



National Defence

Défense nationale

National Defence Headquarters
Ottawa, Ontario
K1A 0K2

Quartier général de la Défense nationale
Ottawa (Ontario)
K1A 0K2

**SOLICITATION CLOSES
L'INVITATION PREND FIN**

**at - à 2:00 PM
on - le 21 January 2019**

**TIME ZONE - FUSEAU HORAIRE
Eastern Standard Time (EST)**

**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

Issuing Office - Bureau de distribution

Director Services Contracting (D Svcs C) 3-3
Ministère de la Défense nationale (MDN)
101 Colonel By Drive
Ottawa ON K1A 0K2

Title - Sujet Conference Facilities, Meals & Accommodations	
Solicitation No. - N° de l'invitation W6369-19-A028	Amendment No. - N° de la modification 001
Date of Amendment - Date de la modification 21 December 2018	
RETURN BIDS TO: RETOURNER LES SOUMISSIONS À : By e-mail to: Natalie.Provost@forces.gc.ca Director Services Contracting (D Svcs C) 3-2-5 Attention: Natalie Provost	
Address enquiries to: Adresser toute demande de renseignements à : Natalie Provost Telephone No. E-Mail Address N° de téléphone Courriel Natalie.Provost@forces.gc.ca	
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Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie) Signature Date	



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AMENDMENT 001 TO SOLICITATION NUMBER W6369-19-A028 IS RAISED TO:

1. Update Annex “A” Statement of Work to change the date the facilities will be required;
2. Update Attachment 1 to Part 3 – Pricing Schedule to change the date the facilities will be required; and
3. Update Annex “B” Basis of Payment to change the date the facilities will be required.

SOLICITATION NUMBER W6369-19-A028 IS HEREBY AMENDED AS FOLLOWS:

- 1.1 **DELETE** Annex “A” – Statement of Work in its entirety, and **REPLACE** with the following:

ANNEX A - STATEMENT OF WORK (AMENDMENT NO 001)

1. OBJECTIVE

- 1.1 The purpose of this procurement is to secure commercial accommodation, meeting facilities, and provision of meals and beverages for the Annual Chaplain Training Exercise. It is intended to award a contract for one (1) year, with options to extend the term of the contract by up to four (4) additional one (1) year periods.

2. BACKGROUND

- 2.1 The Exercise Called to Serve (EX CTS) is an annual exercise lead by the Chaplain General for the training and professional development of the Royal Canadian Chaplain Service. All Canadian Regular Forces Chaplains are required to attend and as well as selected Reservist chaplains will be invited.

It is anticipated that up to a maximum of two hundred and fifty (250) participants will attend the Annual event during the 24 May until 01 June 2019.

Guests are to be accommodated in the same facility, as well as the event space and associated support space.

3. SCOPE

- 3.1 The scope of work is outlined with specific needs as follows:

3.2 *Location*

The event must be held at a location outside the cities of Ottawa, Ontario and Gatineau, Quebec, but within 150 kilometers of the Montreal Pierre Elliott Trudeau International airport and 200 kilometers from the Ottawa International Airport.

3.3 *Dates*

Facilities will be required on the following dates:

- a) A pre-EX set up from 24 May & 25-26 May 2019;



- b) EX CTS from 27 to 31 May 2019; and
- c) A post EX tear down day on 01 June 2019.

3.4 **Meals**

All meals will be served to the total number of attendees simultaneously, in a group setting, in strict accordance with the schedule and time allotted.

3.5 **Guest Rooms**

The total number of rooms and attendees for all events will be confirmed no less than fifteen (15) days prior to the event.

3.6 **Parking and Shuttle Bus**

Parking must be a separate agreement between the attendees and establishment.

A shuttle bus will be required to pick up attendees at the airport (Ottawa/Montreal) and drive them to the venue on day of arrival. Limited shuttle bus service will be required on the last day of the conference, if an attendee must leave prior to 1300hrs.

