



TABLE OF CONTENTS

PART 1 - GENERAL INFORMATION

- 1.1 Introduction
- 1.2 Summary
- 1.3 Debriefings
- 1.4 Mandatory Requirements

PART 2 - BIDDER INSTRUCTIONS

- 2.1 Standard Instructions, Clauses and Conditions
- 2.2 Submission of Bids
- 2.3 Enquiries - Bid Solicitation
- 2.4 Applicable Laws
- 2.5 Former Public Servant

PART 3 - BID PREPARATION INSTRUCTIONS

- 3.1 Bid Preparation Instructions
- 3.2 SACC Manual Clauses

PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

- 4.1 Evaluation Procedures
- 4.2 Basis of Selection

PART 5 - CERTIFICATIONS AND ADDITIONAL INFORMATION

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

PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

- 6.1 Security Requirements
- 6.2 Insurance Requirements



PART 7 - RESULTING CONTRACT CLAUSES (APPENDIX “A”, APPENDIX “B” AND APPENDIX “C”)

- A1. Standard Acquisition Clauses and Conditions Manual
- A2. Terms and Conditions of the Contract
- A3. Standard Instructions and Conditions
- A4. General Conditions
- B1. Priority of Documents
- B2. SACC Manual Clauses
- B3. Security Requirement
- B4. Period of Contract
- B5. Termination of Thirty Day Notice
- B6. Certifications / Compliance
- B7. Insurance Requirements
- B8. Conflict of Interest - Other Work
- B9. Closure of Government Offices
- B10. Statement of Work
- B11. Authorities
- C1. Basis of Payment
- C2. Limitation of Expenditure
- C3. Method of Payment
- C4. Applicable Taxes
- C5. Invoicing Instructions
- C6. Travel and Living Expenses

List of Appendices

- Appendix “D” Statement of Work
- Appendix “E” Basis of Payment
- Appendix “F” Vendor Information and Authorization Form



PART 1 - GENERAL INFORMATION

1.1 Introduction

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

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

1.2 Summary

- 1.2.1** The International Metropolis Conference is the largest annual international gathering of experts from academia, governments and civil society in the fields of migration, integration and diversity in the world.

Last April, a proposal was submitted to host the conference in Ottawa, from June 24–28, 2019 — and the International Metropolis Steering Committee selected Ottawa as the host city. The Shaw Centre in Ottawa has been contracted to provide all the space necessary to host the Conference. The Shaw centre will also provide the necessary catering and ensure a partnership with Freeman Audiovisual to ensure IT and Audiovisual service for the duration of the Conference.

Immigration, Refugees, and Citizenship Canada (IRCC) requires the provision of Event Planning and Management Services to support in the delivery of the International Metropolis Conference 2019

1.2.2 Single Contract

Canada is seeking to establish a contract for Event Planning and Management Services as defined in Appendix "D", Statement of Work, for a period starting at date of Contract Award and ending on July 31, 2019



1.3 Debriefings

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

1.4 Mandatory Requirements

Where the words “must”, “shall” or “will” appear in this RFP, the clause is to be considered as a mandatory requirement.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

All Citizenship and Immigration Canada (CIC) instructions, clauses and conditions identified in the bid solicitation by number, date and title are set out in the CIC Website at <http://www.cic.gc.ca/english/transparency/index.asp>

All SACC manual clauses for specific instructions not covered by the standard instructions 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>) 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 [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

2.2 Submission of Bids

Bids must be submitted only to Citizenship and Immigration Canada by the date, time and place indicated on page 1 of the bid solicitation.

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

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than two (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 questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all Bidders. Enquiries not submitted in a form that can be distributed to all Bidders may not be answered by Canada.

2.4 Applicable Laws

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



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

2.5 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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

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

Section I: Technical Bid One (1) soft/electronic copy via email

Section II: Financial Bid One (1) soft/electronic copy via email

Section III: Certifications One (1) soft/electronic copy via email

Canada requests that respondents submit their response in unprotected (i.e. no password) PDF format by email. Complete size of emails containing a response must not exceed 10MB. Emails exceeding 10MB will not be received. Should the size of email(s) exceed 10MB, respondents must contact the Contracting Authority at least 48 hours prior to the closing date to discuss alternatives.

