



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À:**

**Bid Receiving - PWGSC / Réception des  
soumissions - TPSGC**

**11 Laurier St. / 11, rue Laurier**

**Place du Portage, Phase III**

**Core 0B2 / Noyau 0B2**

**Gatineau**

**Québec**

**K1A 0S5**

**Bid Fax: (819) 997-9776**

**REQUEST FOR PROPOSAL  
DEMANDE DE PROPOSITION**

**Proposal To: Public Works and Government  
Services Canada**

We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.

**Proposition aux: Travaux Publics et Services  
Gouvernementaux Canada**

Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).

**Comments - Commentaires**

**Vendor/Firm Name and Address**

**Raison sociale et adresse du**

**fournisseur/de l'entrepreneur**

**Issuing Office - Bureau de distribution**

Communication Procurement Directorate/Direction de  
l'approvisionnement en communication

360 Albert St. / 360, rue Albert

12th Floor / 12ième étage

Ottawa

Ontario

K1A 0S5

<b>Title - Sujet</b> Events Planning and Management	
<b>Solicitation No. - N° de l'invitation</b> W7714-196629/A	<b>Date</b> 2018-12-10
<b>Client Reference No. - N° de référence du client</b> W7714-19-6629	
<b>GETS Reference No. - N° de référence de SEAG</b> PW-\$\$CX-011-76008	
<b>File No. - N° de dossier</b> cx011.W7714-196629	<b>CCC No./N° CCC - FMS No./N° VME</b>
<b>Solicitation Closes - L'invitation prend fin</b> <b>at - à 02:00 PM</b> <b>on - le 2019-01-08</b>	<b>Time Zone</b> <b>Fuseau horaire</b> Eastern Standard Time EST
<b>F.O.B. - F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Address Enquiries to: - Adresser toutes questions à:</b> Leblanc(CX Div.), Marc-Andre	<b>Buyer Id - Id de l'acheteur</b> cx011
<b>Telephone No. - N° de téléphone</b> (613) 998-1966 ( )	<b>FAX No. - N° de FAX</b> ( ) -
<b>Destination - of Goods, Services, and Construction:</b> <b>Destination - des biens, services et construction:</b> DEPARTMENT OF NATIONAL DEFENCE 305 Rideau, 8th Floor OTTAWA Ontario K1N9E5 Canada	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

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



Item Article	Description	Dest. Code Dest.	Inv. Code Fact.	Qty Qté	U. of I. U. de D.	Unit Price/Prix unitaire FOB/FAM Destination	Plant/Usine	Delivery Req. Livraison Req.	Del. Offered Liv. offerte
1	Events Planning and Management	W7714	W0141	1	Each	\$	\$	See Herein	

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## **PART 1 - GENERAL INFORMATION**

### **1.1 Introduction**

The bid solicitation is divided into seven parts plus attachments and annexes, 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.

The Annexes include the Statement of Work, the Basis of Payment, the Electronic Payment Instruments, the Federal Contractors Program for Employment Equity - Certification, the Insurance Requirements, and the DND 626 Task Authorization Form.

### **1.2 Summary**

The Department of National Defence (DND) requires event management services, including webcasts, meetings, conferences, workshops, summits, symposia, consultations and round tables on an "as and when requested basis" in support of the Innovation for Defence Excellence and Security (IDEaS) program.

The IDEaS program will challenge innovators to develop solutions to emerging defence and security problems. This new program will support innovative technology, knowledge, and problem solving which are critical for Canada and its allies to mitigate new threats, stay ahead of potential adversaries, and meet evolving defence and security needs, while generating economic benefits for Canada.

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

This bid solicitation is to establish a contract with task authorizations for the delivery of the requirement detailed in the bid solicitation to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement, outside the resulting contract.

The Federal Contractors Program (FCP) for employment equity applies to this procurement; refer to Part 5 – Certifications and Additional Information, Part 7 - Resulting Contract Clauses and the annex titled Federal Contractors Program for Employment Equity - Certification.

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This bid solicitation allows bidders to use the epost Connect service provided by Canada Post Corporation for bid submission. Bidders must refer to Part 2 of the bid solicitation entitled Instructions to bidders for further information.

### **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 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing, by telephone or in person.

## **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>) 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.

## 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 on page 1 of the bid solicitation.

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

## 2.3 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

### Definitions

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

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

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

"pension" means a pension or annual allowance paid under the Public Service Superannuation Act (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the Supplementary Retirement Benefits Act, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant

to the Canadian Forces Superannuation Act, R.S., 1985, c. C-17, the Defence Services Pension Continuation Act, 1970, c. D-3, the Royal Canadian Mounted Police Pension Continuation Act, 1970, c. R-10, and the Royal Canadian Mounted Police Superannuation Act, R.S., 1985, c. R-11, the Members of Parliament Retiring Allowances Act, R.S. 1985, c. M-5, and that portion of pension payable to the Canada Pension Plan Act, R.S., 1985, c. C-8.

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

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

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

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

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

#### Work Force Adjustment Directive

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

If so, the Bidder must provide the following information:

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

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

#### 2.4 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (5) calendar days before the bid closing date. Enquiries received after that time may not be answered.



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

## **2.5 Applicable Laws**

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

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

## **PART 3 - BID PREPARATION INSTRUCTIONS**

### **3.1 Bid Preparation Instructions**

- If the Bidder chooses to submit its bid electronically, Canada requests that the Bidder submits its bid in accordance with section 8 of the 2003 standard instructions. Bidders are required to provide their bid in a single transmission. The epost Connect service has the capacity to receive multiple documents, up to 1GB per individual attachment.

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

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

- If the Bidder is simultaneously providing a hard copy of the bid using another acceptable delivery method, and if there is a discrepancy between the wording of the soft copy and the hard copy, the wording of the soft copy will have priority over the wording of the hard copy.

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

Section I: Technical Bid (3 hard copies) and (1 soft copy on USB);

Section II: Financial Bid (1 hard copy) and (1 soft copy on USB); and

Section III: Certifications (1 hard copy) and (1 soft copy on USB).

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

Canada requests that bidders follow the format instructions described below in the preparation of hard copy of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper;
- (b) use a numbering system that corresponds to the bid solicitation.

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

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

#### **Section I: Technical Bid**

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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 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**

**3.1.1** Bidders must submit their financial bid in accordance with Attachment 1 to Part 3 – Pricing Schedule and Annex “B” Basis of Payment.

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

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

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

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

## **Section III: Certifications**

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

### ATTACHMENT 1 TO PART 3 - PRICING SCHEDULE

If pricing is not provided, for an element of Table 1 or a percentage is not indicated for an element in Table 2, a value of zero will be assigned for the element and the Bidder will be provided an opportunity to agree with the zero amount.

If the Bidder agrees then the Basis of Payment will be considered compliant. However if the Bidder disagrees then the Bid will be found non-compliant and no further evaluation will be done.