4. **DESCRIPTION OF EVENTS**

4.1 The Contractor must provide the following facilities for the Pre-EX event set up:

4.1.1 **Pre-EX set up:**

- 4.1.2 **Confirmed Dates:** 24 May & 25-26 May, 2019
- 4.1.3 **Estimated Number of Attendees:** Minimum 2 to a Maximum 4

4.1.4 The pre-EX set-up is a three (3) day team of four (4) DND personnel tasked to complete set up arrangements for EX CTS. Two (2) administration offices and a storage area as identified in paragraph's 4.2.2 and 4.2.4 below, and must be available from noon 24 May 2019 until noon 31 May 2019. Most of the working group attendees will arrive on 26 May 2019 and will remain until the end of the event on 31 May 2019.

4.2 The Contractor must provide the following facilities for the EX CTS set-up:

4.2.1 **EX CTS set-up:**

- 4.2.2 **Confirmed Dates:** 27 to 31 May, 2019
- 4.2.3 **Estimated Number of Attendees:** Minimum 175 to a Maximum 250

4.2.4 The spiritual training provided at EX CTS is a one week long training exercise where the Canadian Armed Forces religious and professional leaders seek the advice of their chaplains through their Denominational Meetings and the general assembly of Chaplains. Most attendees will arrive on Sunday 26 May 2019:

- a) 26 May 2019: Arrival of attendees;
- b) 27 May 2019: Welcome ceremony, Professional Development, "Meet & Greet", Monday evening;
- c) 28 May 2019: Professional Development, sports event, and BBQ Style Dinner;
- d) 29 May 2019: Professional Development and/or Denominational session;
- e) 30 May 2019: Denominational sessions, group photo, and Formal Dinner; and



- f) 31 May 2019: Professional Development and/or Denominational session, and END EX at 13:30.

5. ACCOMMODATIONS REQUIREMENTS

5.1 Accommodations are required as follows:

Accommodations 24 to 30 May 2019		
Rooms	Nights of 24 and 25 May 2019	Nights of 26 to 30 May 2019
Guest Room	2 – 4	159-229
One Bedroom Suite	0	1
Double-occupancy standard room	0	20
Total	2 – 4	180-250

5.2 Event EX Requirements – 24 to 31 May 2019

5.2.1 The Contractor must provide the following:

5.2.2 *Operations Room*

Two administration offices or rooms assigned for the duration are required for eight (8) days 24 to 31 May 2019 and to be available 24 hours per day with a minimum of three (3) keys per room provided to the office staff. The rooms must be equipped with phone/phone line with long distance capability, and one of the rooms with a photocopier/printer. One administration office must be large enough to accommodate four (4) people with four (4) chairs, four (4) desks/tables for administrative work and one (1) table for supplies and miscellaneous. The second room must be large enough for four (4) people with four (4) chairs and four (4) desks/tables. There also must be Internet access for up to two (2) computers per room.

5.2.3 *Media*

Computers will be supplied by the Canadian Armed Forces. It is essential that the Contractor be prepared to meet with, and respond to, Chaplain General Staff members concerning ongoing planning requirements at the location where the event will occur.

5.2.4 *Storage*

A separate area for storage of supplies, awards etc., is required for eight (8) days 24 to 31 May to 7 June 2019. The storage area must be at least 30 square meters (80 square feet) – whether as a separate room or a partitioned additional space to one of the administration offices.

5.2.5 *Main Conference Room*

A main conference room is required for six (6) days, 26 to 31 May 2019 that can accommodate up to 250 persons, must include a raised platform/stage for the speaker or theater style set-up with two (2) overhead large screens and a sound system ensuring that all participants in the room can clearly see and clearly hear the speaker, translation services, and portable musical equipment and furniture for Religious Services. (Note: translation services, portable musical equipment and furniture for Religious services will be provided by DND). The conference room must be equipped with one (1) podium, three



(3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with five (5) microphones of which at least three (3) must be wireless. The room must be equipped with a projector and two overhead screens. A laptop, provided by DND, will be hooked up to the projector. The Contractor will be responsible for providing technical support if and when required. The main conference room must be available for use by DND between 07:00 and 23:00 daily.

5.2.6 **Breakout Rooms**

Up to twelve (12) breakout rooms for workshops, each equipped with sufficient tables and chairs for attendees to work on, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers, and one (1) podium. All rooms require one screen and projector which can be linked to a standalone laptop for overhead presentations (DND will provide the standalone laptops). Set up may vary from room to room. The number of breakout rooms required will be confirmed thirty (30) days prior to the start of the event. The Contractor will be responsible for ensuring the availability and serviceability of all standing/installed IT and audiovisual equipment.