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 a numbering system that corresponds to the bid solicitation; and
- (b) page numbering must be used on the bottom right of each page of the proposal

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 Appendix “E”, Basis of Payment. The total amount of applicable taxes must be shown separately, if applicable.

Bidders should include the following information in their financial bid by completing Appendix “I”, Vendor Information and Authorization and include it with their bid:



1. Their legal name;
2. Their [Business Number](#) (BN); and
3. The name of the contact person (including this person's mailing address, phone and facsimile numbers, and email address) authorized by the Bidder to enter into communications with Canada with regards to:
 - a) their bid; and
 - b) any contract that may result from their bid.

Financial proposals must clearly identify the personnel proposed and the associated category for evaluation purposes only. Proposed per diem rates or firm prices must be in Canadian dollars.

The Bidder's per diem rates in response to this RFP and resulting contract(s) must include all overhead, general & administrative costs and profit. Included are the following costs that may be incurred in providing the required services: office space, computer hardware and software, word processing, preparation of reports, photocopying, courier services, facsimile services, telephone services, local travel expenses, and administration related to non-local travel expenses. "Local" as used here is defined as where the Work is to be performed in Canada as may be specified in the RFP and the resulting Contract(s).

Bidders must provide in their financial bid a price breakdown as detailed in Appendix "E", Basis of Payment.

Section III: Certifications

Bidders must submit the required 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

The bid must meet the mandatory technical criteria specified below. The Bidder must provide the necessary documentation to support compliance with this requirement.

Mandatory requirements are evaluated on a simple pass or fail basis. Failure by a Bidder to meet any one of the mandatory requirements will render the Bidder's proposal **non-responsive and will not be given further consideration**. The treatment of mandatory requirements in any procurement process is absolute. Each mandatory technical criterion should be addressed separately.

For each project summary provided, Bidders are required to provide specific dates (month and year) of experience as well as the total duration of project (number of months). The month(s) of experience listed for a project whose timeframe overlaps that of another referenced project will only be counted once. For example: Project 1 timeframe is July 2001 to December 2001; Project 2 timeframe is October 2001 to January 2002; the total months of experience for these two project references is seven (7) months.

Note: Customer References may be requested by Canada to verify the information provided in response to the criterions.

#	Mandatory Evaluation Criteria	MET/ NOT MET	Page number(s) in bid
M1	The bidder must be a member of the International Association of Professional Congress Organizers (IAPCO) and must demonstrate proof of membership		
M2	<p>The Supplier must provide three (3) event management projects. The event management projects proposed must demonstrate the experience of the Supplier.</p> <p>Projects submitted where the work was performed by one (1) or more of the Supplier's resources on behalf of another supplier will not be accepted.</p> <p>For each event:</p> <ul style="list-style-type: none"> - The event start date must have been after July 1, 2008; - The event location must have been within North America; - The firm's assigned portion of the overall budget must have been 		



	<p>at least \$200,000 (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <ul style="list-style-type: none"> - -A minimum of 50 participants with varied profiles must have attended the event. A “Participant” is defined as including, but not restricted to, a potential audience, actual delegate, 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, youth, senior executives, parliamentary officials, VIPs, Federal Ministers, MP’s, etc. - within one (1) event; - One (1) or more of the firm's resources must have been on-site for three (3) days or more. "On-site" is defined as at the event location(s) and/or traveling with the event participants; and the provision of all of the following event management services must have been required: accommodations, registration, hospitality, and transportation. <p>The Supplier must provide the following information for each of the three (3) event management project samples submitted:</p> <ul style="list-style-type: none"> a) Name of the project/event; b) Client (Department/firm, etc.); c) Client contact (Name, telephone number, e-mail address); d) Description of the event; e) Event start date; (Day, Month, Year); f) Event location; g) Supplier’s assigned portion of the overall budget (including professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes); h) Number of delegates in attendance; i) Profile of delegates in attendance [ie. the sector (private, public or military), ranks or positions, and country(ies) of origin of the delegates]; j) Number of days one or more of the firm's resource(s) was/were on-site; and k) List of events management services provided. 		
--	--	--	--

4.1.2 Financial Evaluation

Only the proposals that are technically responsive will be considered for financial evaluation.



