



**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

Title - Sujet Leadership Symposium - Defence	
Solicitation No. - N° de l'invitation EN578-190926/A	Date 2018-08-03
Client Reference No. - N° de référence du client EN578-19-0926	
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-010-75230	
File No. - N° de dossier cx010.EN578-190926	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2018-08-21	Time Zone Fuseau horaire Eastern Daylight Saving Time EDT
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Lavitt, Marie	Buyer Id - Id de l'acheteur cx010
Telephone No. - N° de téléphone (613) 990-6842 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction: See herein	

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

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

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PART 1 - GENERAL INFORMATION

1.1 Security Requirements

There is no security requirement associated with this bid solicitation.

For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada \(http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html\)](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) website.

1.2 Statement of Work

Public Services and Procurement Canada has been requested to assist the Department of National Defence (DND) in organizing logistics for an upcoming conference, "2018 Defence Leadership Symposium". This solicitation for this event is to secure a venue and hospitality at the soonest possible date, The conference itself will be taking place in Ottawa, Ontario, from October 24, 2018 to October 25, 2018.

1.3 Comprehensive Land Claims Agreement(s)

This procurement is not subject to Comprehensive Land Claims Agreement(s).

1.4 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.

1.5 Trade Agreements

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

1.6 Canadian Content

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

PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the [Standard Acquisition Clauses and Conditions Manual](https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual) (<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 (2018-05-22) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Where a Bidder is unable to provide any of the certifications required by subsection 4, it must submit with its bid a completed Integrity Declaration Form, which can be found at [Declaration form for procurement](#).

Canada will declare non-responsive any bid in respect of which the information requested is incomplete or inaccurate, or in respect of which the information contained in a certification or declaration is found by Canada to be false or misleading in any respect. If Canada establishes after award of the Contract that the Bidder provided a false or misleading certification or declaration, Canada may terminate the Contract for default. Pursuant to the Policy, Canada may also determine the Bidder to be ineligible for award of a contract for providing a false or misleading certification or declaration.

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.

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cx010 EN578-190926

Buyer ID - Id de l'acheteur
CX010
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2.4 Enquiries - Bid Solicitation

All enquiries must be submitted by email to TPSGC.padamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca no later than five (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by Bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the 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.

PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

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

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

Section III: Certifications - one paper copy

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.

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

Due to the nature of the bid solicitation, bids transmitted by epost Connect service and by facsimile will not be accepted.

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 fiber certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using clips instead of staples, cerlox, duotangs or binders.

Section I: Technical Bid

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

Section II: Financial Bid

Bidders must submit their financial bid in accordance with the Basis of Payment, Annex B, Part 1. The total amount of Applicable Taxes must be shown separately.

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

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CCC No./N° CCC - FMS No./N° VME

3.1.1 Electronic Payment of Invoices – Bid

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

If Annex “B” 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.

Section III: Certifications

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

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

1	Conference dates The bidder must provide a statement that the venue is available for all the facilities as detailed in the SOW.	<ul style="list-style-type: none">•October 23 (set-up)•October 24-25	Pass/Fail
2	Security – Ottawa Police Service The bidder must provide a statement that they will permit the Ottawa Police Service (OPS) to be on site to support the event requirements.		Pass/Fail
3	Security – Closed Protection Unit The bidder must also provide a statement that they will comply with the Closed Protection Unit of the Chief of Defence Staff.		Pass/Fail

4	Onsite security The bidder must also provide a statement that they will allow on-site security personnel such as, but not limited to Commissionaires Corps to support the event and access control.		Pass/Fail
5	Site visit The bidder must also provide a statement that they will provide access to the venue two weeks before the event for the site visit.		Pass/Fail
6	Hospitality The bidder must provide a menu that does not exceed amounts as detailed in the SOW.		Pass/Fail
7	Vegetarian option The bidder must include a vegetarian option as detailed in the SOW.		Pass/Fail
8	Water The bidder must provide a statement that complimentary pitchers of ice water will be provided in plenary room, and green room.		Pass/Fail