5.2.6.1 Details anticipated for 2019 are as follows:

- a) One (1) breakout room seating one hundred and twenty-five (125) persons with extra space for a portable translation booth, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with five (5) microphones of which at least three (3) must be wireless. Access to the room will be required daily from 07:00 to 23:00;
- b) One (1) breakout room seating eighty (80) persons with extra space for a portable translation booth, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, three (3) rectangular tables with skirt facing the audience, ten (10) chairs facing the audience, one (1) white board with appropriate markers, one (1) flip chart with appropriate markers and a sound system with two (2) microphones of which at least one (1) must be wireless. The room must be equipped with a projector and two overhead screens. A laptop, provided by DND, will be hooked up to the projector. The Contractor will be responsible for providing technical support if and when required. Access to the room will be required on 28 May from 12:00 to 31 May 2019 12:30;
- c) One (1) breakout room, capable of seating forty-five (45) persons, U-Shaped (3 days: 29 May 2019 from 12:00 to 31 May 2019 12:30;
- d) Two (2) breakout rooms seating thirty (30) persons, U-Shaped (3 days, 29 to 31 May 2019). Access to the room will be required during regular business hours (08:00 to 17:00);
- e) One (1) breakout room seating twenty (20) persons, U-Shaped (3 days, 29 to 31 May 2019). Access to the room will be required during regular business hours (08:00 to 17:00);



- f) Two (2) breakout rooms, each capable of seating fifteen (15) persons, U-Shaped (3 days, 29 to 31 May 2019). Access to the rooms will be required during regular business hours (08:00 to 17:00);
- g) One (1) breakout room seating fifteen (15) persons, U-Shaped (3 days, 29 to 31 May 2019). Access to the room will be required during regular business hours (08:00 to 17:00);
- h) One (1) additional room, capable of seating thirty (30) persons, U-Shaped (3 days: 29 to 31 May 2019). Access to the rooms would be required during regular business hours (08:00 to 17:00);
- i) One (1) room for Protestant chapel service. One (1) breakout room seating one hundred and twenty-five (125) persons in theatre seating, capable of accommodating Religious Services such as portable musical equipment, and be equipped with one (1) podium, four (4) rectangular tables with skirt along the walls, and one (1) rectangular table, facing the audience, on risers to act as an altar. The room must be available for use by DND between 07:00 and 23:00 (5 days, 27 to 31 May 2019); The room must have a separate or attached storage area where items can be safely secured and locked ; and
- j) One (1) breakout room for Catholic chapel service, capable of seating fifteen (15) persons, Classroom style. The room must be available for use by DND between 07:00 and 23:00 (5 days, 27 to 31 May 2019).

5.2.6.2 **Note:** All breakout rooms as described in paragraphs 5.2.6 must be located in the same building in order to facilitate the movement of the participants of the Exercise.

6. CATERING REQUIREMENTS

6.1 Below are the anticipated Catering Requirements, subject to change based on confirmation of final number of attendees. Canada retains the right to amend these requirements throughout the planning process of this event, up until at least fifteen (15) days prior to event.

6.2 The Contractor must provide sample menus and catering prices for plated lunches, buffet lunches and breaks that fall within the Treasury Board’s Directive on Travel, Hospitality, Conference and Event Expenditures. Below are submitted unit prices and must not exceed the following unit costs including gratuity and taxes allotted.

6.2.1 A Table summarizing the Requirements is provided below:

Catering Requirements <i>25 to 31 May 2019</i>								
Preferred Dates	Friday <i>24 May</i>	Saturday <i>25 May</i>	Sunday <i>26 May</i>	Monday <i>27May</i>	Tuesday <i>28 May</i>	Wednesday <i>29 May</i>	Thursday <i>30 May</i>	Friday <i>31 May</i>
	No requirement	No requirement	Dinner only	B, L, D and HB am/pm	B, L, BBQ, and HB am	B, L, D, and HB am/pm	B, L, Formal Dinner	B, L



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Legend:

(B) = Breakfast

(L) = Lunch

(D) = Dinner, Formal Dinner and BBQ

(HB) = Health Breaks and Meet and Greet

Max. Unit Costs:

