



**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**

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**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> 002
<b>Client Reference No. - N° de référence du client</b> W7714-19-6629	<b>Date</b> 2018-12-27
<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>

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**This Amendment 002 is issued to publish questions received from the industry and the answers to those questions.**

**Questions and Answers:**

Question 5:

Does DND intend to qualify more than one proponent for this call-up?

**Answer 5:**

Only one contract will be awarded as a result of this Request for Proposal

Question 6:

Page 32, Item 5.1 (a): Please clarify the proponent's responsibilities with respect to "establishing ... event objectives"?

**Answer 6:**

Although in most cases the Crown would establish draft overall event objectives and program content (either in writing or verbally) we would expect the awarded contractor to provide their expertise in event management to provide recommendations on changes if they determine that something may not work, either with regard to timing, logistics, etc. We would also expect the awarded contractor to finalize documents/material that have been provided as draft by the Crown.

Question 7:

Page 32, item 5.1 (e): Please clarify the proponent's responsibilities with respect to "making ...key decisions relating to event...content"?

**Answer 7:**

The Crown does not have any additional qualification requirements for specific members of the Project Team other than those set out in the rating guide.

Question 8:

What qualifications are required for the required positions (Senior Event Manager, Event Manager, Event Coordinator, Event Assistant and Finance Manager)?

**Answer 8:**

The required qualifications are listed under Mandatory Evaluation Criterion MC2.

Question 9:

*Annex F - Estimated Level of Effort Table, 3rd row, "A full day Symposia related to the Innovation Networks...."*

- *The table lists 3 per year across Canada for 100-150 pax*
- *On the same page, under Innovation Networks (IN) it lists 2 calls per year, each requiring a symposia at the end of the year (therefore 2 symposia) – in NCR for 100 pax*

Assuming these are the same events, please clarify the frequency and location of the symposia?

**Answer 9:**

Please refer to the table under Annex F- "Estimated Level of Effort" in that the plan would be up to three (3) Innovation Networks Symposia per year. The reference to two (2) calls for proposals refers to the solicitation for new Innovation Networks and is not related necessarily related to the number of events to be planned.

Question 10:

Will the successful proponent of Solicitation no. W7714-196629/A be required to work with the successful proponent of Solicitation no. W7714-196676/B? If so, please describe.

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.  
002  
File No. - N° du dossier  
cx011.W7714196629

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

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**Answer 10:**

No, both solicitation and resulting contracts will be independent of each other.

END OF AMENDMENT 002