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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

Title - Sujet Events Planning and Management	
Solicitation No. - N° de l'invitation W7714-196629/A	Amendment No. - N° modif. 004
Client Reference No. - N° de référence du client W7714-19-6629	Date 2019-01-09
GETS Reference No. - N° de référence de SEAG PW-\$\$CX-011-76008	
File No. - N° de dossier cx011.W7714-196629	CCC No./N° CCC - FMS No./N° VME
Solicitation Closes - L'invitation prend fin at - à 02:00 PM on - le 2019-01-15	Time Zone Fuseau horaire Eastern Standard Time EST
F.O.B. - F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Address Enquiries to: - Adresser toutes questions à: Leblanc(CX Div.), Marc-Andre	Buyer Id - Id de l'acheteur cx011
Telephone No. - N° de téléphone (613) 998-1966 ()	FAX No. - N° de FAX () -
Destination - of Goods, Services, and Construction: Destination - des biens, services et construction:	

Instructions: See Herein

Instructions: Voir aux présentes

Delivery Required - Livraison exigée	Delivery Offered - Livraison proposée
Vendor/Firm Name and Address Raison sociale et adresse du fournisseur/de l'entrepreneur	
Telephone No. - N° de téléphone Facsimile No. - N° de télécopieur	
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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This Amendment 004 is issued to publish questions received from the industry and the answers to those questions. This amendment is also published to extend the closing date of the solicitation period per the front page of the amendment.

Questions and Answers:

Question 12:

"RT3 Project Team Experience"

Although over the years we have managed events that had and have a federal government funding program content, we feel that "RT3 Project Team Experience, 4 points for experience managing events for a federal government funding program" has not been referenced at all within the mandatory criteria or the Scope of Work. This point requirement should be adjusted to fit the requirements within the RFP or please remove, or maybe it could be a typo.

Answer 12:

It is not mandatory for the Bidder to have experience in managing events for a federal government funding program in order to apply. However, they will be awarded the most points under RT3 for events that demonstrate this type of experience as it mostly closely aligns with the objectives of the current requirement.

Question 13:

Would the client consider amending M2.1(b) to \$175,000.00?

Answer 13:

Yes. Please see the amendment below.

1) PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, under M.2.1b., DELETE:

~~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 and any other project-related revenues, as applicable);~~

REPLACE WITH:

has managed events where the firm's assigned portion of the overall budget was at least **\$175,000** (including professional fees, direct expenses, sub-contracting expenses, travel and living expenses and any other project-related revenues, as applicable);.

Question 14:

Would the client consider amending M1.1 to 4 years incorporated as a business, while keeping the 3 year minimum requirement of provision of event management services?

Answer 14:

Yes. Please see the amendment below.

2) PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, under M.1.1, DELETE:

~~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~~

REPLACE WITH:

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Have been in business for a minimum of **four (4)** years, including a minimum of three (3) years specializing in the provision of event management services; and

Question 15:

As we would propose to subcontract webcasting services, will you accept a subcontractor who meets M4?

Answer 15:

Yes. Criterion M4 states that the bidder must have completed a minimum of three events that required webcasting services. It does not state that these services must have been provided by an employee of the bidder.

Question 16:

Reference Page 16, Project Team Experience: The event project management samples submitted under mandatory criteria M2. EVENT MANAGEMENT PROJECTS will be evaluated against RT3, RT4 & RT5.

Should it be corrected to say M3. and not M2. as M2. is PROPOSED RESOURCES?

Answer 16:

Yes. This should indicate M3. Please see the amendment below.

3) PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, under 4.1.1.2. Point-rated Technical Criteria, DELETE:

~~Project Team Experience: The event project management samples submitted under mandatory criteria M2. EVENT MANAGEMENT PROJECTS will be evaluated against RT3, RT4 & RT5.~~

REPLACE WITH:

Project Team Experience: The event project management samples submitted under mandatory criteria **M3**. EVENT MANAGEMENT PROJECTS will be evaluated against RT3, RT4 & RT5.

Question 17:

Reference RT5, page 17, it states "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."

Please clarify what is meant by "all four examples". Should it not say "three examples" as the bidder will be evaluated based on the number and type of events, to a maximum of 3 projects?

Answer 17:

Yes, this should indicate three examples. Please see the amendment below.

4) PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION, under 4.1.1.2. Point-rated Technical Criteria RT5, DELETE:

~~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.~~

REPLACE WITH:

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 **three** examples can be experience from one resource.

Question 18:

Reference 5.1 General Pre-Event Planning, page 32, a) Establishing and/or clarifying event objectives and designing program content and formats;

Is there an expectation that the Event Planning and Management firm is a subject matter expert in the field of innovation to develop solutions to emerging defence and security problems?

Answer 18:

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 19:

Reference RT3. Page 17, 4 points for experience managing events for a federal government funding program.

Why are 4 points allocated to the specific experience for managing events for a federal government funded program? Can other experience managing the financial aspects, such as budgeting, contracting, payments and reconciliation of Federal Government Events, qualify?

Answer 19 :

Please consult answer 12 contained within this amendment.

Question 20:

Page 33, Item 5.8 Webcasting and Remote Participation Services: numerous bullets under this heading speak to providing remote webcasting services, real-time participation, hardware/software, experienced staff, etc. Does the Crown expect the Contractor to secure and manage a supplier to provide these services at the proposed mark up percentage, or does the Crown expect the contractor to provide these services directly at the proposed hourly rates?

Answer 20:

As these additional services are not listed in the resource categories for which hourly rates will be provided, such services would be subject to the bidder's proposed mark-up rate.

Question 21:

Re RFP Annex A Item 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 in-site resources must be bilingual if the Work is being performed in a bilingual region." Which regions are considered bilingual?

Answer 21:

As many events will be bilingual in nature, bilingual regions could include any location across Canada. As is the case for all other resources, properly incurred Travel and Living expenses will be reimbursed per Annex B, Basis of Payment.

Question 22:

Re RFP item 5.7 (c) "Travelling to the client's location for planning meetings and progress briefing sessions": Please advise location.

Answer 22:

The client is located in the National Capital Region (NCR).

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END OF AMENDMENT 004