***The Bidder must quote all prices in Canadian dollars, GST/HST extra. The Bidder may not propose any options, provide any optional pricing, or stipulate any conditions. Any Bidder that includes any options or conditions whatsoever will be deemed non-responsive. A weighted average calculated with the table below will be calculated to determine the Bidder's Weighted Average all-inclusive hourly rates.***

Table 1: Firm Hourly Rates – Event Management Services			
<b><i>The Bidder must quote firm fixed all-inclusive hourly rates for Event Management Services in accordance with article 7.7.1 Basis of Payment - Event Management Services in the Resulting Contract Clauses. These firm fixed all-inclusive hourly rates will form part of any resulting Contract and subsequent Task Authorization. A weighted average of the all-inclusive hourly rates will be calculated as detailed in the following table.</i></b>			
Category of Service	Firm All-Inclusive Hourly Rates for Event Management Services for the Initial Contract Period	Weight	Weighted Rate
Event Coordinator	\$ -	30%	
Event Manager	\$ -	30%	
Senior Event Manager	\$ -	15%	
Financial Manager	\$ -	5%	
Event Assistant	\$ -	20%	

Category of Service	Firm All-Inclusive Hourly Rates for Event Management Services Option Period 1	Weight	Weighted Rate
Event Coordinator	\$ -	30%	
Event Manager	\$ -	30%	
Senior Event Manager	\$ -	15%	
Financial Manager	\$ -	5%	
Event Assistant	\$ -	20%	
Category of Service	Firm All-Inclusive Hourly Rates for Event Management Services Option Period 2	Weight	Weighted Rate
Event Coordinator	\$ -	30%	
Event Manager	\$ -	30%	
Senior Event Manager	\$ -	15%	
Financial Manager	\$ -	5%	
Event Assistant	\$ -	20%	
<b>Weighted Average all-inclusive hourly rate for Event management Services (excluding Applicable Taxes) (a<sub>1</sub>)</b>	\$		

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

**Table 2: Limitation of Expenditure - Direct Expenses:**

*The Bidder must quote a firm all-inclusive Mark-up on Direct Expenses as a percentage in accordance with article 7.7.2.1 Basis of Payment - Direct Expenses in the Resulting Contract Clauses. An average of the three Mark-up rates will be calculated in order to evaluate the Bidder's Financial Bid. The Firm All-Inclusive Mark-up for Direct Expenses will form a part of the Basis of Payment of any resulting Contract.*

Mark-Up Rate for Direct Expenses	Firm all-inclusive Mark-up on Direct Expenses as a Percentage
Firm All-Inclusive Direct Expenses Mark-up for the Initial Period of the Contract	____%
Firm All-Inclusive Direct Expenses Mark-up - Option Period 1	____%
Firm All-Inclusive Direct Expenses Mark-up - Option Period 2	____%
<b>Average Direct Expenses Mark-up Rate (b<sub>1</sub>)</b>	____%

**Table 3: Limitation of Expenditure - Subcontracted Expenses:**

***The Bidder must quote a firm all-inclusive Mark-up on Subcontracted Expenses as a percentage in accordance with article 7.7.2.2 Basis of Payment - Subcontracted Expenses in the Resulting Contract Clauses. An average of the three Mark-up rates will be calculated in order to evaluate the Bidder's Financial Bid. The Firm All-Inclusive Mark-up for Subcontracted Expenses will form a part of the Basis of Payment of any resulting Contract and subsequent Task Authorization.***

Mark-Up Rate for Subcontracted Expenses	Firm all-inclusive Mark-up on Subcontracted Expenses as a Percentage
Firm All-Inclusive Subcontracted Expenses Mark-up for the Initial Period of the Contract	____%
Firm All-Inclusive Subcontracted Expenses Mark-up - Option Period 1	____%
Firm All-Inclusive Subcontracted Expenses Mark-up - Option Period 2	____%
<b>Average Subcontracted Expenses Mark-up Rate (c<sub>1</sub>)</b>	____%

***The firm all-inclusive hourly rate for Event Management Services and the Firm All-Inclusive Direct and Subcontracted Expenses Mark-up quoted by the Bidder in Tables 1-3 will also apply to any resulting Contract and subsequent Task Authorization as indicated herein.***

## 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 evaluation criteria.
- (b) An evaluation team composed of representatives of Canada will evaluate the bids.

#### 4.1.1 Technical and Financial Evaluation

##### 4.1.1.1. Mandatory Technical and Financial Criteria

	Mandatory Criteria	Proposal Reference Page	Met	Not Met
<b>M1</b>	<b>EXPERIENCE OF THE FIRM</b>			
<b>M1.1</b>	<p>The Bidder must:</p> <ul style="list-style-type: none"> <li>Have been in business for a minimum of five (5) years, including a minimum of three (3) years specializing in the provision of event management services; and</li> <li>Have a physical place of business within Canada.</li> <li>The Bidder must provide, in writing: <ul style="list-style-type: none"> <li>1. The number of years the firm has been in business; and</li> <li>2. The number of years the firm has specialized in the provision of event management services; and</li> <li>3. The physical address(es) of the firm's place(s) of business within Canada (including street address, city/town and province/territory for each).</li> </ul> </li> </ul>			
<b>M2</b>	<b>PROPOSED RESOURCES</b>			
<b>M2.1</b>	<p>The Bidder must identify at least one (1) but no more than three (3) individuals for each of the following categories of personnel. All of the individuals proposed must be employees or sub-contractors of the Bidder. Subcontracting does not relieve the Contractor from any of its obligations under the Contract or impose any liability upon Canada to a subcontractor.</p> <p>The Bidder must clearly demonstrate how each proposed resource meets the applicable category definition below.</p> <p>The <b>Senior Event Manager</b> must meet all of the following:</p> <ol style="list-style-type: none"> <li>at least three (3) years' experience in leading the development and execution of events, particularly high profile events (an event which is highly publicized, politically sensitive, or involving well-known or high-ranking delegates);</li> <li>has managed events where the firm's assigned portion of the overall budget was at least \$200,000 (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses, and any other project-related revenues, as applicable);</li> <li>has managed events with delegates from either: more than one (1) province or territory; or more than one (1) country; or both;</li> <li>has managed events that require one (1) or more of the firm's personnel to be on-site for three (3) days or more;</li> </ol>			