\$30.38

\$39.70

\$87.50

\$10.13

- 6.3 The Contractor must provide meals for special diets (such as religious or dietary requirements) at no extra costs when required.
- 6.4 The Contractor must provide the following:
- 6.4.1 **Meet and Greet / Recognition Ceremony** - (Monday evening 27 May 2019, approximate times 19:00 to 01:00 on 28 May 2019)
 - 6.4.2 **Obligatory Snacks:** The Contractor must be capable of providing catering for Obligatory Snacks in the form of chips, nuts, popcorn, coffee/tea/bottled water/canned soft drinks, etc. during the Meet and Greet Reception for up to 250 persons;
 - 6.4.3 **Room:** Room must be suitable for up to 250 persons standing for the event, with approximately 10 round tables and chairs for those who cannot stand the entire event. Numbers to be confirmed by the Technical Authority at least five (5) days prior to event;
 - 6.4.4 **Set up:** Room must be set up with round tables equipped with two (2) separate combination cash bars; and
 - 6.4.5 Also, one (1) podium with microphone and three (3) skirted rectangular tables for awards, all set up on risers.
- 6.5 **BBQ** - (Tuesday evening 28 May 2019, approximate time 17:30 to 18:45)
- 6.5.1 **Food Requirement:** The Technical Authority will select the menu from options to be provided by the Contractor no less than fifteen (15) days in advance of the event that meet the following criteria; three (3) off the grill selections (steak, fish and vegetarian). Dietary considerations will include up to five (5) kosher meals, up to five (5) halal meals, and also for allergy restrictions. Also to be included, bottled water, assorted canned soft drinks, ice tea, lemonade, two (2) kinds of fresh salads, and a starch-such as baked potato, vegetables, and dessert platter.
 - 6.5.2 **Set up:** To be held outside buffet style, with a chef at the grill at end of the buffet line, with round tables of 10, capable of seating up to 250 persons, and also equipped with two (2) separate cash bars in the location of the event.
 - 6.5.2.1 **In case of rain:** The Contractor must provide a venue indoors, capable of seating up to 250 persons, with round tables of 10. The meal will be served buffet style with a chef at the grill at end of the buffet line.
- 6.6 **Formal Dinner** - (Thursday evening 30 May 2019, 19:30 to 23:30)
- 6.6.1 **Food Requirement:** The Technical Authority will select the menu from options to be provided by the Contractor that meet the following criteria; four (4) courses (soup/salad, appetizer, main course and dessert, following by coffee/tea). Tables will be set with rolls,



pickle trays, and garnish etc. The meal will be served as per Military Mess Dinner standards (Technical Authority will advise on format). All courses must be served and cleared in an orderly and rapid fashion).

- 6.6.2 **Set up:** Room must be suitable for comfortably seating up to 250 persons. Numbers to be confirmed by the Technical Authority at least five (5) days prior to event. The Technical Authority will prepare a seating plan. Tables, black tablecloths, purple table runners, pipes and drapes, chairs and lighting are to be arranged so that all attendees are seated.
- 6.6.3 Also to be included are one (1) podium with portable microphone at the end of the head table, and one (1) table set aside for the “Fallen Soldier”. The Technical Authority will provide exact requirements.
- 6.6.4 **Presentation requirements:** Room must have a formal dining appearance and be equipped with echo-dampening.
- 6.6.5 Projector, screen for animation. DND will provide computer with slide show.
- 6.6.6 As this is a formal Dinner, DND will ensure that the table is set up and meals served according to DND required standards (Technical Authority will advise).
- 6.6.7 **Pre-Formal Dinner Gathering:** A venue with the seating capacity to accommodate up to 250 persons must be available for a group photograph and lecture from a guest speaker prior to the Formal Dinner. Must include space for two (2) cash bars in the area for drinks, three (3) skirted tables for awards and one (1) podium with microphone. (Thursday evening 16:00 to 19:00).
- 6.6.8 **Reception:** A reception will be held after the Formal Dinner in an adjoining room, reserved and set up from 22:45 until 01:00. After dinner, all attendees will be invited to this room for after dinner drinks that includes space for two (2) cash bars.
- 6.6.9 **Obligatory Snacks:** The Contractor must be capable of providing catering for Obligatory Snacks in the form of chips, nuts, popcorn, etc. prior to and following the Formal Dinner.
- 6.7 **Daily Requirements:** - (Sunday evening 26 until Friday 31 May 2019)
- 6.7.1 All meals must be provided in the same building where the cafeteria is located.
- 6.7.2 One (1) sit-down Breakfast, one (1) Lunch, one (1) Dinner per person per day as indicated (hot and cold breakfasts, lunches and hot dinner buffet or cafeteria style, or service if price comparable). On the day of arrival, dinner only will be required, and on day of departure, breakfast and lunch only will be required.
- 6.7.3 Special dietary requirements as identified by the Technical Authority no less than fifteen (15) days in advance of the event. Dietary considerations will include up to ten (10) kosher meals, up to ten (10) halal meals, vegetarian meals and allergy restrictions.
- 6.7.4 Meals are to include three (3) Main Entrée choices. At least one choice is to be a healthier choice prepared with little or no fat and one choice must be a meatless protein dish.