The price of the bid will be evaluated in Canadian dollars, applicable taxes are excluded.

For the purposes of bid evaluation, Basis of Payment, Appendix “E” will be used. The Bidder must provide all inclusive fixed per diem rates for the work being proposed in accordance with the bid solicitation, for the initial contract period.

The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.

The “TOTAL EVALUATED PRICE” in Annex “E”, Basis of Payment, excluding taxes, will be used to determine the financial evaluation score.

4.1.3 Formulas in Pricing Schedule

If the Pricing Schedule provided to bidders include any formulae, Canada may re-input the prices provided by bidders into a fresh table, if Canada believes that the formulae may no longer be functioning properly in the version submitted by a bidder.

4.1.4 Substantiation of Professional Services Rates

In Canada’s experience, bidders will from time to time propose rates at the time of bidding for one or more categories of resources that they later refuse to honour, on the basis that these rates do not allow them to recover their own costs and/or make a profit. When evaluating the rates for professional services bids, Canada may, but will have no obligation to, require price support for any rates proposed (either for all or for specific resource categories). Examples of price support that Canada would consider satisfactory include:

- a) documentation (such as billing records) that shows that the Bidder has recently provided and invoiced another customer (with whom the Bidder deals at arm’s length) for services similar to the services that would be provided by the relevant resource category, where those services were provided for at least one month and the fees charged are equal to or less than the rate offered to Canada (to protect the privacy of the customer, the Bidder may black out the customer’s name and personal information on the invoice submitted to Canada);
- b) a signed contract between the Bidder and an individual qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category, where the amount payable under that contract by the Bidder to the resource is equal to or less than the rate bid for that resource category;
- c) a signed contract with a subcontractor who will perform the work under any resulting contract, which provides that the required services will be provided at a rate that is equal to or less than the rate bid for the relevant resource category (and where the resource meets all the qualifications described in this bid solicitation); or
- d) details regarding the salary paid to and benefits provided to the individuals employed by the Bidder qualified (based on the qualifications described in this bid solicitation) to provide services under the relevant resource category where the amount of compensation, when converted to a per diem or hourly rate (as applicable), is equal to or less than the rate bid for that resource category.



Once Canada requests substantiation of the rates bid for any resource category, it is the sole responsibility of the Bidder to submit information (either the information described in the examples above, or other information that demonstrates that it will be able to recover its own costs based on the rates it has proposed) that will allow Canada to determine whether it can rely, with confidence, on the Bidder's ability to provide the required services at the rates bid, while, at a minimum, recovering its own costs. Where Canada determines that the information provided by the Bidder does not demonstrate the Bidder's ability to recover its own costs in providing the relevant resource, Canada may declare the bid non-compliant, if the rate is at least **20%** of or lower than the median price bid by compliant bidders for the first year of the resulting contract for the relevant resource(s). Only the Firm Per Diem Rates of proposals that are technically responsive will be considered.

4.2 Basis of Selection

4.2.1 Basis of Selection - Lowest Evaluated Price

A bid must comply with the requirements of the bid solicitation and meet all mandatory evaluation criteria to be declared responsive. The responsive bid with the lowest evaluated price found in Appendix "E", Basis of Payment table under "**TOTAL EVALUATED PRICE**" will be recommended for award of 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 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 Integrity declaration form available on the Integrity Regime 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 specified 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>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Integrity Provisions – List of Names

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide a completed List of Names in the Integrity Verification form available on the Integrity Regime website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/ln-form-eng.html>), to be given further consideration in the procurement process.



5.2.3 Federal Contractors Program for Employment Equity – Bid Certification

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" 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.

5.2.4 Status and Availability of Resources

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

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.

5.2.5 Education and Experience

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



PART 6 – SECURITY, FINANCIAL AND OTHER REQUIREMENTS

6.1 Security Requirement

There are no Security Requirements associated with this requirement

6.2 Insurance Requirements

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



PART 7 - RESULTING CONTRACT CLAUSES

APPENDIX “A”, GENERAL TERMS AND CONDITIONS

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

A1. Standard Acquisition Clauses and Conditions Manual

All instructions, general terms, conditions and clauses identified herein by title, number and date are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual issued by Public Works and Government Services Canada (PWGSC) and in the Citizenship and Immigration Canada Terms and Conditions Manual.