	<p>e. has managed events with a minimum of one hundred (100) delegates; and</p> <p>f. has provided or overseen the provision of all of the following: accommodations, hospitality, transportation, registration and printing or publications.</p>			
<b>M3</b>	<b>EVENTS MANAGEMENT PROJECTS</b>			
<b>M3.1</b>	<p>The Bidder must provide five (5) events management projects, where the event dates were after January 1, 2008. Each of the Senior Event Managers, Event Managers, Event Coordinators, Financial Managers and Event Assistants identified in M.2 must have been involved in the planning of at least one (1) event. An event may be used to demonstrate the experience of more than one (1) resource, however no more than five (5) projects are to be submitted. At a minimum, three (3) of the five (5) projects must demonstrate an ability of the Bidder to provide event planning services where the profile of participants is varied. "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 or more of the following profiles - general public, senior citizens, youth, senior executives, parliamentary officials, VIPs, Veterans, etc. - within one (1) event.</p> <p>The Bidder must provide the following information:</p> <p>a) Name of the project/event;</p> <p>b) Duration of the event, including start and end dates;</p> <p>c) Proposed resource(s) to be evaluated; and</p> <p>d) Profile of participants (as defined above) at the event.</p>			
<b>M3.2</b>	<p>The Bidder must provide a detailed description of three (3) event management projects.</p> <p>The event management projects described must demonstrate the experience of the Bidder. Projects submitted where the work was performed by one (1) or more of the Bidder's resources on behalf of another firm will not be accepted.</p> <p>For <u>each</u> event:</p> <p>a. The event start date must have been after January 1, 2010;</p> <p>b. The event location must have been within North America;</p> <p>c. The firm's assigned portion of the overall budget must have been at least \$100,000 (including any professional fees, direct expenses, sub-contracted expenses, travel and living expenses, and any other project-related revenues, as applicable, but excluding applicable taxes);</p> <p>d. A minimum of 40 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/entertainer, moderator, session chair, or member of a client group. "Varied" is defined as including two (2) or more of the following profiles – general public, veterans, senior executives, military officials, etc. (within the same event).</p>			



	<p>e. One (1) or more of the firm's resources must have been on-site for two (2) days or more. "Resources" for the purposes of this RFP are defined as a Senior Event Manager and/or Event Coordinator. "On-site" is defined as at the event location(s) and/or travelling with the event participants; and</p> <p>f. All of the following event management services must have been provided: logistics, hospitality and transportation.</p>			
<b>M3.3</b>	<p>The Bidder must provide the following information for each of the three (3) event management project samples submitted:</p> <ul style="list-style-type: none"> <li>Name of the project/event;</li> <li>Client contact information;</li> <li>Description of the event;</li> <li>Event start date (month <b>and</b> year)</li> <li>Event location</li> <li>The dollar value of the Bidder'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)</li> <li>Number of participants in attendance</li> <li>Profile of participants in attendance;</li> <li>Firm(s) resource(s) who was/were on-site;</li> <li>List of event management services provided. The list must clearly demonstrate that the Bidder provided <u>all</u> of the following services: <ul style="list-style-type: none"> <li>Logistics</li> <li>Hospitality</li> <li>Transportation</li> </ul> </li> </ul>			
<b>M4</b>	<b>WEBCASTING</b>			
<b>M4.1</b>	<p>The Bidder must demonstrate that they have successfully completed a minimum of three (3) events that required webcasting services within the last two (2) years as of bid closing.</p> <p>For all referenced events submitted, the Bidder must provide:</p> <p>a) Name of project and description of the work involved, including how it meets the tasks being requested;</p> <p>b) Start and end date of project.</p>			
<b>M5</b>	<p><b>FINANCIAL PROPOSAL</b></p> <p>The Bidder must provide costing information strictly in accordance with Attachment 1 to Part 3 – Pricing Schedule and Annex "B" Basis of Payment.</p>			

#### 4.1.1.2. Point-rated Technical Criteria

The Bidder and the Proposed Resources				
No.	Point Rated Technical Criterion (PRC)	Evaluation Criteria Scoring Method	Maximum points	Cross Reference to Proposal
	<i>The Bidder's Understanding of the Work:</i>			

RT1	The Bidder's approach demonstrates an understanding of the requirements as described in Annex A Statement of Work.	<p><b>0:</b> Information provided does not address the criteria.</p> <p><b>2:</b> Information provided demonstrates a minimal understanding that is relevant to the stated criteria.</p> <p><b>4:</b> Information provided demonstrates understanding for most but not all of the elements of the rated criteria.</p> <p><b>8:</b> Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria.</p> <p><b>10:</b> Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the criteria.</p>	10	
RT2	The Bidder's approach demonstrates a realistic and achievable assignment of resources to achieve the deliverables during the required timelines.	<p><b>0:</b> Information provided does not address the criteria.</p> <p><b>2:</b> Information provided demonstrates a minimal understanding that is relevant to the stated criteria.</p> <p><b>4:</b> Information provided demonstrates understanding for most but not all of the elements of the rated criteria.</p> <p><b>8:</b> Information provided clearly demonstrates a full understanding of all of the elements of the rated criteria.</p> <p><b>10:</b> Rated criteria is dealt with in depth, information provided demonstrates a full range of in-depth understanding of all of the elements of the criteria.</p>	10	
	<b>Project Team Experience: The event project management samples submitted under mandatory criteria M2. EVENT MANAGEMENT PROJECTS will be evaluated against RT3, RT4 &amp; RT5.</b>			
RT3	<b>Project Team Experience:</b> The Bidder's proposed event management team demonstrates a collective and relevant	<b>The bidder will be evaluated based on the number and type of</b>	11 per event (33 total)	

	<p>experience in managing events or other similar project(s). An example may be put forward by the bidder or a member of the event management team but their role in the event must be clearly described (e.g. event manager, event coordinator, etc.).</p> <p>Similar projects defined as: training sessions as part of a larger coordinated training strategy, facilitated meetings as part of a larger coordinated public consultation strategy, research fairs at universities and colleges.</p> <p>Note that sub-activities of one event would not be considered separate projects, for example, if a conference had several sub-events or event themes that would be considered one example only.</p>	<p><b>events, to a maximum of 3 events.</b></p> <p><b>Type of Projects:</b>  <b>2 points</b> for experience completing similar event(s).  <b>2 points</b> for experience completing similar event(s) for the federal government.  <b>3 points</b> for experience managing events for the defence and security and academic sectors.  <b>4 points</b> for experience managing events for a federal government funding program.</p>		
<b>RT4</b>	One of the bidder's proposed resource's demonstrated experience in working with key stakeholders in the defence and security sector.	<b>8 points</b> The experience is demonstrated	8	
<b>RT5</b>	<p>Members of the Project Team – excluding the Event Manager, collectively demonstrate a relevant experience providing event management services in the defence and security and academic sectors or other industrial sector. In this case, the experience of the event management team members is being evaluated as a group. As such, all four examples can be experience from one resource.</p> <p>Note that sub-activities of one event would not be considered separate projects, for example, if a conference had several sub-events or event themes that would be considered one example only.</p>	<p><b>The bidder will be evaluated based on the number and type of events, to a maximum of 3 projects.</b></p> <p><b>Type of Projects:</b>  <b>2 points</b> for experience as Event Manager or coordinator for industrial sector events, including defence and security and academic sectors.  <b>2 points</b> for experience on an event management team for defence and security and academic sectors.  <b>1 points</b> for experience on an event management team for industrial sector projects</p>	5 per event (15 total)	
<b>Total of all the Point Rated technical criteria</b>			<b>/ 76</b>	
<b>To be Deemed Compliant the Minimum required score is:</b>			<b>54</b>	

#### 4.1.2 Financial Evaluation

##### 4.1.2.1 Mandatory Financial Criteria

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

The Bidder must identify prices and rates in accordance with the Basis of Payment at Annex B.

