subcontracted Expenses

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

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

### B.3 Travel and Living Expenses

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

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

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

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CX026  
CCC No./N° CCC - FMS No./N° VME

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#### **B.4 Hospitality**

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

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

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

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## **ANNEX C to PART 3 OF THE BID SOLICITATION**

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

- VISA Acquisition Card;
- MasterCard Acquisition Card;
- Direct Deposit (Domestic and International);
- Electronic Data Interchange (EDI);

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**ANNEX D**

**Task Authorization**



Public Works and Government Services Canada  
 Travaux publics et Services gouvernementaux Canada

Annex  
 Annexe \_\_\_\_\_

<b>Task Authorization</b> <b>Autorisation de tâche</b>		Contract Number - Numéro du contrat
Contractor's Name and Address - Nom et l'adresse de l'entrepreneur	Task Authorization (TA) No. - N° de l'autorisation de tâche (AT)	
	Title of the task, if applicable - Titre de la tâche, s'il y a lieu	
	Total Estimated Cost of Task (Applicable taxes extra) Coût total estimatif de la tâche (Taxes applicables en sus) \$	
Security Requirements: This task includes security requirements Exigences relatives à la sécurité : Cette tâche comprend des exigences relatives à la sécurité <input type="checkbox"/> No - Non <input type="checkbox"/> Yes - Oui    If YES, refer to the Security Requirements Checklist (SRCL) included in the Contract Si OUI, voir la Liste de vérification des exigences relative à la sécurité (LVERS) dans le contrat ▶		
<b>For Revision only - Aux fins de révision seulement</b>		
TA Revision Number, if applicable Numéro de révision de l'AT, s'il y a lieu	Total Estimated Cost of Task (Applicable taxes extra) before the revision Coût total estimatif de la tâche (Taxes applicables en sus) avant la révision \$	Increase or Decrease (Applicable taxes extra), as applicable Augmentation ou réduction (Taxes applicables en sus), s'il y a lieu \$
<b>Start of the Work for a TA : Work cannot commence until a TA has been authorized in accordance with the conditions of the contract.</b> <b>Début des travaux pour l'AT : Les travaux ne peuvent pas commencer avant que l'AT soit autorisée conformément au contrat.</b>		
<b>1. Required Work: - Travaux requis :</b>		
A. Task Description of the Work required - Description de tâche des travaux requis		See Attached - Ci-joint <input type="checkbox"/>
B. Basis of Payment - Base de paiement		See Attached - Ci-joint <input type="checkbox"/>
C. Cost of Task - Coût de la tâche		See Attached - Ci-joint <input type="checkbox"/>
D. Method of Payment - Méthode de paiement		See Attached - Ci-joint <input type="checkbox"/>

PWGSC - TPSGC 572 (2014-04)

Solicitation No. - N° de l'invitation  
35035-180440/A  
Client Ref. No. - N° de réf. du client  
35035-180440

Amd. No. - N° de la modif.  
File No. - N° du dossier  
CX026 35035-180440

Buyer ID - Id de l'acheteur  
CX026  
CCC No./N° CCC - FMS No./N° VME

Annex  
Annexe \_\_\_\_\_

Contract Number - Numéro du contrat

## 2. Authorization(s) - Autorisation(s)

By signing this TA, the authorized client and (or) the PWGSC Contracting Authority certify(ies) that the content of this TA is in accordance with the conditions of the contract.

En apposant sa signature sur l'AT, le client autorisé et (ou) l'autorité contractante de TPSGC atteste(nt) que le contenu de cette AT respecte les conditions du contrat.

The client's authorization limit is identified in the contract. When the value of a TA and its revisions is in excess of this limit, the TA must be forwarded to the PWGSC Contracting Authority for authorization.

La limite d'autorisation du client est précisée dans le contrat. Lorsque la valeur de l'AT et ses révisions dépasse cette limite, l'AT doit être transmise à l'autorité contractante de TPSGC pour autorisation.

\_\_\_\_\_  
Name and title of authorized client - Nom et titre du client autorisé à signer

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
PWGSC Contracting Authority - Autorité contractante de TPSGC

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## 3. Contractor's Signature - Signature de l'entrepreneur

\_\_\_\_\_  
Name and title of individual authorized - to sign for the Contractor  
Nom et titre de la personne autorisée à signer au nom de l'entrepreneur

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date