A1.1 An electronic version of the SACC Manual is available on the Buy and Sell Website: <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

A1.2 An electronic version of the Citizenship and Immigration Canada (CIC) Contract Terms and Conditions is available on the CIC Website: <http://www.cic.gc.ca/english/transparency/index.asp>

A2. Terms and Conditions of the Contract

A2.1 The general terms, conditions and clauses identified herein by title, number and date, are hereby incorporated by reference into and form part of this Contract, as though expressly set out herein, subject to any other express terms and conditions herein contained.

A3. Standard Instructions and Conditions

A3.1 The conditions set out in the [CIC-SI-001 \(2016-05-26\)](#) Standard Instructions – Goods or Services Competitive Requirements, are hereby incorporated by reference into and form part of this Contract.

A4. General Conditions

A4.1 General Conditions [CIC-GC-001 \(2016-05-26\)](#), Med/High Complexity Goods and Services Contract shall apply to and form part of this Contract.



APPENDIX “B”, SUPPLEMENTAL TERMS AND CONDITIONS

B1. Priority of Documents

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

- a) The Articles of Agreement;
- b) Appendix “B” – Supplemental Terms and Conditions;
- c) Appendix “A” – General Terms and Conditions;
- d) Appendix “C” – Terms of Payment;
- e) Appendix “D” – Statement of Work;
- f) Appendix “E” – Basis of Payment
- g) Appendix “F” – Vendor Information and Authorization Form
- h) the Contractor's proposal dated _____(TBD)

B2. SACC Manual Clauses

The following SACC manual Clauses are incorporated by reference and form part of this Contract:

ID	Date	Title
A9117C	2007-11-30	T1204 - Direct Request by Customer Department
A9116C	2007-11-30	T1204 Information Reporting by Contractor
C0705C	2010-01-11	Discretionary Audit

B3. Security Requirement

There is no security requirement associated with the requirement.

B4. Period of Contract

The period of the Contract is from date of contract award to July 31, 2019.

B5. Termination on Thirty (30) Days Notice

- 1. Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.
- 2. In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

B6. Certifications / Compliance and Additional Information

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.



B7. Insurance Requirements

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

B8. Conflict of Interest - Other Work

The Contractor, during and after the period of performance of the Contract agrees that:

- a) it must not bid on any other work stream of this project for the Work performed under its Contract, to be let as a result of a solicitation where any work performed by the Contractor under this Contract creates a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), and must not participate as a subcontractor or consultant in the preparation of any other Bidder's bid for such a resulting contract;
- b) if its work under the subject Contract involved access to information that would for any reason create a real or apparent conflict of interest or unfair advantage over other potential suppliers for any resulting contract(s), on any other work stream for the Work performed under its Contract, the Contractor must not bid for any part of that resulting contract(s) or participate as a subcontractor or consultant in the preparation of any other Bidder's Bid for any resulting contract(s); and
- c) It must not act as an advisor or provide any third party with privileged information obtained in the performance of its work, for any real estate transaction related to the Work performed under its Contract.

Canada will disqualify any bid from the Contractor (or any entity that either controls or is controlled by the Contractor or, together with the Contractor, is under the common control of a third party, as well as such third party) for contracts, on any other work stream of this project for the Work performed under its Contract, as described in this clause, in respect to which Canada determines, at its sole discretion, that the Bidder's involvement in this Contract, whether direct or indirect, has resulted in a real or apparent conflict of interest or unfair advantage over other suppliers for the work subject to the solicitation.

B9. Closure of Government Offices

Contractor personnel are employees of the Contractor and are paid by the Contractor on the basis of services rendered. Where Contractor's employees are providing services on government premises pursuant to this Contract and the said premises become non accessible and consequently no Work is being performed as a result of the closure, Canada will not be liable for payment to the Contractor for the period of closure.

B10. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work in Appendix "D".



B11. Authorities

B11.1 Contracting Authority

The Contracting Authority for the Contract is:

<The Contracting Authority for the Contract is to be identified at Contract award>

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.

B11.2 Project Authority

The Project Authority for the Contract is:

<The Project Authority for the Contract is to be identified at 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.