## **4.2 Basis of Selection**

### **4.2.1 Basis of Selection - Lowest Price Per Point**

- 1)** To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation;
  - b. meet all mandatory technical evaluation criteria; and
  - c. obtain the required minimum of 70% percent overall of the points for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 76 points.
- 2)** Bids not meeting (a) or (b) or (c) will be declared non-responsive.
- 3)** The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be 50% for the technical merit and 50% for the price.
- 4)** 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 50%.
- 5)** To establish the pricing score, each responsive bid will be prorated against the lowest Weighted Average hourly rate in addition to the Average Direct Expenses Mark-Up Rate and the Average Subcontracted Expenses Mark-up Rate, as well as the ratio of 50%. Each rate provided in Annex "B" will be prorated to reflect the average rate applied to a project. The prorates/ percentages are reflected in the table below. Each prorated rates will be added to

form the Average Pricing Score g). The Average Pricing Score will be used as the price for the calculation of the highest responsive combined rating of technical merit and price.

Category of pricing element	Bidder's Calculated Average Rate	Lowest Calculated Average Rate	Weight	Pricing score
<b>Weighted Average all-inclusive hourly rate for Event management Services:</b>	(a <sub>1</sub> )	(a <sub>n</sub> )	50%	d) = (a <sub>n</sub> ) / (a <sub>1</sub> ) x 50
<b>Average Direct Expenses Mark-up Rate:</b>	(b <sub>1</sub> )	(b <sub>n</sub> )	25%	e) = (b <sub>n</sub> ) / (b <sub>1</sub> ) x 25
<b>Average Subcontracted Expenses Mark-up Rate:</b>	(c <sub>1</sub> )	(c <sub>n</sub> )	25%	f) = (c <sub>n</sub> ) / (c <sub>1</sub> ) x 25
<b>Average Pricing Score :</b>			g) = d) + e) + f)	

6) For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.

7) Neither the responsive bid obtaining the highest technical score nor the one with the lowest blended hourly rate 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 50/50 ratio of technical merit and price, respectively. The total available points equals 76 and the highest average pricing score is 100.

<b>Basis of Selection - Highest Combined Rating Technical Merit (50%) and Price (50%)</b>				
		<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>
<b>Overall Technical Score</b>		62/76	60/76	64/76
<b>Average Pricing Score</b>		80	100	70
<b>Calculations</b>	<b>Technical Merit Score</b>	62/76 x 50 = 43.48	60/76 x 50 = 39.13	64/76 x 50 = 45.65
	<b>Pricing Score</b>	80/100 x 50 = 40	100/100 x 50 = 50	70/100 x 50 = 35
<b>Combined Rating</b>		83.48	89.13	80.65
<b>Overall Rating</b>		2 <sup>nd</sup>	1 <sup>st</sup>	3 <sup>rd</sup>

## **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 Integrity declaration form available on the Forms for 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 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 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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the "FCP Limited Eligibility to Bid" list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### **5.2.3 Additional Certifications Precedent to Contract Award**

#### **5.2.3.1 Canadian Content Certification**

This procurement is limited to Canadian services.

The Bidder certifies that:

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

**5.2.3.1.1** *SACC Manual* clause A3050T (2014-11-27) Canadian Content Definition.

#### **5.2.3.2 Status and Availability of Resources**

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute 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. Failure to comply with the request may result in the bid being declared non-responsive.

Solicitation No. - N° de l'invitation  
W7714-196629/A  
Client Ref. No. - N° de réf. du client  
W7714-196629

Amd. No. - N° de la modif.  
File No. - N° du dossier  
cx011. W7714-196629

Buyer ID - Id de l'acheteur  
cx011  
CCC No./N° CCC - FMS No./N° VME

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## **PART 6 - FINANCIAL REQUIREMENT**

### **6.1 Financial Capability**

*SACC Manual* clause A9033T (2012-07-16) Financial Capability



## **PART 7 - RESULTING CONTRACT CLAUSES**

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

### **7.1 Statement of Work**

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

#### **7.1.1 Optional goods and/or services**

The Contracting Authority may exercise the option at any time before the expiry of the Contract by sending a written notice to the Contractor.

#### **7.1.2 Task Authorization**

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

##### **7.1.2.1 Task Authorization Process**

1. The Procurement Authority will provide the Contractor with a description of the task using the "Task Authorization" form specified in Annex E.
2. The Task Authorization (TA) will contain the details of the activities to be performed, a description of the deliverables, and a schedule indicating completion dates for the major activities or submission dates for the deliverables. The TA will also include the applicable basis (bases) and methods of payment as specified in the Contract.
3. The Contractor must provide the Procurement Authority within ten (10) calendar days of its receipt, the proposed total estimated cost for performing the task and a breakdown of that cost, established in accordance with the Basis of Payment specified in the Contract.
4. The Contractor must not commence work until a TA authorized by the Procurement Authority has been received by the Contractor. The Contractor acknowledges that any work performed before a TA has been received will be done at the Contractor's own risk.

##### **7.1.2.2 Task Authorization Limit**

The Project Authority may authorize individual task authorizations up to a limit of \$300,000.00. Applicable Taxes included, inclusive of any revisions.

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

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

1. In this clause,

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

"Minimum Contract Value" means 10%

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

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

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

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

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

The quarterly periods are defined as follows:

1st quarter: April 1 to June 30;

2nd quarter: July 1 to September 30;

3rd quarter: October 1 to December 31; and

4th quarter: January 1 to March 31.

The data must be submitted to the Contracting Authority no later than ten (10) calendar days after the end of the reporting period.

#### **7.1.2.5 Task Authorization - Department of National Defence**

The administration of the Task Authorization process will be carried out by the Procurement Authority. This process includes monitoring, controlling and reporting on expenditures of the contract with task authorizations to the Contracting Authority.

## **7.2 Standard Clauses and Conditions**

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

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### **7.2.1 General Conditions**

2035 (2016-04-04) General Conditions - Higher Complexity - Services, apply to and form part of the Contract.

### **7.3 Security Requirements**

**7.3.1** There is no security requirement applicable to the Contract.

### **7.4 Term of Contract**

#### **7.4.1 Period of the Contract**

The period of the Contract is from date of Contract award to 2 years after contract award.