4.1.1.2 Point Rated Technical Criteria

9	<p>In close proximity of NDHQ (Ottawa)</p> <p>The bidder should demonstrate the distances as detailed in the SOW.</p>	<ul style="list-style-type: none"> • Within 500 m – 15 points • Within 1 km – 10 points • Between 1 km and 1.8 kms – 5 points <p>Minimum points: 5</p>	/20
10	<p>Meeting room space availability</p> <p>The bidder should demonstrate that the meeting room space availability exceeds minimum requirements as detailed in the SOW by submitting floor plans.</p>	<ul style="list-style-type: none"> • Plenary and Green Room in close proximity (less than 300 m) – 3 points • Registration Desk next to the Plenary room – 2 points <p>Minimum points: 2</p>	/5
11	<p>Internet</p> <p>The bidder should send a statement to demonstrate that they will provide free Wireless Internet access for delegates within conference facilities or the rooms.</p>	<ul style="list-style-type: none"> • Can provide free internet – 5 points • Cannot provide free internet – 0 points <p>Minimum points: 0</p>	/5
12	<p>Delegates Parking</p> <p>The bidder should demonstrate that designated parking areas are available by sending a statement detailing parking availability, cost and payment methods</p>	<ul style="list-style-type: none"> • Pay-per-use onsite indoor/outdoor parking for delegates at the conference facility – 5 points • Free parking for delegates at the conference facility – 5 points • No onsite outdoor parking – 0 points 	/10
Total Points Awarded			

4.1.2 Financial Evaluation

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

Bidders must complete the following table as part of their response to this requirement.

Category of Service	Total Level of Effort cost for Each Category of Service for the Event
Event Space, Logistics provision and management	
Hospitality	
Event Coordination Fees	
Sub Total:	
Applicable Taxes	
Total:	

4.2 Basis of Selection

- To be declared responsive, a bid must:
 - comply with all the requirements of the bid solicitation;
 - meet all mandatory technical evaluation criteria;
 - obtain the required minimum points specified for each criterion
- Bids not meeting (a) or (b) or (c) will be declared non responsive.
- The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 70% for the technical merit and 30% for the price.
- To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows; total number of points obtained / maximum number of points available multiplied by the ratio of 70%.
- To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30%.
- For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 60/40 ratio of technical merit and price, respectively. The total available points equals 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	Pricing Score	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
Combined Rating		83.84	75.56	80.89

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 Integrity Provisions of the Standard Instructions, all Bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.2 Certifications Precedent to Contract Award and Additional Information

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

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide 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](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html#>).

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 requirement is limited to Canadian Content

The bidder certifies that :

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

5.2.3.2 Rate or Price Certification

The Bidder certifies that the price proposed:

- a. is not in excess of the lowest price charged anyone else, including the Bidder's most favoured customer, for the like quality and quantity of the goods, services or both;
- b. does not include an element of profit on the sale in excess of that normally obtained by the Bidder on the sale of goods, services or both of like quality and quantity; and
- c. does not include any provision for discounts to selling agents.

PART 6 - RESULTING CONTRACT CLAUSES

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

6.1 Security Requirements

There is no security requirement applicable to this contract

For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

6.2 Statement of Work

Public Services and Procurement Canada has been requested to assist the Department of National Defence (DND) in organizing logistics for an upcoming conference, "2018 Defence Leadership Symposium". This solicitation for this event is to secure a venue and hospitality at the soonest possible date. The conference itself will be taking place in Ottawa, Ontario, from October 24, 2018 to October 25, 2018.

6.3 Standard Clauses and Conditions

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

6.3.1 General Conditions

2010B (2018-06-21), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is from the date of Contract award to October 31, 2018 inclusive

6.4.2 Delivery Date

All the deliverables must be received on or before October 25, 2018

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Jenny Lamoureux
Title: Supply Team Leader
Public Works and Government Services Canada
Acquisitions Branch
Directorate: Communication Procurement Directorate

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Public Works and Government Services Canada

Telephone: 613-993-4355
E-mail address: 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:

Name: *(to be inserted upon contract award)*.
Title: Major Events and International Conferences Coordinator
Organization: Events and Conference Management
Public Works and Government Services Canada

Telephone:
E-mail address:

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

6.5.3 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

For the Work described in the Annex "A" of the Statement of Work

In consideration of the Contractor satisfactorily completing its obligations under the Contract, the Contractor will be paid as per Annex B for a cost of \$_____ *(insert the amount at contract award)*. Customs duties are excluded and Applicable Taxes are extra.