B11.3 Technical Authority

<The Technical Authority for the Contract is to be identified at Contract award>

The Technical Authority will be responsible for providing guidance on the technical requirements and deliverables.



APPENDIX “C”, TERMS OF PAYMENT

C1. Basis of Payment

Professional Service (Per Diem) – Multiple Resources

The Contractor will be paid in accordance with the following Basis of Payment for Work performed pursuant to the Contract:

The Contractor will be paid a sum not to exceed \$_____ (*insert amount at contract award*) for fees, billable at per diem rates stated in the Table below. A day shall be considered to consist of seven and one-half hours; work of more or less a day shall be prorated to the time actually worked. Invoices submitted will detail all applicable resources, their per diem rates, their level of effort and the total sum. The invoice is payable on its receipt and upon acceptance of the level of effort. Customs duties are included and applicable taxes are extra.

C2. Limitation of Expenditure

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work as determined in accordance with the Basis of Payment in Appendix “E”, to a limitation of expenditure of \$_____ (*insert the amount at contract award*). Customs duties are included and applicable taxes are extra.

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and applicable taxes are extra if applicable.
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 percent committed, or
 - b) four (4) 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.



C3. Method of Payment

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.

C4. Applicable Taxes

Applicable taxes are not included in the amounts shown in the Basis of Payment. Applicable taxes, which are estimated at \$_____ (to be determined at contract award), are included in the total contract amount. Applicable taxes are to be shown as separate items on all invoices and claims for progress payments and will be paid by Canada. The Contractor agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

C5. 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;
 - c) a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
 - d) a copy of the monthly progress report.
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.

C6. Travel and Living Expenses

“Canada will not accept any travel and living expenses for:

- a) Work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
- b) Any travel between the Contractor's place of business and the NCR; and
- c) Any relocation of resources required to satisfy the terms of the Contract.

These expenses are included in the firm price for professional fees specified above.”



APPENDIX “D”, STATEMENT OF WORK

D1. Title

Provision of Event Planning and Management Services to support Immigration, Refugees, and Citizenship Canada (IRCC) in the delivery of the International Metropolis Conference 2019

D2. Objective

The purpose of this procurement is to secure Event Planning and Management Services for: The International Metropolis Conference to be held at the Shaw Center in Ottawa, between June 24 and June 28, 2019

D3. Background

The International Metropolis Conference is the largest annual international gathering of experts from academia, governments and civil society in the fields of migration, integration and diversity in the world.

Last April, a proposal was submitted to host the conference in Ottawa, from June 24–28, 2019 — and the International Metropolis Steering Committee selected Ottawa as the host city. This is the third time Canada has hosted the conference; initially in Vancouver in 2000, and most recently in Toronto in 2005. Up to 1500 delegates are expected to participate from 70 Countries.

Through research funding and annual international and national conferences, the International Metropolis Project helped foster significant policy research capacity for federal and provincial governments and within the academia, in the areas of global immigration issues, diversity, inclusion and Citizenship.

The International Metropolis Conference is the largest annual gathering of experts (from academia, governments, and civil society) in the fields of migration, integration and diversity, attracting upwards of 1500 participants from around world to take part in over 100 workshops.

Hosting this Conference would offer Canada a unique opportunity to shape the conference agenda to support its migration priorities, demonstrate international leadership and showcase the country’s successes with respect to migration policy, settlement, diversity and inclusion. In addition, Canada is seeking a seat on the United Nation Security Council; hosting such a conference will allow Canada to demonstrate to a global audience its societal approach to the global challenges of migration.

The Shaw Centre in Ottawa has been contracted to provide all the space necessary to host the Conference. The Shaw centre will also provide the necessary catering and ensure a partnership with Freeman Audiovisual to ensure IT and Audiovisual service for the duration of the Conference.



D4. Event Description:

The mandate of International Metropolis Conference Project 2019 (IMCP 2019) within IRCC is to manage and implement the successful planning and organizing of the International Metropolis Conference 2019 (IMC 2019) as approved by Minister Hussen. The project Team works under the oversight of the International Metropolis Conference Steering Committee 2019 (IMCSC 2019). The mandate of the IMCSC 2019 is to make decisions with regard to the organization of the IMC 2019 which will be held in June (24-28) 2019 at the Shaw Centre in Ottawa. This meeting provides the global community of governmental, academic, and civil society leaders with a cutting-edge learning experience informed by evidence based and innovative policy and program ideas, and best practices related to research and on migration, integration, diversity and inclusion.