#### **7.4.2 Option to Extend the Contract**

The Contractor grants to Canada the irrevocable option to extend the term of the Contract by up to two (2) additional one year period(s) under the same conditions. The Contractor agrees that, during the extended period of the Contract, it will be paid in accordance with the applicable provisions as set out in the Basis of Payment.

Canada may exercise this option at any time by sending a written notice to the Contractor at least 15 calendar days before the expiry date of the Contract. The option may only be exercised by the Contracting Authority, and will be evidenced for administrative purposes only, through a contract amendment.

#### **7.4.3 Comprehensive Land Claims Agreements (CLCAs)**

The Contract with Task Authorizations is to establish the delivery of the requirement detailed under the Contract, to the Identified Users across Canada, excluding locations within Yukon, Northwest Territories, Nunavut, Quebec, and Labrador that are subject to Comprehensive Land Claims Agreements (CLCAs). Any requirement for deliveries within CLCAs areas within Yukon, Northwest Territories, Nunavut, Quebec, or Labrador will have to be treated as a separate procurement outside the Contract.

### **7.5 Authorities**

#### **7.5.1 Contracting Authority**

The Contracting Authority for the Contract is:

Marc-André Leblanc  
Supply Specialist  
Public Works and Government Services Canada  
Acquisitions Branch  
Communications Procurement Directorate  
360 Albert Street  
Ottawa, ON K1A 0S5

Telephone: 613-998-1966  
Facsimile: 613 949-1281  
E-mail address: [TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca](mailto:TPSGC.padgamiace-appbmpace.PWGSC@tpsgc-pwgsc.gc.ca)

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

### **7.5.2 Project Authority**

*The Project Authority will be identified in the resulting Contract.*

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.

### **7.5.3 Procurement Authority**

*The Procurement Authority will be identified in the resulting Contract.*

The Procurement Authority is the representative of the department or agency for whom the Work is being carried out under the Contract. The Procurement Authority is responsible for the implementation of tools and processes required for the administration of the Contract. The Contractor may discuss administrative matters identified in the Contract with the Procurement Authority however the Procurement Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of Work can only be made through a contract amendment issued by the Contracting Authority.

### **7.5.4 Contractor's Representative**

*The Contractor's Representative will be identified in the resulting Contract.*

## **7.6 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.

## **7.7 Payment**

The Contractor will be paid in accordance with the Basis of Payment at Annex "B", for Work performed pursuant to the Task Authorization and subject to acceptance by the Project Authority.

### **7.7.1 Firm Hourly Rates – Event Management Services**

For the Event Management Services associated with the Work described in the Statement of Work in Annex A and subsequent Task Authorizations:

The Contractor is subject to the Applicable Laws as outlined in article 7.11 of the Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

In consideration of the Contractor satisfactorily completing its obligations under each Task Authorization, the Contractor will be paid firm hourly rates in accordance with B.1 of the Annex B Basis of Payment. Customs duties are included and Applicable Taxes are extra.

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

## **7.7.2 Basis of Payment – Direct and Subcontracted Expenses**

### **7.7.2.1 Direct Expenses**

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

### **7.7.2.2 Subcontracting**

All subcontracted requirements must be provided at net cost with a \_\_% mark-up to cover overhead and profit in accordance with B.2 of the Annex B Basis of Payment.

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

## **7.7.3 Basis of Payment – Travel and Living Expenses**

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

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

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work, in accordance with B.3 of the Annex B Basis of Payment. Applicable taxes are extra.

## **7.7.4 Basis of Payment – Limitation of Expenditure – Task Authorizations**

The Contractor will be reimbursed for the costs reasonably and properly incurred in the performance of the Work specified in the authorized Task Authorization (TA), as determined in accordance with the Basis of Payment in Annex B, to the limitation of expenditure specified in the authorized TA.

Canada's liability to the Contractor under the authorized TA must not exceed the limitation of expenditure specified in the authorized TA. Customs duties are subject to exemption and Applicable Taxes are extra.

No increase in the liability of Canada or in the price of the Work specified in the authorized TA 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 authorized, in writing, by the Contracting Authority before their incorporation into the Work.

## **7.7.5 Limitation of Expenditure - Cumulative Total of all Task Authorizations**

1. Canada's total liability to the Contractor under the Contract for all authorized Task Authorizations (TAs), inclusive of any revisions, must not exceed the sum of \$ \_\_\_\_\_. Customs duties are subject to exemption and Applicable Taxes are extra.
2. No increase in the total liability of Canada will be authorized or paid to the Contractor unless an increase has been approved, in writing, by the Contracting Authority.
3. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
  - a. when it is 75 percent committed, or
  - b. four (4) months before the contract expiry date, or
  - c. as soon as the Contractor considers that the sum is inadequate for the completion of the Work required in all authorized TAs, inclusive of any revisions, whichever comes first.
4. If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority, a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

#### **7.7.6 Monthly Payments**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

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

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

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

*The Electronic Payment Instruments will be identified in the resulting Contract*

#### **7.7.6 Discretionary Audit**

SACC Manual clause C0705C (2010-01-11) - Discretionary Audit

#### **7.7.7 Time Verification**

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.

#### **7.8 Invoicing Instructions**

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

completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses.

2. Invoices must be distributed as follows:

- a. The original and one (1) copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.
- b. One (1) copy must be forwarded to the Contracting Authority identified under the section entitled "Authorities" of the Contract.

## **7.9 Certifications and Additional Information**

### **7.9.1 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.

### **7.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "FCP Limited Eligibility to Bid" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **7.9.3 SACC Manual Clauses**

*SACC Manual* clause A3060C (2008-05-12) - Canadian Content Certification

## **7.10 Applicable Laws**

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

## **7.11 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 2035 (2018-06-21) - Higher Complexity - Services
- (c) Annex A, Statement of Work;
- (d) Annex B, Basis of Payment;
- (e) the signed Task Authorizations (including all of its annexes, if any); and
- (f) the Contractor's bid dated \_\_\_\_\_,

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## 7.12 Insurance

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.



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## ANNEX A

### STATEMENT OF WORK EVENT MANAGEMENT SERVICES - INNOVATION FOR DEFENCE EXCELLENCE AND SECURITY PROGRAM

#### 1. OBJECTIVE

The objective of this requirement is to secure the services of a Contractor for the provision of event management services, including webcasts, meetings, conferences, workshops, summits, symposia, consultations and round tables on an "as and when requested basis" in support of the Innovation for Defence Excellence and Security (IDEaS) program.

#### 2. BACKGROUND

In response to the Defence Policy Strong, Secure, Engaged released in June 2017, the Department of National Defence (DND) has created the Innovation for Defence Excellence and Security (IDEaS) program.