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

6.7.2 Limitation of Expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ *(to be inserted upon contract award)*. Customs duties are included and Applicable Taxes are extra.
2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - a. when it is 75% committed, or
 - b. four months before the contract expiry date, or
 - c. as soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,whichever comes first.
3. 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

6.7.3 Basis of Payment - Ceiling Price - Direct and Subcontracted Expenses

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

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

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

6.7.4 Hospitality

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

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

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

6.7.5 Multiple Payments

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

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

6.7.6 SACC Manual Clauses

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

6.7.7 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)

6.8 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 the release document and any other documents as specified in the Contract; and
 - b. 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 Project Authority as per clause 6.5.2
 - b. One (1) copy must be forwarded to the Contracting Authority as per clause 6.51.

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 A3060C (2018-05-12) Canadian Content 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 Ontario.

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](#) (2018-06-21), 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 for Meeting Space and Hospitality for the 2018 Defence Leadership Symposium – October 24-25, 2018, Ottawa, ON

SW.1.0 TITLE

2018 Defence Leadership Symposium
October 24-25, 2018
Ottawa, ON

SW.2.0 BACKGROUND

Public Services and Procurement Canada has been requested to assist the Department of National Defence (DND) in organizing logistics for an upcoming conference, "2018 Defence Leadership Symposium". This solicitation for this event is to secure a venue and hospitality at the soonest possible date, The conference itself will be taking place in Ottawa, Ontario, from October 24th, 2018 to October 25th, 2018.

In order to simplify the logistics for the transportation of delegates and to minimize security risks, our goal is to hold the conference and all associated support space in the same venue. For operational reasons, the intention is also to be in a close range less than 1 km) of National Defence Head Quarters (NDHQ), located at 101 Colonel By Drive.

SW.3.0 OBJECTIVES

The purpose of this procurement is to secure conference space and hospitality for delegates attending the "2018 Defence Leadership Symposium" between October 24th and 25th, 2018. Details are outlined in SW.4.1 Tasks, Deliverables, Milestones and Schedule.

SW.4.0 PROJECT REQUIREMENTS

SW.4.1 Schedule

SW.4.1.1 Meeting Rooms

For the purpose of this conference, we will require conference/meeting space to facilitate the discussions, and areas for delegates to have refreshment breaks, lunches and a reception. Conference space will be required as follows:

Date	Room	Time	Function	Number of People
Oct 23, 2018	Main Plenary Room	1800 - 2359	Set-up for meeting	
Oct 24, 2018	Main Plenary Room	0700 – 2359	Meeting	500
	Green Room	0700 – 2359	Meeting	15
	Reception Room	1700 – 2200	Reception	500
Oct 25, 2018	Main Plenary Room	0700 – 1800	Meeting/teardown	500

Green Room

0700 – 1800

Meeting

15

Property

Location: The location of the establishment providing the requirement must be in Ottawa, on any of the following roads as they connect as follow, or inside the boundary of: Ottawa River, Mackenzie Avenue, Kent, and Laurier.

Main Plenary Room

- a. Estimated size of 9000 sq ft (90'x100') to comfortably fit up to 500 people at round tables.
- b. Required from Tuesday October 23, 2018 until end of day Thursday October 25, 2018.
- c. Area outside of room large enough for coffee/snack service for up to 500 people.

Registration Desk/Area

- d. Required visible space within main lobby of venue, for delegates to pick-up conference material/identification. Size of area required – 80 sq ft (8 x 10)
- e. Four 6' tables and 8 chairs will be sufficient.
- f. Required on Wednesday October 24, 2018 until noon Thursday October 25, 2018

Delegates Reception Room

- g. Required room for food service of delegates, totalling up to 500 people in a reception format, and food service with buffet areas
- h. Required from the morning of Wednesday October 24, 2018 until the end of day
- i. Windows/natural light required
- j. Ten bistro tables required
- k. Must be adjacent or within close proximity to Main Plenary room

Room to be used for administrative duties. Will be referred to as the Green room

- p. Estimated minimum size of 400 sq ft (25'x16').
- q. Sufficient power for one photocopier and several computers/printers.

SW.4.1.2 Hospitality requirements

Below are the anticipated Food and Beverage requirements, subject to change. Preliminary catering guaranties will be given two (2) weeks prior to the function and final catering guaranties will be given five (5) days prior to the function. The Contractor will provide buffet cards for meals.