Under the direction and guidance of the IMCSC 2019, IRCC will work in close consultation with the Metropolis International Secretariat, and other key partners such as the academia, the settlement sector, other Canadian government departments, Provinces and Territories and non-governmental organizations in developing the conference program, planning conference related activities and securing keynote speakers.

The IMCSC 2019 is responsible for overseeing the IMCP 2019 from start to completion. Its role is to provide direction and advice regarding the design of the IMC 2019, budget allocations, reporting and accountability.

The Conference in Brief:

- Day one: study tours; a graduate student policy-oriented conference; special roundtables, including possibility for a Ministerial roundtable;
- Day two: opening plenary session with a presentation by the Prime Minister and the Minister of IRCC along with Ministerial counterparts from other countries; a second plenary session; 20-25 afternoon workshops;
- Day three: two plenary sessions and 20-25 workshops;
- Day four: two plenary sessions and 20-25 workshops; closing gala dinner
- Day five: two plenary sessions; closing session that includes an invitation to the 2020 conference; afternoon meeting of the International Metropolis Steering Committee; International Steering Committee dinner (40 people approx.)

TENTATIVE DAILY SCHEDULE OF EVENTS

Event	Time	Description
Morning activities	7:30 to 8:30	Breakfast on site (Tuesday to Friday)
Activity - Conference	8:30 to 9:00	Opening sessions (Tuesday to Friday)
	9:00 to 10:30	1 st Plenary (Tuesday to Friday)
Pause	10:30 – 11:00	Health breaks
Activity/Show/Conference	11:00 – 12:30	2 nd Plenary (Tuesday to Friday)
Lunches	12:30 – 13:30	Lunch on site buffet style
Workshops	13:30 – 14:30	Two sets of workshops in various



	15:00 – 16:00	rooms separated by a coffee break
Opening Reception	18:00 – 20:00	Welcoming reception for delegates Monday June 24 th
Cultural Evening	18:00 – 22:00	Wednesday, June 26
Gala evening	18:00 – 24:00	Full meal with entertainment (IRCC Choir and newcomers band), Thursday June 27
International Steering Committee Dinner	18:00 – 22:00	Friday June 28 Full Working Meal
International Steering Committee meeting	9:00 – 14:00	Saturday June 29 – meeting International Steering Committee Buffet Lunch included

D5. Contractor’s Responsibilities

The Contractor must provide the following services:

D5.1 Venue and Related Services

- a) Conducting space planning, layouts and staging at the Shaw Centre;
- b) Executing audiovisual requirements in cooperation with Freeman Audiovisual;
- c) Venue accoutrements such as, but not limited to sound systems, tents, awnings, signage and staging, tables, chairs, flowers, banners, bottled water, including transportation of these items to different locations at the Shaw Centre;

D5.2 Pre-Event Planning

The Contractor must provide the following services to ensure successful pre-event planning:

D5.2.1 General Pre-Event Planning

- a) Working with IRCC to determine the purpose, parameters, policies and procedures for events;
- b) Evaluating the impact of events on the image of the Government of Canada holding the event;
- c) Preparing and/or executing a plan which meets the defined needs and culture of the Government of Canada holding events;
- d) Assisting in making key decisions related to event design, objectives and content (i.e. assignment of 130 concurrent workshops) , negotiations, personnel, financial management, and contingencies; and negotiating a venue for Cultural Evening; Other services as defined by IRCC Project Authority
- e) Assisting the client with program and session planning, including formatting, timelines, and agenda preparation;
- f) Arranging for the production, printing, and distribution of related material, before, during and after the event;



- g) Other services as defined by IRCC Project Authority

D5.2.2 Specific Pre-Event Planning

- a) Establishing and coordinating on-site marketing and promotions;
- b) Establishing and coordinating registration procedures for up to 1500 delegates consisting of Full Delegates, Early Registrants, VIP Delegates, Young Researchers, etc.;
- c) Assisting the client with program and session planning, including formatting, timelines, and agenda preparation;
- d) Collating and distributing conference kits;
- e) Preparing name badges, after 1 June, 2019
- f) Developing floor plans and assigning exhibit space (both paid and unpaid);
- g) Securing and acknowledging corporate sponsors (e.g. like KMPG, Deloitte) to increase the visibility of the event as well as defraying some of the costs associated with the Conference organization.