The IDEaS program will challenge innovators to develop solutions to emerging defence and security problems. This new program will support innovative technology, knowledge, and problem solving which are critical for Canada and its allies to mitigate new threats, stay ahead of potential adversaries, and meet evolving defence and security needs, while generating economic benefits for Canada. Below is a brief overview of the different elements of IDEaS:

a. **Ideation**

Ideation is the creation of a collaborative environment between multidisciplinary participants, including academia, governments, private and public sectors that facilitates the formulation of new and innovative ideas and concepts. These collaborative sessions will enable participants to obtain a deep understanding of defence and security challenges, explore how their research or ideas might resolve future issues, and integrate this content into innovative proposals.

b. **Contests**

Contests provide an innovative approach to program delivery by engaging a community of eligible participants to find potential solutions to a "simulated" defence and security challenge.

c. **Competitive Projects**

Competitive Projects are project proposals sought to address S&T Challenges through regular calls for proposals, where phased research and development work allow continual progress as milestones are achieved to project implementation.

d. **Innovation Networks**

Innovation Networks are groups of multidisciplinary researchers from academia, industry or other partners that can develop and apply their expertise towards defence and security challenges to addressing defence and security challenges.

e. **Sandboxes**

Sandboxes are curated trials (physical or virtual) that provide an opportunity for innovators to demonstrate and test their prototypes or ideas in a controlled setting. Experts' feedback and interaction with other innovators provide context for future refinement with the goal of creating a better solution.

f. **Innovation Assessment and Implementation**

Innovation Assessment and Implementation is the process by which relevant experts and operational stakeholders will be assigned to evaluate limited quantities of pre-production prototypes to confirm technology maturity, evaluate in a realistic environment, and provide innovators with operational feedback.

## 5. TASKS

The Contractor must provide event management services on an "as and when requested basis" throughout Canada in support of the IDEaS program. These services may include, but are not limited to, the following:

### 5.1 General Pre-Event Planning

- a) Establishing and/or clarifying event objectives and designing program content and formats;
- b) Working with organizing groups and individuals to determine the purpose, parameters, and procedures for events;
- c) Evaluating the impact of events on the image and success of the client organization holding the events;
- d) Preparing and/or executing a plan which meets the defined needs and culture of the organization holding events;
- e) Making or assisting in making key decisions related to event design, objectives and content, negotiations, personnel, financial management, and contingencies; and
- f) Researching and negotiating partnership and official supplier arrangements.

### 5.2 Specific Pre-Event Planning

- a) Establishing and coordinating marketing and promotions;
- b) Recruiting event participants;
- c) Establishing and coordinating registration procedures;
- d) Assisting the client with program and session planning, including formatting, timelines, and agenda preparation;
- e) Arranging for the production, printing, and distribution of related material, before, during and after the event;
- f) Collating and distributing conference kits;
- g) Preparing name badges;
- h) Handling and planning for sensitive event topics;
- i) Developing floor plans and assigning exhibit space;
- j) Prospecting and negotiating for services which will be required in order to execute events in consultation with the department;
- k) Providing advice and managing protocol for civilian and military dignitaries at the local, national or international level;
- l) Providing detailed cost estimate(s) to the TA; and
- m) Creating plans for the required event(s).

### 5.3 Transportation

- a) Researching and coordinating commercial air transportation;
- b) Researching and coordinating ground transportation (rental cars, vans, buses, trains, shuttles taxis, etc.);
- c) Arranging for transportation of event materials;
- d) Providing information on security requirements and procedures at commercial airports; and
- e) Facilitating border crossings, including ensuring delegates have the required passports/visas;

### 5.4 Accommodations

- a) Booking rooms at appropriate hotels;
- b) Providing information and instructions to delegates on using hotel phones/internet and the cost of other hotel services;
- c) Coordinating final rooming lists with hotels.

### **5.5 Venue and Related Services**

- a) Researching and coordinating the rental of space for the event (including identifying and negotiating with selected sites and facilities authorities);
- b) Conducting space planning, layouts and staging;
- c) Selecting and making provisions for facilitators/speakers;
- d) Arranging for note takers;
- e) Arranging for the provision of simultaneous interpretation and/or on-site translation (in English, French, or one or more other languages as requested by the Technical Authority);
- f) Provision of venue accoutrements (podiums, decorations, banners, tables, chairs, etc);
- g) Arranging for a photographer and/or videographer; and
- h) Arranging and providing for support services such as a Business Service Centre (with fax, printer, monitor, internet capability, etc.).

### **5.6 On-Site Event Coordination Services**

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

### **5.7 Contractor Travel**

- a) Travelling with or without the client on reconnaissance and advance trips to event locations;
- b) Travelling to the event location to provide on-site services during the event; and
- c) Travelling to the client's location for planning meetings and progress briefing sessions.
- d)

### **5.8 Webcast and Remote Participation Services**

- a) Providing remote webcasting services, including streaming live audio and video from the event location to a national and international audience;
- b) Ensuring high quality, sustained webcast viewing during the test and live webcast without any loss of audio or pixilation;
- c) Providing real-time participation/communication services between the Contractor and remote participants who may be located across Canada or abroad;
- d) Ensuring that the Webcast and Remote Participation software is "free" to download and install for all remote participants and supported by multiple browsers (Internet Explorer, Chrome, Firefox, and Safari);
- e) Providing the hardware, software and telecommunications services at the event site to enable remote participation for up to 100 remote participants who may be located within Canada or abroad;
- f) Providing experienced staff to support the set-up and maintenance of webcasting and remote participation, including managing all technical aspects;
- g) Monitoring the webcast and remote participation during the event to ensure any disruptions in the availability of the viewing access to the webcast by internet viewers are prevented.

## 5.9 Financial Management – General

- a) Establishing, monitoring and managing the financial objectives of events;
- b) Following Appendices B, C and D of the National Joint Council Travel Directive; and
- c) Establishing billing procedures, reviewing bills from subcontractors, and ensuring payments for expenses as required.

## 5.10 Financial Management - Travel Reimbursement

- a) Coordinating event participant agreement(s) with private sector entities for which the Technical Authority has indicated and approved a requirement for participation and reimbursement of travel expenses;
  - i. The agreement will state the purpose of participation and the travel dates the participant is entitled to claim travel reimbursement in accordance with the National Joint Council Travel Directive; (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php>);
  - ii. Seeking the agreement and signature of the traveller in advance of the travel day;
  - iii. Requesting and verifying invoices, and original receipts, for reimbursement;
  - iv. Ensuring all reimbursement expenses for private sector participants comply with the National Joint Council Travel Directive; (<http://www.njc-cnm.gc.ca/directive/travel-voyage/s-td-dv-a3-eng.php>);
  - v. Reimbursing all expenses for private sector event participants for which the Technical Authority has indicated a requirement for reimbursement of travel expenses;
  - vi. Following-up, as required, with the participants to reimburse all eligible expenses under the National Joint Council Travel Directive in accordance with the days that were identified in the agreement.