- 6.7.5 The Contractor must be capable of providing catering services for Health Breaks in the form of coffee, tea, water, juice, muffins/cookies and fruit in the mornings, and catering services in the form of beverages, such as coffee, tea, water and juice in the afternoon. A separate request for exact requirements will be placed no less than fifteen (15) days in advance of the event.

7. ADDITIONAL MISCELLANEOUS REQUIREMENTS

- 7.1 The Contractor must provide necessary work areas and power for Crown supplied equipment such as special purpose equipment i.e. audio-visual requirements for translation, musical equipment, etc.
- 7.2 The Contractor must be available to meet with the Technical Authority at the event location at least fifteen (15) days prior to the commencement of the event to review requirements and finalize details.
- 7.3 The Contractor must provide miscellaneous expenses on an as required basis, including, but not limited to lighting, table runners, pipes and drapes, sashes, shuttle bus, photocopier/printer usage, etc. All miscellaneous expenses must have the prior authorization of the Technical Authority.

8. OCCUPANCY

- 8.1 Single: one (1) person occupying the room
- 8.2 Double: one (1) and/or two (2) people occupying the room
- 8.3 Rates offered for each category of occupancy are not based on the size of the bed in the room. For example: single occupancy means one person occupying the room, regardless of the number or size of the bed (double, queen or king).

9. ROOM TYPE DEFINITIONS

9.1 Guest Room:

- 9.1.1 A guest room is a regular room normally offered for accommodation. Rooms with a microwave and mini-fridge are considered as a Guest Room for the purpose of this Statement of Work. Guest rooms should not exclude rooms considered to be superior in quality, size or location (for example: Harbour view vs. City view). Superior or Deluxe rooms (larger rooms with additional amenities) are also to be considered as a guest room. Any other type of room may be offered as a guest room at the discretion of the establishment's management, at no additional cost provided the room contains the minimum requirement listed below:
- 9.1.2 A single-occupancy guest room must have as a minimum one (1) double, queen, or king sized bed, a desk, a telephone and a chair.
- 9.1.3 A double-occupancy guest room must have as a minimum two (2) double, one (1) queen, or one (1) king sized bed, and a sitting area containing a coffee table, desk, telephone, sofa and chair.

9.2 Bedroom Suite with entertainment area and with or without Kitchen:



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9.2.1 A suite is a room which has a living/entertainment and sleeping area that are separated by a door. The living area must offer/accommodate a gathering of forty-five (45) people with a minimum seating for twelve (12) people. The room must include an un-stocked bar fridge, a work-area desk and telephone. The sleeping area must have a queen or king sized bed as a minimum. The suite must also include a full size refrigerator and microwave. If the room is not large enough to accommodate forty-five (45) people, a separate area must be made available for evening gatherings.

9.3 Room Minimums:

9.3.1 All rooms must offer private washroom facilities. Washrooms must include, as a minimum, a toilet, sink, and bath/shower facilities and towels.

9.3.2 Note: Should any items of a stocked refrigerator, bar fridge or mini-bar be consumed, it will be the responsibility of the occupant of the room to cover these costs, and not the Crown. Any such expenses would not be within the scope of this requirement.

1.2 DELETE Attachment 1 to Part 3 – Pricing Schedule in its entirety, and REPLACE with the following attached Excel document.

1.3 DELETE Annex “B” Basis of Payment in its entirety, and REPLACE with the following attached Excel document.

ALL OTHER CONDITIONS IN THE RFP REMAIN UNCHANGED