D5.2.3 On-Site Support

The Contractor must ensure provision of logistical management and on-site support for planned events, including but not limited to the following:

- a) Venue accoutrements such as, but not limited to, awnings, signage and staging, tables, chairs, portable toilets, flowers, banners, bottled water, including transportation of these items to various locations;
- b) Immediate access to comprehensive medical services;
- c) Maintaining logistical control of events;

Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees;

- d) Briefing, directing and assisting IRCC on-site;
- e) Managing exhibits and booth setup;
- f) Coordinate move-in/move-out, monitor all arrangements with facility (meeting rooms, food and beverage, scheduling, exhibitors, signage, sponsor materials etc.).
- g) Provide transportation (which may include a driver) to various locations;

D5.3 Travel

Should travel be required, as determined by the Contractor, the Contractor is responsible for all associated travel and living expenses and must be included in the Contractor's proposed all inclusive firm per diem rate.

D5.4 Contingency Plans

To ensure continuity of the event, the Contractor must provide contingency plans in writing for the following contingencies as they occur, but not limited to:

- a) Safety and security of delegates
- b) Sickness and/or accidents and/or death of any of the trip delegates by ensuring proper processes are followed to seek medical attention;
- c) Changes in size of group to larger or smaller by ensuring the flexibility and availability of resources to accommodate the needs of the group;



- d) Changes in itinerary by ensuring the flexibility and availability of resources to accommodate such changes;
- e) Natural or man-made disasters (flooding, tornados, hurricanes, earthquakes, blizzards) by ensuring monitoring of circumstances and communication with client;
- f) Venue and schedule changes including possible alternative side trips, as a result of unexpected occurrences by ensuring communication with subcontractors to make re-arrangements;
- g) Sensitivity to special needs of group and individuals such as mobility, medical (smoking, allergens) and dietary restrictions by communicating with subcontractors to ensure requirements are addressed for delegate members;
- h) Loss of delegate/baggage/passport and/or travel documents by ensuring appropriate action is taken to reclaim lost items or purchase new ones; and
- i) Unforeseen changes by third-party service providers and/or (hotel/restaurant/transportation company owners) by ensuring flexibility and availability of resources to accommodate these changes.

Note: All contingency plans would be in consultation with the Project Authority, and may require consultation with other Government of Canada departments and/or agencies, such as Canadian embassies abroad and/or officials from foreign countries.

D5.5 On-site Event Coordination Services

- a) Maintaining logistical control of events;
- b) Coordinating registration procedures (both paper-based and automated environments) as well as collecting registration fees;
- c) Briefing, directing and assisting the Client on-site;
- d) Managing exhibits and booth setup;
- e) Managing hospitality;
- f) Coordinating speakers / presenters / facilitators, note takers, simultaneous interpreters and translators, security staff, audio-visual staff, photographer/videographer.

D5.6 Financial Management

- a) Establishing an account in trust to receive conference fees, under management by the Director, IMCP 2019;
- b) Establishing, monitoring and managing the financial objectives of events;
- c) Establishing billing procedures, reviewing bills from subcontractors, and ensuring payments for expenses as require
- d) Booked hotel rooms and travel charges for invited guests will be paid for by IMCP 2019.
- e) Travel planning and expenses must comply with the standard Federal Government guidelines available at the National Joint Council website: <http://www.njc-cnm.gc.ca/directive/index.php?sid=98&lang=eng>

D5.7 Post-Conference Reporting and Debriefing

- a) Preparing final report for the event including a final budget;
- b) Debriefing IRCC and officials regarding the final outcome(s) of the event, including lessons learned;
- c) Conducting follow-ups for registration, delegate services (payments, summaries, delegate lists, event proceedings, etc.) via all means (paper, electronic, web); and



- d) Following up with suppliers for all billing, services, adjustments and final payments, etc.

D6. Resources Required

The Contractor must identify one Senior Event Manager and at least one Event Coordinator for each of the events as described in Section 4.0 entitled “International Metropolis Conference 2019”.