## 5.11 Post-Conference Reporting and Debriefing

- a) Preparing final report for the event including a final budget;
- b) Debriefing the Project Authority (PA) and other client officials regarding the final outcome(s) of the event, including lessons learned;
- c) Conduct follow-ups for registration, delegate services (payments, summaries, delegate lists, event proceedings, etc.) via all means (paper, electronic, web); and
- d) Follow up with suppliers for all billing, services, adjustments and final payments, etc.

## 6. DELIVERABLES

The TA will identify what specific deliverables are required before approval of each event. Generally, the Contractor will be required to provide the following types of deliverables:

- a) Cost estimate
- b) Detailed support plan
- c) All plans required for an event
- d) Registration materials
- e) Progress reports
- f) Final reports

## 7. DATE OF DELIVERY

The date of delivery will be confirmed prior to approval by the PA of each event and multiple events may be required to be performed in parallel.

## 8. LANGUAGE OF WORK

The Contractor may be required to provide services in both official languages (English and French). At a minimum, one (1) of the Contractor's on-site resources must be bilingual if the Work is being performed in

a bilingual region.

## 9. LOCATION OF WORK

The work must be performed on Contractor site except where indicated otherwise by the PA. It is anticipated that the travel will remain within Canada (in the National Capital Region) but there might be an occasion where an event may be planned for outside Canada.

## 10. TRAVEL

The contractors' personnel will not be compensated for any local travel within the NCR. Some IDEaS events will be located outside of the NCR, and as such, may require travel during the planning and execution of the event. All travel must have prior written authorization from the Technical Authority. When authorized, the Contractor will be paid for its authorized travel and living expenses, reasonably and properly incurred in the performance of the work, at cost, without any allowance for overhead or profit, in accordance and as specified in Appendices B, C and D of the National Joint Council Travel Directive (<http://www.njc-cnm.gc.ca/directive/d10/en>) and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". All payments are subject to government audit.

## 11. MEETINGS

Any meetings, if required, will be identified by the PA for each event.

## 12. GOVERNMENT SUPPLIED MATERIAL (GSM)

Any GSM, if required, will be identified prior to approval by the PA of each event.

## 13. GOVERNMENT FURNISHED EQUIPMENT (GFE)

Any GFE, if required, will be identified prior to approval by the PA of each event.

## 3. ACRONYMS

CAF	Canadian Armed Forces
DND	Department of National Defence
DRDC	Defence Research and Development Canada
IDEaS	Innovation for Defence Excellence and Security
S&T	Science and Technology
SME	Subject Matter Expert
TA	Technical Authority

## 4. APPLICABLE DOCUMENTS & REFERENCES

AD1: Strong, Secured, Engaged: Canada's Defence Policy (<http://dgpaapp.forces.gc.ca/en/canada-defence-policy/index.asp>)

AD2: IDEaS (<https://www.canada.ca/en/department-national-defence/programs/defence-ideas.html>)

## ANNEX B

### BASIS OF PAYMENT

#### B.1. Firm Hourly Rates – Strategic Communication Services

The Contractor will be paid firm fixed all-inclusive hourly rates for the required Strategic Communication Services. The firm all-inclusive firm fixed all-inclusive hourly rates will form part of any resulting Contract and task authorizations.

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

The Contractor is subject to the Applicable Laws as outlined in article 7.11 of the Resulting Contract. As such, the Contractor is responsible for ensuring adherence to these Laws, including any applicable Labour Laws. The firm fixed all-inclusive hourly rates charged by the Contractor reflect this responsibility and Canada will not be subject to additional charges not expressly laid out herein.

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

There is no provision for overtime under this Contract.

Table B.1.a – Strategic Communication Services – Initial Period	
	Firm all-inclusive hourly rate
Event Coordinator	\$
Event Manager	\$
Senior Event Manager	\$
Financial Manager	\$
Event Assistant	\$

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Table B.1.b – Strategic Communication Services – Option Period 1	
	Firm all-inclusive hourly rate
Event Coordinator	\$
Event Manager	\$
Senior Event Manager	\$
Financial Manager	\$
Event Assistant	\$

Table B.1.c – Strategic Communication Services – Option Period 2	
	Firm all-inclusive hourly rate
Event Coordinator	\$
Event Manager	\$
Senior Event Manager	\$
Financial Manager	\$
Event Assistant	\$

## B.2. Direct and Subcontracted Expenses

The Contractor will be paid a firm all-inclusive percentage mark-up on Direct and Subcontracted Expenses.

The firm all-inclusive percentage mark-up for Direct and Subcontracted Expenses Mark-up forms part of the resulting Contract and any subsequent task authorization.

### B.2.1 Direct Expenses

Table B.2.a – Direct Expenses – Initial Period	
Firm All-Inclusive Percentage Mark-up on Direct Expenses	%

Table B.2.b – Direct Expenses – Option Period 1	
Firm All-Inclusive Percentage Mark-up on Direct Expenses	%

**Table B.2.c – Direct Expenses – Option Period 2**

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

The Contractor will be reimbursed for the direct expenses reasonably and properly incurred in the performance of the Work.

Direct expenses will be charged at net cost with a **percentage mark-up in accordance with B.2.1** to cover overhead and profit.

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

## **B.2.2 Subcontracting**

**Table B.2.a –Subcontracted Expenses – Initial Period**

Firm All-Inclusive Percentage Mark-up on Subcontracted Expenses	%
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**Table B.2.b –Subcontracted Expenses – Option Period 1**

Firm All-Inclusive Percentage Mark-up on Subcontracted Expenses	%
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**Table B.2.c –Subcontracted Expenses – Option Period 2**

Firm All-Inclusive Percentage Mark-up on Subcontracted Expenses	%
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Subcontracted items include any expenses incurred during the performance of the Work or for the purpose of the project for which a separate contract exists between the Contractor and the person or firm providing the goods/services. Subcontracted items may include, but are not limited to, the following: the venue, audio/video equipment rental, simultaneous interpretation equipment rental, commercial transportation, hospitality, facilitators, note takers, translation services, travel and living for event participants, on-site printing, signage, etc.

All subcontracted requirements will be provided at net cost with a **percentage mark-up in accordance with B.2.2** to cover overhead and profit.



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

For each subcontracted service over \$25,000 (taxes included) the Contractor must obtain competitive bids from no fewer than three (3) outside suppliers. The Contractor must provide to the Project Authority, the names of the suppliers who submitted bids, the total amount of each bid obtained, the selection criteria and results.

### **B.3 Travel and Living Expenses**

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

All travel must have the prior authorization of the Project Authority.

All payments are subject to government audit.

