



**RETURN BIDS TO:**

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**Attn: Vanessa Cairney**

**FOR ELECTRONIC BIDS:**

The electronic mailbox is equipped to send an automatic reply to all messages received. If you do not receive an automatic response, please contact the Contracting Authority to ensure your bid was received. Please note that it is the bidder's sole responsibility to ensure that all bids submitted are received in their entirety by Citizenship and Immigration Canada by the closing date and time indicated in this RFP.

**IMPORTANT NOTICE TO SUPPLIERS**

The Government Electronic Tendering Service on [buyandsell.gc.ca/tenders](http://buyandsell.gc.ca/tenders) will be the sole authoritative source for Government of Canada tenders that are subject to trade agreements or subject to departmental policies that require public advertising of tenders.

**REQUEST FOR PROPOSAL**

**Proposal To: Citizenship and Immigration 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 thereof.

**Instructions : See Herein**

**Instructions: Voir aux présentes**

**Issuing Office – Bureau de distribution  
Citizenship and Immigration Canada  
Procurement and Contracting Services  
70 Crémazie  
Gatineau, Québec K1A 1L1**

<b>Title – Sujet</b>	
<b>Event Planning and Management Services for 2019 International Metropolis Conference</b>	
<b>Solicitation No. – N° de l'invitation</b>	<b>Date</b>
<b>CIC – 149692 - Amendment 3</b>	<b>8 November, 2018</b>
<b>Solicitation Closes – L'invitation prend fin at – à</b>	<b>Time Zone Fuseau horaire</b>
<b>2:00 PM on – 26 November, 2018</b>	<b>EST</b>
<b>F.O.B. - F.A.B.</b>	
<b>Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/></b>	
<b>Address Inquiries to: - Adresser toutes questions à :</b>	
<a href="mailto:IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca">IRCC.BidsReceiving-Receptiondessoumissions.IRCC@cic.gc.ca</a>	
<b>Destination – of Goods, Services, and Construction: Destination – des biens, services et construction :</b>	
See Herein	
<b>Delivery required - Livraison exigée</b>	
See Herein	
<b>Vendor/firm Name and address Raison sociale et adresse du fournisseur/de l'entrepreneur</b>	
<b>Facsimile No. – N° de télécopieur Telephone No. – N° de téléphone</b>	
<b>Name and title of person authorized to sign on behalf of Vendor/firm</b>	
<b>Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur</b>	
<b>(type or print)/ (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>



**AMENDMENT 3 TO SOLICITATION NUMBER CIC -149692 IS RAISED TO:**

1. Provide clarification and answers to questions from potential suppliers.
2. Extend the solicitation closing date by three (3) days from 23 November 2018, to 26 November, 2018.

**QUESTIONS AND ANSWERS:**

<p><b>Question 4</b></p>	<p>Would Canada consider removing mandatory criteria #1 - this specific criteria greatly reduces competition for this opportunity and does not appear to be a standard requirement on other Government of Canada conference/event contracts. On the association website, it appears only 7 firms in Canada have this designation. <a href="https://www.iapco.org/iapco-members/#Canada">https://www.iapco.org/iapco-members/#Canada</a> We have hosted Canadian Military, Canadian Election Official conference and Provincial conferences and have not had this requirement listed before. Would Canada consider removing the specific designation and amend to state 'contractor must have completed 5+ conference/event management contracts for Government'?</p>
<p><b>Answer 4</b></p>	<p>The requirement of belonging to IAPCO is a necessary requirement given the very short time before the conference – Accreditation to IAPCO is a guarantee that firms have passed a rigorous period before achieving this status, the Australian Metropolis Conference Organizers had the same standards.</p>
<p><b>Question 5</b></p>	<p>Would Canada consider amending M2 to allow conference/events that were executed for the Canadian Government but not in North America? Would Canada also consider allowing 1 project with a \$175,000.00 budget and the other two over \$200,000.00 as acceptable?</p>
<p><b>Answer 5</b></p>	<p>No. Typically this event will have major Canadian participation we require a firm that is knowledgeable of the Canadian realities.</p> <p>This mandatory will not be amended.</p>
<p><b>Question 6</b></p>	<p>In Appendix E “Basis of Payment”, there is a senior event manager and event coordinator listed. Is this diagram provided as reference of how IMP 2019 would like us to provide the financial quotation or is the project only looking for two individuals to support the conference?</p>
<p><b>Answer 6</b></p>	<p>IRCC is only looking for the two individuals listed in Appendix E, Basis of Payment. IRCC has invested in a full conference team that will be managing many aspects of the conference including some accommodations and logistical issues therefore the position of operations director is not necessary.</p>



<b>Question 7</b>	To confirm – IRCC has a registration system in place already or will IRCC hope to have PCO provide registration platform?
<b>Answer 7</b>	Yes, IRCC has a registration system already in place.

<b>Question 8</b>	Will the PCO be managing all delegate inquiries throughout the registration process?
<b>Answer 8</b>	No.

<b>Question 9</b>	What sponsorship targets does IRCC have in place for the conference? Does IMP have a historical sponsorship database/information available that it will share with the determined PCO?
<b>Answer 9</b>	The sponsorship target is approximately \$400K. Historical sponsorship database/information is not available as the conference is hosted by different country each year, therefore no historical data exists.

<b>Question 10</b>	Are all suppliers (conference kits, social activities) confirmed for IMP or will there be a requirement to source supplies?
<b>Answer 10</b>	This will fall within IRCC's responsibilities.

<b>Question 11</b>	How many booths does the conference typically have?
<b>Answer 11</b>	This information is not available, the number of booths varies from country to country.

**ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME.**