The Contractor must provide all services in both official languages (English and French) of Canada.

The Senior Event Manager must be on-site at each event.

D7. Status Requirements

- a) Weekly Status Reports

In providing weekly status updates to the Project Authority, the Contractor must:

1. Provide at least one (1) status report per week on Fridays before 4:00pm local time in Ottawa, either in person, or via a conference call organized by the Contractor.
2. Status reports will be by email and include:
 - a) Update on progress to date of AV, Menu, Food, Facilities, Rooms, and Travel Arrangements, and Registration
 - b) Timelines and projected completion dates; and
 - c) Cost review to be submitted monthly with the invoice for Labour and expenses to date.

The Contractor must provide:

- a) advice, including costing estimates, in accordance with Annex B Basis of Payment, for each event and feature options on an ongoing basis during the planning and execution of each scheduled event;
- b) Budget for each event including reporting mechanisms, deadlines for invoice payments, currency break-downs and conversions;

D8. Client Responsibilities

IRCC will be responsible for the following:

- a) Provide a contact person to be the liaison with the Contractor for technical direction and logistics;
- b) Be available for consultation throughout the span of this project;
- c) Chair regularly scheduled bi-weekly meetings;
- d) Obtain all necessary permissions for the event(s);
- e) Carry out all promotional and marketing initiatives, including media relations and news coverage before, during and after the events.



APPENDIX “E”, BASIS OF PAYMENT

During the period of the contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

All deliverables are F.O.B. Destination, and Canadian Customs Duty included and applicable taxes are extra.

For bid evaluation and contractor(s) selection purposes only, the evaluated price of a bid will be determined in accordance with this Basis of Payment, Appendix “E”.

Canada's total liability to the Contractor under the Contract shall not exceed \$_____ (*insert the amount at contract award*) including all options, travel expenses and all applicable taxes.

The Bidder must complete this pricing schedule and include it in its financial bid. Other than completing required section(s) in the pricing table below, the bidder must not make any other changes or alternations. By doing so will render the bidder's response non-compliant and will be eliminated from the competition.

1. The Bidder should complete this pricing schedule and include it in its financial bid. As a minimum, the Bidder must respond to this pricing schedule by inserting in its financial bid for each of the periods specified below its quoted firm all inclusive per diem rate (in Cdn \$) for each of the Consultant Categories identified.
2. The prices or rates specified below, when quoted by the Bidder, include any of the following expenses that may need to be incurred to satisfy the terms of any contract that may result from its bid:
 - a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N-4/>;
 - b) any travel expenses for travel between the Contractor's place of business and the NCR; and
 - c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.
3. The volumetric data included in the pricing schedule detailed in Appendix “E”, Basis of Payment is provided for bid evaluated price determination purposes only. They are not to be considered as a contract guarantee.



Resource Category	Firm Per Diem Rate (CAD\$) (A)	Estimated Number of Days (B)	Total (CAD \$) C = A x B
Senior Event Manager	\$ to be inserted by bidder	100	\$ to be inserted by bidder
Event Coordinator	\$ to be inserted by bidder	120	\$ to be inserted by bidder
TOTAL EVALUATED PRICE:			\$ to be inserted by bidder

1.1 Definition of a Day/Proration:

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the fixed daily rate will be prorated to reflect actual time worked in accordance with the following formula:

$$\frac{\text{Hours worked} \times \text{applicable firm per diem rate}}{7.5 \text{ hours}}$$

1. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
2. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.



APPENDIX “F”, VENDOR INFORMATION AND AUTHORIZATION FORM

Vendor Name and Address

Legal Status (incorporated, registered, etc.)

- Individual (Sole proprietor)
- Privately owned corporation
- Joint Venture or Corporate entity
- Other (specify):

GST or HST Registration Number and Business Number (Revenue Canada)

Name and Title of Person authorized to sign on behalf of Vendor

Print Name _____ Title _____

Signature _____ Date _____

Central Point of Contact

The Vendor has designated the following individual as a central point of contact for all matters pertaining to the proposed contract, including the provision of all information that may be requested:

Name and Title _____

Telephone _____ Fax _____

Email _____

Each proposal must include a copy of this page properly completed and signed.