Wednesday October 24, 2018

Morning coffee/tea

- Morning coffee/tea, water and juices for up to 500 people, in area outside of Main Plenary Room

Breaks

- Morning break for up to 500 people, in area outside of Main Plenary Room (such as sliced fruits and muffins)
- Afternoon break for up to 500 people, in area outside of Main Plenary Room (such as sliced fruits and cereal bars)
- All breaks must include coffee, tea, assorted soft drinks or juices

Lunch

- Cold buffet for up to 500 people, in Plenary Room (vegetarian sandwiches, market deli sandwiches, salads, and desserts)

Reception for delegates

- Stand-up reception for up to 500 people, from 17:00 –20:00
- Canapés to be passed

- Cash bar to serve assorted alcoholic and non-alcoholic beverages
- Sufficient space for musicians (quartet)

Thursday October 25th, 2018

Morning coffee/tea

- Morning coffee/tea, water and juices for up to 500 people, in area outside of Main Plenary Room

Breaks

- Morning break for up to 500 people, in area outside of Main Plenary Room (such as sliced fruits and muffins)
- Afternoon break for up to 500 people, in area outside of Main Plenary Room (such as sliced fruits and cereal bars)
- All breaks must include coffee, tea, assorted soft drinks or juices

Lunch

- Cold buffet for up to 500 people, in Plenary Room (vegetarian sandwiches, market deli sandwiches, salads, and desserts)

Please note that the Food and Beverage requirements list above is anticipated, but could change based on availability of off-site events and confirmation of final number of attendees. The Government of Canada retains the right to amend these requirements throughout the planning process of this conference.

All Food and Beverage requirements listed above (Section 3), will be paid by the Government of Canada. Venue must be able to provide Food and Beverage that does not exceed the values as outlined below:

- Refreshment breaks: \$9.55 per person including all taxes and gratuities;
- Lunch: \$37.80 per person including all taxes and gratuities; and
- Reception: \$38.20 per person including all taxes and gratuities.

Venue must provide sample menu options for each item listed above showing base price, taxes and gratuities

SW.4.1.4 Deliverables

The contractor will provide meeting rooms and hospitality as per SW.4.1.

All deliverables and services rendered under any contract are subject to inspection by the PSPC Project Authority. Should any deliverables not be to the satisfaction of the PSPC Project Authority, the Project Authority shall have the right to reject it or require correction before payment will be authorized.

SW.4.2 Reporting Requirements and Method and Source of Acceptance

Contractor will provide meeting rooms and hospitality as per SW4.1. The contractor will also provide floors plans, names of service personnel, menus, and reports on progress.

SW.5.0 OTHER TERMS AND CONDITIONS OF THE SOW

SW.5.1 Obligations

SW.5.1.1 Contractor's Obligations

1. The contractor is responsible for setting-up rooms and ensuring on site staff to service the rooms by way of linen refresh and last minute revisions to room set ups.
2. The contractor will provide an event organizer to liaise with the PSPC project authority.
3. The contractor will provide the project coordinator with keys to all reserved meeting rooms and offices for the duration of the conference.
4. Set-up and dismantling fees are included in the meeting room cost.
5. The hospitality fees are cost estimates. The contractor will allow menu changes and will invoice according to the final approved hospitality request.
6. All linens, glassware and flatware will be included in costs.
7. The venue will be responsible for setting up rooms for the meals and for providing service staff

SW.5.1.2 PSPC Obligations

PSPC Project Authority will:

1. Provide information and approvals on hospitality requirements in a timely manner to not impact the service
2. Provide floor plans and direction and the coordination of the set-ups
3. Provide dietary restrictions (allergies are dietary restrictions) and information in regards to delegates meals

Solicitation No. - N° de l'invitation
EN578-190926/A
Client Ref. No. - N° de réf. du client
EN578-190926

Amd. No. - N° de la modif.
File No. - N° du dossier
cx010 EN578-190926

Buyer ID - Id de l'acheteur
CX010
CCC No./N° CCC - FMS No./N° VME

ANNEX “B” to PART 3 OF THE BID SOLICITATION

ELECTRONIC PAYMENT INSTRUMENTS

As indicated in Part 3, clause 3.1.2, the Bidder must identify which electronic payment instruments they are willing to accept for payment of invoices.

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

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

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Buyer ID - Id de l'acheteur
CX010
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ANNEX "B" to PART 6 OF THE BID SOLICITATION

BASIS OF PAYMENT

Category of Service	Ceiling Limitation for the Event
Event Space, Logistics provision and management	
Hospitality	
Event Coordination fees	
Additional Fees <i>(to be inserted upon contract award)</i>	
Additional Fees <i>(to be inserted upon contract award)</i>	
Sub Total:	
Applicable Taxes	
Total:	