



**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**

**SOLICITATION AMENDMENT  
MODIFICATION DE L'INVITATION**

The referenced document is hereby revised; unless otherwise indicated, all other terms and conditions of the Solicitation remain the same.

Ce document est par la présente révisé; sauf indication contraire, les modalités de l'invitation demeurent les mêmes.

**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>Amendment No. - N° modif.</b> 001
<b>Client Reference No. - N° de référence du client</b> W7714-19-6629	<b>Date</b> 2018-12-17
<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 at - à 02:00 PM on - le 2019-01-08</b>	<b>Time Zone</b> Fuseau horaire 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>	

**Instructions: See Herein**

**Instructions: Voir aux présentes**

<b>Delivery Required - Livraison exigée</b>	<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 (type or print)</b> <b>Nom et titre de la personne autorisée à signer au nom du fournisseur/ de l'entrepreneur (taper ou écrire en caractères d'imprimerie)</b>	
<b>Signature</b>	<b>Date</b>

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

Amd. No. - N° de la modif.  
001  
File No. - N° du dossier  
cx011.W7714196629

Buyer ID - Id de l'acheteur  
CX011  
CCC No./N° CCC - FMS No./N° VME

**This Amendment 001 is issued to publish questions received from the industry and the answers to those questions.**

**Questions and Answers:**

Question 1:

Page 31: What is the frequency of each of the event types (i.e. ideation, contests, competitive projects, innovation networks, sandboxes, innovation assessment and implementation)

**Answer 1:**

Please see the attached Annex F – Estimated Level of Effort table at the end of this document.

Question 2:

Page 33: Item 5.5 c) Please clarify the proponent's role with respect to "selecting... facilitators/speakers".

**Answer 2:**

What we mean by selecting facilitators/speakers is that we expect the bidder to include in their proposed methodology, a process by which they could identify event facilitators or speakers. With regard to facilitators, we realize this may be more straightforward as this service could be subcontracted fairly easily. For speakers, we would expect that the bidder would have the capability to reach out to networks that either a) the department provides, or b) finds others on its own or c) leverages existing ones it has; to solicit interest from potential candidates, make recommendations to the department and then make accommodations for their attendance at the event (paying an honorarium, travel arrangements, etc).

Question 3:

Page 33: Item 5.7: What is the frequency of required travel for site visits and on-site support (excluding planning meetings)?

**Answer 3:**

This is unknown at this time, Bidders should plan for up to two events in each region of Canada in one fiscal year, those being – Atlantic Canada (NFLD, NS, NB, PEI), Eastern Canada (Quebec and Ontario), Central Canada (Manitoba and Saskatchewan), Western Canada (Alberta and BC) and the North (NWT, Yukon and Nunavut).

Question 4:

Page 6: Item 2.4: enquiries will be accepted "no later than seven (5) calendar days before bid closing" : Please clarify.

**Answer 4:**

The correct number is five (5); please see the amendment below.

**Modifications:**

**1) Under Part 2 – Bidder Instructions, DELETE:**

~~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.~~

**REPLACE WITH:**

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

**2) At the end of the document, after Annex E, add the following Annex:**

**ANNEX F – ESTIMATED LEVEL OF EFFORT TABLES**

Facilitation and note taking services will be required for the following sessions as outlined as part of the estimated level of effort. All amounts shown in the table below are estimates for reference purposes only and are not a guarantee of the actual number of events and hours required, nor are they intended to reflect any expectations on behalf of the Government of Canada

Type of Session	Amount	Locations	# of Attendees
2-3 hour engagement information sessions with industry, academia, and other non-governmental organizations about the IDEaS program	10 per year	Various across Canada	50-100 per session
2-3 hour roundtables with program stakeholders and participants to seek feedback to better understand how the roll-out of the Program is being seen, and understand the issues, barriers and opportunities for improving how the Program can help support research, development and demonstration of innovative solutions to defence and security challenges.	5 per year	Various across Canada	20-30 per session
A full day symposia related to the Innovation Networks element of IDEaS. One symposia would focus on one specific Innovation Challenge area. Funded Micro-nets will be required to participate to present recent developments in their research, and exchange information with other scientists working in related areas	3 per year	Various across Canada	100-150 per session
2-3 hour information sessions for the Innovation Networks element of IDEaS following the launch of any given call.	4 per year	Ottawa	6 in person and up to 150 via a WebEx

- Facilitation services to be included
- Hospitality would be provided (e.g. coffee, tea, water)
- The Contractor must book event space or work with program partners (e.g. a university) to reserve a space
- Note taking is required as part of feedback sessions

**Innovation Networks (IN):**

Assumption: Launch of 2 Innovation Network calls per fiscal year.

**1. Annual symposia for each call**

From the Application Guide: “the IDEaS Program anticipates organizing annual symposia on the Innovation Challenge area. Funded Micro-nets will be required to participate to present recent developments in their research, and exchange information with other scientists working in related areas.”

Each challenge/call will require 3 symposiums (at the end of year 1, year 2, and year 3). At full operation capacity (2020-2021), we'll be holding an anticipated 4-5 symposiums per fiscal year on the concurrent calls/challenges.

**Requirements**

- Venue in NCR (TBD – depending on where the majority of applicants to any one call are located and can easily travel to);
- Venue for in-person meeting of around 100 participants;
- Maximization of networking opportunities;
- Virtual connection (audio & visual) option for participants unable to attend in person;
- Session must be recorded & made available soon after each symposium;
- Potential hospitality for breaks. Dependent on venue location;
- Presentation equipment & on-site IT support;
- Option: Facilitation services;
- Option: Note taking / summary report of meeting;
- Option: Translation services may be required; and
- Option: participant survey/evaluation/feedback form.

## **2. Information Sessions**

Two information sessions required around 2 weeks following the launch of any given call (one in French and one in English). Assuming a launch of 2 Innovation Network calls per fiscal year, DND will require 4 separate information sessions per fiscal year.

### Requirements

- Venue in National Capital Region (NCR);
- Venue must accommodate 4-6 DND staff;
- Virtual connection only (audio & visual);
- Presentation must be visible to participants (Webex-type);
- French and English sessions to run around 1.5 hours each, on same day;
- On site IT, audio & visual equipment support;
- Session must be recorded & made available soon after each session; and
- Option: participant survey/evaluation/feedback form.

END OF AMENDMENT 001