### **B.4 Hospitality**

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

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

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

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

### **ELECTRONIC PAYMENT INSTRUMENTS**

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

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

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## ANNEX D to PART 5 OF THE BID SOLICITATION

### FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY – CERTIFICATION

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\) – Labour's website](#).

Date: \_\_\_\_\_ (YYYY/MM/DD) (If left blank, the date will be deemed to be the bid solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- ☐ A1. The Bidder certifies having no work force in Canada.
- ☐ A2. The Bidder certifies being a public sector employer.
- ☐ A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- ☐ A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- ☐ A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.

**OR**

- ☐ A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- ☐ B1. The Bidder is not a Joint Venture.

**OR**

- ☐ B2. The Bidder is a Joint venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)

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#### Instructions for completing DND 626 - Task Authorization

**Contract no.**  
Enter the PWGSC contract number in full.

**Task no.**  
Enter the sequential Task number.

**Amendment no.**  
Enter the amendment number when the original Task is amended to change the scope or the value.

**Increase/Decrease**  
Enter the increase or decrease total dollar amount including taxes.

**Previous value**  
Enter the previous total dollar amount including taxes.

**To**  
Name of the contractor.

**Delivery location**  
Location where the work will be completed, if other than the contractor's location.

**Delivery/Completion date**  
Completion date for the task.

**for the Department of National Defence**  
Signature of the DND person who has delegated Authority for signing DND 626 (level of authority based on the dollar value of the task and the equivalent signing authority in the PAM 1.4). **Note:** the person signing in this block ensures that the work is within the scope of the contract, that sufficient funds remain in the contract to cover this task and that the task is affordable within the Project/Unit budget.

**Services**  
Define the requirement briefly (attach the SOW) and identify the cost of the task using the contractor's quote on the level of effort. The Task must use the basis of payment stipulated in the contract. If there are several basis of payment then list here the one(s) that will apply to the task quote (e.g. milestone payments; per diem rates/labour category hourly rates; travel and living rates; firm price/ceiling price, etc.). All the terms and conditions of the contract apply to this Task Authorization and cannot be ignored or amended for this task. Therefore it is not necessary to restate these general contract terms and conditions on the DND 626 Task form.

**Cost**  
The cost of the Task broken out into the individual costed items in **Services**.

**GST/HST**  
The GST/HST cost as appropriate.

**Total**  
The total cost of the task. The contractor may not exceed this amount without the approval of DND indicated on an amended DND 626. The amendment value may not exceed 50% (or the percentage for amendments established in the contract) of the original value of the task authorization. The total cost of a DND 626, including all amendments, may not exceed the funding limit identified in the contract.

**Applicable only to PWGSC contracts**  
This block only applies to those Task Authorization contracts awarded by PWGSC. The contract will include a specified threshold for DND sole approval of the DND 626 and a percentage for DND to approve amendments to the original DND 626. Tasks that will exceed these thresholds must be passed to the PWGSC Contracting Authority for review and signature prior to authorizing the contractor to begin work.

**Note:**  
Work on the task may not commence prior to the date this form is signed by the DA Authority - for tasks within the DND threshold; and by both DND and PWGSC for those tasks over the DND threshold.

#### Instructions pour compléter le formulaire DND 626 - Autorisation des tâches

**N° du contrat**  
Inscrivez le numéro du contrat de TPSGC en entier.

**N° de la tâche**  
Inscrivez le numéro de tâche séquentiel.

**N° de la modification**  
Inscrivez le numéro de modification lorsque la tâche originale est modifiée pour en changer la portée.

**Augmentation/Réduction**  
Inscrivez le montant total de l'augmentation ou de la diminution, y compris les taxes.

**Valeur précédente**  
Inscrivez le montant total précédent, y compris les taxes.

**A**  
Nom de l'entrepreneur.

**Expédié à**  
Endroit où le travail sera effectué, si celui-ci diffère du lieu d'affaires de l'entrepreneur.

**Date de livraison/d'achèvement**  
Date d'achèvement de la tâche.

**pour le ministère de la Défense nationale**  
Signature du représentant du MDN auquel on a délégué le pouvoir d'approbation en ce qui a trait à la signature du formulaire DND 626 (niveau d'autorité basé sur la valeur de la tâche et le signataire autorisé équivalent mentionné dans le MAA 1.4). **Nota :** la personne qui signe cette attache de signature confirme que les travaux respectent la portée du contrat, que suffisamment de fonds sont prévus au contrat pour couvrir cette tâche et que le budget alloué à l'unité ou pour le projet le permet.

**Services**  
Définissez brièvement le besoin (joignez l'ET) et établissez le coût de la tâche à l'aide de la soumission de l'entrepreneur selon le niveau de difficulté de celle-ci. Les modalités de paiement stipulées dans le contrat s'appliquent à la tâche. Si plusieurs d'entre elles sont prévues, énumérez ici celle/celles qui s'appliqueront à la soumission pour la tâche à accomplir (p.ex. acompte fondé sur les étapes franchies; taux quotidien ou taux horaire établi selon la catégorie de main-d'œuvre; frais de déplacement et de séjour; prix fixe ou prix plafond; etc.). Toutes les modalités du contrat s'appliquent à cette autorisation de tâche et ne peuvent être négligées ou modifiées quant à la tâche en question. Il n'est donc pas nécessaire de répéter ces modalités générales afférentes au contrat sur le formulaire DND 626.

**Prix**  
Mentionnez le coût de la tâche en le répartissant selon les frais afférents à chaque item mentionné dans la rubrique **Services**.

**TPS/TVH**  
Mentionnez le montant de la TPS/TVH, s'il y a lieu.

**Total**  
Mentionnez le coût total de la tâche. L'entrepreneur ne peut dépasser ce montant sans l'approbation du MDN, formulaire DND 626 modifié à l'appui. Le coût de la modification ne peut pas être supérieur à 50 p. 100 du montant initial prévu dans l'autorisation de tâche (ou au pourcentage prévu dans le contrat pour les modifications). Le coût total spécifié dans le formulaire DND 626, y compris toutes les modifications, ne peut dépasser le plafond de financement mentionné dans le contrat.

**Ne s'applique qu'aux contrats de TPSGC**  
Le présent paragraphe s'applique uniquement aux autorisations de tâche accordées par TPSGC. On inscrira dans le formulaire DND 626 un plafond précis qui ne pourra être approuvé que par le MDN et un pourcentage selon lequel le MDN pourra approuver des modifications au formulaire DND 626 original. Les tâches dont le coût dépasse ces plafonds doivent être soumises à l'autorité contractante de TPSGC pour examen et signature avant qu'on autorise l'entrepreneur à débiter les travaux.

**Note :**  
Les travaux ne peuvent commencer avant la date de signature de ce formulaire par le responsable du MDN, pour les tâches dont le coût est inférieur au plafond établi par le MDN, et par le MDN et TPSGC pour les tâches dont le coût dépasse le plafond établi par le MDN.